

STUDENT/PARENT MIDDLE/HIGH SCHOOL HANDBOOK



2020-2021 TUSSEY MOUNTAIN SCHOOL DISTRICT

“The continuing mission of the Tussey Mountain School District is to provide a safe, stimulating and challenging environment where every person has an equal opportunity to attain the knowledge and skills necessary to become lifelong learners who contribute positively to society.”

Staff Directory

Amanda Adams	French	Dorian Morse	Pre-K
Jennifer Akers	School Nurse	Jeanette Myers	Admin Assistant
Nancy Baker	Cafeteria Secretary	Lindsey Myers	Business
Kim Batdorf	MDS	Sandy Kay Rickabaugh	Learning Support
Adam Baughman	Art	Kim Rodgers	Learning Support
Heather Baughman	Learning Support	Adam Runk	Science
Anthony Beveridge	Mathematics	Megan Schneider	Guidance
Matthew Blackmon	Technology Education	Stacey Shaw	Attendance Secretary
Kim Bowser	Science	Taylor Shoemaker	Guidance
Brian Brode	5 th Grade/Title I Math	Eva Beth Sichko	Mathematics
Dan Brode	Mathematics	Patrick Smith	Social Studies
Sonya Browell	TM Online Coordinator	Amy Snyder	English
Paul Brumbaugh	Mathematics	Erin Snyder	Title I Math/Health
Lois Bussick	6 th Grade Reading	Katie Stoudnour	English/Library
Brittany Buterbaugh	Chemistry	Hattie White	English
Christopher Carrier	Social Studies/Health		
Anna Collare	Vision Support		
Roger Conley	Physical Education/Driver's Education		
Myles Crawford	Learning Support		
Kim Donaldson	Physical Education		
Doug Ebersole	Learning Support/6 th Grade Science		
Sarah Elder	Biology		
Casey Flaherty	Social Studies		
Megan Flaherty	Mathematics		
Joe Frederick	Technology Education/Health/PE		
Karen Gaston	English		
Wendy Gates	Guidance Secretary		
Nikki Gephart	Mathematics/After 3 Coordinator		
Ben Gutshall	5 th Grade		
Julie Gutshall	5 th Grade		
Bethany Hershberger	English		
Melissa Hinish	Title I Reading		
Toby Horsh	Learning Support/Science		
Bob Hummel	Mathematics		
Bonnie Jenkins	Band		
Sarah Johnson	Music		
Jodie Kormanski	Physics/Mathematics		
Kasey Kuhns	Social Studies		
Kelly Lazor	6 th Grade ELA/Social Studies/Health		
Melissa Madzy	Learning Support		
Jennifer May	5 th Grade		
Bree McCahan	English		
Pam Morningstar	Administrative Assistant		
Valerie Morningstar	Family Consumer Science		

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TUSSEY MOUNTAIN SCHOOL DISTRICT WEBSITE:

www.tmsd.net

Parents can view their child's grades by clicking on the "Sapphire" link.

Policies referenced in this handbook may be found in their entirety by accessing the district's website at www.tmsd.net, clicking on "district information" and then the "Board Policies" link.

Tussey Mountain Elementary
(814) 635-2934

Tussey Mountain High School
(814) 635-2975

Superintendent's Office (814) 635-3670



ABOUT THE DISTRICT

PURPOSE

The purpose of this handbook is to provide information to parents and interested community members regarding the rules, regulations and functioning of the Tussey Mountain School District.

Dear Parents/Guardians:

The Tussey Mountain Board of Education and administration desires to provide the best possible education for the students of our district. To help with these efforts, we solicit the cooperation and support of parents and residents of the school district. Parents must be informed of school policies and procedures that affect their child in order that the school can operate efficiently and effectively. Included in this handbook are some of these policies and procedures.

MISSION STATEMENT

The continuing mission of the Tussey Mountain School District is to provide a safe, stimulating and challenging environment where every person has an equal opportunity to attain the knowledge and skills necessary to become lifelong learners who contribute positively to society.

THE VISION

United in purpose and working together, we create an outstanding environment where all children and teachers are excited to come to school, learn and strive for excellence.

RIGHT TO KNOW POLICY STATEMENT

Being a responsible employer identified as a non-manufacturing company, the Tussey Mountain School District has established procedures and completed the preliminary phases of the Right to Know Law as of December 1, 1986. Additionally, it is the intention of the district to conform to the remaining aspects of the law within the time frame established by the State of Pennsylvania, thereby creating as safe a working environment as possible for its employees. Any complaints or inquiries regarding the policies should be directed to the Superintendent's Office.

NON-DISCRIMINATION POLICY

It is the policy of the Tussey Mountain School District, Bedford and Huntingdon Counties, Pennsylvania, not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, national origin, handicap, gender, or age in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and Section 504 of the Rehabilitation Act of 1973. For information concerning rights or grievance procedures, contact the Title IX/Section 504 Coordinator: Ms. Denelle Diehl, Director of

Education, Tussey Mountain School District, Saxton, PA 16678 - (814) 635-3670.

BOARD OF EDUCATION

An elected Board of Education, as prescribed by state law, is responsible for the educational system. The School Board formulates policy and grants to a Superintendent of Schools the administrative and executive powers to execute policy. Public meetings of the Board of Education are held at **7:00 p.m.** on the third Monday of each month in the Board Room of the Tussey Mountain High School, unless otherwise specified. Residents are urged to attend meetings in an effort to be better informed about the district.

BOARD OF EDUCATION MEMBERS

James L. Hodge, President
Harry Watkins, Vice President
Adam Baker
John Baughman
Brenda Folk
James A. Hodge
Roy McCabe
Chad Myers
Brad Rouser

ADMINISTRATION AND STAFF

The Tussey Mountain School District maintains and operates an educational program (K-12) in four schools with a population of approximately 1050 students. The district educational program meets requirements mandated by the State Board of Education and the local Board of Education. Additionally, in accordance with district philosophy, the program reflects an extended effort to provide for all students a range of curricular and extra-curricular opportunities.

An administrative staff, headed by the Superintendent of Schools, implements the educational efforts of the total school district. A professional staff of approximately 100 is directly involved in the instructional phase of the program. Specialized professional personnel are available within the district to provide library, guidance, health, and other related services. Additionally, the resources of Intermediate Unit 08 provide other educational services to the district.

ADMINISTRATION

Superintendent of Schools
Director of Education/Special Education
High School Principal
Middle School Principal
Elementary Principal

Dr. Jerry Shoemake
Ms. Denelle Diehl
Mr. Matthew McCahan
Mrs. Davina Wiczorek
Mr. Wayland Heath

IN LOCO PARENTIS Section 1317 of the Pennsylvania Code states that "every teacher, vice-principal, and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time

required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

SCHOOL CALENDAR 2020-2021

August 17, 2020	Flex-Day Professional Development Day
August 18, 2020	Professional Development Day
August 19, 2020	Professional Development Day
August 20, 2020	Act 80 Day
August 21, 2020	Act 80 Day
August 24, 2020	First Student Day
September 7, 2020	Labor Day (No School)
October 12, 2020	Professional Development Day
October 22, 2020	End of Marking Period 1
October 23, 2020	Early Dismissal
November 11, 2020	Veterans Day (No School)
November 25-27, 2020	Thanksgiving Vacation
November 30, 2020	Deer Season (No School)
December 23-31	Christmas Vacation
January 1, 2021	New Year's (No School)
January 12, 2021	End of Marking Period 2
January 13, 2021	Early Dismissal
January 18, 2021	Martin Luther King Day (MAKE UP DAY)
February 12, 2021	Winter Break (Make Up Day)
February 15, 2021	President's Day (No School)
March 5, 2021	Professional Development Day
March 23, 2021	End of Marking Period 3
March 24, 2021	Early Dismissal
April 1, 2021	Act 80 Day (Make Up Day)
April 2, 2021	Good Friday (No School)
April 5, 2021	Spring Break (Make Up Day)
April 6, 2021	Spring Break (Make Up Day)
May 28, 2021	Last Student Day (Early Dismissal)

It should be noted that the Tussey Mountain School Board can adjust the calendar over the course of the school year. All dates listed as make up days may be used as such depending upon the circumstances at the time based upon the type of weather and/or other emergencies that the district may experience or

have. It may be necessary depending upon circumstances for the Board to add days to the calendar, along with or instead of using some days that are listed as make up days.

TUSSEY MOUNTAIN MIDDLE/ HIGH SCHOOL
REGULAR BELL SCHEDULE

HOMEROOM	7:53-8:03		
PERIOD 1	8:06-8:46		
PERIOD 2	8:49-9:29		
PERIOD 3	9:32-10:12		
PERIOD 4	10:15-10:55		
PERIOD 5	10:58-11:38	LUNCH 1	GR 5-6-7
PERIOD 6	11:41-12:21	LUNCH 2	GR 8-9
PERIOD 7	11:24-1:04	LUNCH 3	GR 10-11-12
PERIOD 8	1:07-1:47		
PERIOD 9	1:50-2:30		
PERIOD 10	2:33-3:05	ENRICHMENT/ACTIVITY	

TUSSEY MOUNTAIN MIDDLE/HIGH SCHOOL
TWO HOUR DELAY SCHEDULE

HOMEROOM	9:53-9:59		
PERIOD 3	10:02-10:33		
PERIOD 4	10:36-11:07		
PERIOD 5	11:10-11:41	LUNCH 1	GR 5-6-7
PERIOD 6	11:44-12:15	LUNCH 2	GR 8-9
PERIOD 7	12:18-12:49	LUNCH 3	GR 10-11-12
PERIOD 8	12:52-1:23		
PERIOD 9	1:26-1:57		
PERIOD 1	2:00-2:31		
PERIOD 2	2:34-3:05		

NOTE: On the 2 hour delay schedule, periods 5, 6, and 7 will remain the same. Other class periods will be rotated.

TWO HOUR DELAYED START/SCHOOL CANCELATION

The Tussey Mountain School District will be using One Call phone notification for school delays and/or cancellations. Notification will be based on the phone numbers provided in Sapphire.

Delays and/or cancellations for the Tussey Mountain School District due to weather or other emergencies will also be available on the following TV and radio stations:

<u>TV</u>	WJAC – Johnstown	WTAJ – Altoona
<u>Radio</u>	WFBG 1290 AM – Altoona	WFGY 98.1 FM – Altoona
	WAYC – Bedford	WSKE – Everett
	WALY	WKYE
	WVAM	

DELAYS AND CLOSINGS WILL BE POSTED ON THE DISTRICT WEBSITE: **www.tmsd.net**

We ask for your cooperation in seeing that someone is available to either send your child off in the morning and/or receive your child in the afternoon, should delayed starts or early releases be utilized. When school is delayed by TWO HOURS, breakfast will be served and Pre-School will be in session.

COMMUNICATION REPORTS TO PARENTS (PROGRESS REPORTS/REPORT CARDS)

Progress Reports - Progress reports will be issued at the point in time when the teacher feels that the student is in danger of failing, approximately half way through the marking period. The purpose of the progress report is to notify parents of problems relating to the student's academic progress and parents are encouraged to contact their child's teacher if they have any questions concerning their child's educational growth.

Report Cards - The entire school district is on a quarterly reporting period. Every nine (9) weeks, parents and students are advised of pupil progress. Approximately one week following the conclusion of a nine-week period, parents/guardians can expect report cards to be brought home. The following is a list of the last day for each marking period:

1 st Marking Period Ends	October 22, 2020
2 nd Marking Period Ends	January 12, 2021
3 rd Marking Period Ends	March 23, 2021
4 th Marking Period Ends	May 28, 2021

The above are considered tentative dates as weather related school cancellations can affect the school schedule.

Sapphire – Parents may also access the Sapphire System to review their child's progress. **Sapphire can be accessed on the district website: www.tmsd.net. Parents in need of a password to access Sapphire should contact their child's school.**

VISITORS REPORT TO OFFICE

Parents/guardians and/or visitors are reminded that they must check in at the office of any of the district's buildings upon arrival. Also, all guests are required to sign in at each office and to display a visitor's badge. If parents/guardians/visitors do not check in at the office, trespassing charges could be filed.

ATTENDANCE - A COOPERATIVE EFFORT

The benefits that students accrue as a result of the educational process are, in part, predicated on attendance. The school district acknowledges its responsibility to provide a meaningful education for all students and respectfully requests that parents and students cooperate with the schools with regard to the attendance policy. Certainly, it is recognized that there are situations that will cause students to arrive late to school or to request early dismissal. However, these situations should be minimized, so as to avoid any unnecessary disruption to the learning process.

Parents should be aware that no student will be excused to leave school with anyone except a parent/guardian. Exceptions will be made only if the parent/guardian specifies in writing or contacts the office by telephone to authorize another person. Notes are encouraged; phone calls are discouraged except in cases of emergencies.

As of January 1, 1996, the fine for truancy has been raised to \$300 for each occurrence. Parents of truant students may also be required to attend mandatory parenting classes. Truant students who have not received driver's permits could have them delayed by ninety (90) days. Those who already have driver's licenses could have them revoked for ninety (90) days.

SECONDARY POLICY ON STUDENT ABSENTEEISM

A parental excuse will be accepted for any day's absence to a total of ten (10) days absence throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of ten (10) days parental excuses. After a total of five (5) days absences, a five (5) day letter informing parents of the situation and the closeness to the ten (10) day limit will be set.

Following the accumulation of ten (10) days with parental excuses, a written notice will be sent to the parents stating the need for a written doctor's excuse for each day's absence from that time until the end of the school year. Failure to submit a doctor's excuse may mean classifying the absence as unexcused. In accordance with the district discipline policy, each unexcused absence may result in three (3) 6:00 detentions.

The following are the Tussey Mountain High School's Tardy/Absence Guidelines

7:50 a.m. - 3:20 p.m.	Teacher School Day
7:53 a.m.	Student Starting Time
7:54 a.m. - 10:20 a.m.	Tardy
10:21 a.m. - 1:00 p.m.	Absent One-half Day

Absences due to illness or death in the family are excused. Other absences are unexcused. When three (3) unlawful absences have been accumulated by a student, under eighteen (18) years of age, an acknowledgement letter is sent to the parent or guardian. A School Attendance Improvement Plan (SAIP) meeting will be held with parent/guardian and student. On the occasion of the fourth (4th) and succeeding unlawful absence of a student under eighteen (18) years of age, the district magistrate is notified and the parent or guardian is subject to a fine. On the occasion of the fourth (4th) unexcused absence after the accumulation of three (3) unexcused absences for a student eighteen (18) years of age or older, the absence will be considered unexcused and will result in zeroes for missed class work. A hearing before the board of directors also may be requested to determine if sufficient cause exists for an expulsion or an alternative educational process for said student.

Because attendance is critical to learning, the Attendance Secretary is instructed to call the home of absent students. This does not infer that your child is suspect but does assist us in confirming the reasons for absence. Since we have instituted this procedure, our attendance has greatly improved. Your home may be called on the first absence.

Excuse for Absence

When a student, who has been absent, returns to school, a written excuse showing the date(s) of absence, reason for absence, and parent's or guardian's signature should be presented to the attendance secretary in the Office prior to going to homeroom. Elementary students will present their excuses to their classroom teacher. Students failing to bring an excuse upon returning must report to the principal's office for an admission slip to homeroom. FAILURE TO BRING AN EXCUSE TO THE ATTENDANCE SECRETARY WITHIN FOUR (4) SCHOOL DAYS AFTER AN ABSENCE WILL RESULT IN THE ABSENCE BEING CLASSIFIED AS UNEXCUSED AND SUBJECT TO FINE. Students will not be excused with anyone other than a parent/guardian unless the note is accompanied by a confirming phone call. If we cannot confirm the note, the student may not be released. Include your work number on the note if you will not be home.

Excuse for Early Release

If a student wishes to be excused early, he/she must present to the attendance secretary, a written request from his/her parent or guardian, stating the reason for early dismissal. At the discretion of the principal, permission may or may not be granted. Elementary students will present a written request to his/her classroom teacher.

A student may be tardy three times during the school year and be excused by a note from that child's parent or guardian. However, on the fourth occasion and with each occurrence thereafter, the tardy will be deemed unexcused. Students in excess of 5 unexcused tardies are subject to detention as per the discipline policy.

Students must be present in school at least half a day in order to be eligible to participate in after-school or evening extra-curricular activities. This includes all athletic or other organized activities either as a participant or spectator.

Excuse for Dental or Medical Appointments

At times it is necessary that a student leave school for visitation to the doctor. When this occurs, permission will be granted in the office. Each student will take with him a form, "Dental or Medical

Appointment" to be completed by the doctor. Upon returning to school, the student will bring this form with him for presentation at the attendance office or homeroom teacher in the case of elementary students.

Assignment of Make-Up Work

Assignments missed for unexcused absences will not be permitted to be made up, and students will incur a "0" for said assignment(s).

DENIAL OF CREDIT

Any student with absences of eighteen (18) or more school days will be considered for denial of credit.

POLICY ON STUDENTS WITHDRAWING AND RE-ENTERING SCHOOL

If a student 18 years of age or older decides to withdraw from Tussey Mountain High School, the student will not be permitted to re-enroll until the following academic year. Any student over the age of 18 who is absent without any contact with the school for 10 or more days will be dropped out as per Pennsylvania law. They will not be permitted to re-enroll until fall of the next academic year.

The administration will be responsible to document efforts attempted to keep the student in school. However, in the event the student decides to withdraw, the administration will provide information and options on programs available to school dropouts. The student will be given credit for any semester courses that were successfully completed prior to withdrawing from high school.

TRIPS DURING THE SCHOOL YEAR

District officials ask that if parents are going to take their children on educational trips during the school year that they attempt to schedule the trips during the days school is not in session. Should this not be possible, the parent will need to fill out the educational trip form for approval for the student's release from school to go on a trip. The form can be found at www.tmsd.net. Select your child's school (Elementary/Middle/High). Select "Menu," then "Parents and Students." It is recommended that all requests be submitted at least five (5) days in advance of the trip and be limited to five (5) school days. This will provide sufficient time for the student's teachers to prepare alternate assignments/homework to cover the days of absence. Parents are encouraged not to schedule trips during the last ten days of the school year. Approved Educational Field Trips count toward parentally excused absences. Students may be required to provide a summary of their educational field trip experiences.

AFFIDAVIT OF RESIDENCE

If a student resides with you and is not your natural son or daughter, an Affidavit of Residence Form must be filled out each year prior to the first day of school.

CUSTODY DOCUMENTATION

Any Custody documentation/changes must be filed annually with the principal's office.

SCHOOL INSURANCE

The Tussey Mountain School District is questioned from time to time whether or not the school district has insurance on students attending our schools. Attending school and becoming injured is no more unusual than being injured in the student's own home, at the home of a friend, or in play elsewhere. This comparison is made with the assumption that the mentioned areas, namely the home, the home of a friend, and the play areas, are reasonably free of hazards.

An area frequently questioned around school is the required physical education classes. Out of school, most students become involved in non-supervised play with friends and the possibility of accidental injury does exist. In the school physical education classes, we feel the chance of accidental injury is reduced because the activity is supervised and the class area is reasonably safe.

Law does not mandate insurance coverage be provided for payment of student injuries. Providing this coverage for all students would be quite expensive for the district.

The Tussey Mountain School District offers a wide selection of extra-curricular activities for students. Outside organizations and individual persons sponsor activities using school facilities for both adults and students. It is the intent of this communication to inform all persons with interest in these day and evening activities as sponsors, parents, or participants that the **Tussey Mountain School District does not carry any insurance that would pay medical and/or death benefits to or in behalf of participants. This also applies to students injured during the regular school classes who do not carry individual school insurance.**

The Tussey Mountain School District makes available for individual purchase by students a medical pay policy for injuries. This is a limited policy, but the policy does provide a small but reasonable coverage for school day coverage and for 24-hour coverage. (More information will be provided to the parent/guardian in September). The fact that a student is injured on school premises is no more the fault of the school than if the student had fallen in his own home so long as the school premises are reasonably safe.

The Tussey Mountain School District does carry a liability policy. This policy provides the district, directors, and employee's defense of liability suits that might be filed charging the district, directors, or employees with negligence.

Parents' personal medical insurance covers injury of children. Students who want to be involved in athletics must show proof of this insurance before they are allowed to participate. If you do not have family insurance coverage, the district urges you to consider the purchase of the

student insurance package.

Locker/Desk Theft Insurance

The school district insurance adjustor has made a policy statement regarding the school's liability in the case of locker/ desk theft. Items left in lockers/desks are not in the "care, custody or control" of the school and therefore, are not a covered loss. **Students are advised not to keep items of value in their lockers/desks.**

ADULT EDUCATION

From time to time, the district offers various adult education courses including but not limited to typing, utilization of computers, woodworking, etc. Parents should watch for notices in the District Newsletter and/or the Daily News or Broad Top Bulletin so that they may be aware of course offerings.

Homebound Education

Students who have an extended illness, at a physician's request, can be placed on homebound education for a duration not to exceed six (6) months. The District will provide an instructor to visit the home for 5 hours a week.

CAFETERIA AND FOOD SERVICE

The Tussey Mountain School district cafeterias utilize a POS (Point of Sale) System at all locations. Confidentiality of paid/free/reduced student meals is excellent. Accountability of students purchases/payments and balances has never been more accessible. Student cafeteria accounts should always have a positive balance. No ala carte charges will be permitted unless there is money in the account. Payments are preferred by check rather than cash and are to be in a cafeteria envelope or an envelope with the following information on the outside: (1. student name, 2. amount enclosed, 3. date, 4. grade level of student.)

Questions concerning the cafeteria accounts should be directed to the Cafeteria Secretary, Nancy Baker Ext. 1189 at the high school. Other Questions concerning menus, cafeteria operations, etc. should be referenced to the head cook or the food service director.

All cafeterias serve the National School Lunch and Breakfast Patterns as required by the U.S. Department of Agriculture. The lunch supplies 5 daily nutritional requirements. They are meat, vegetables, fruit, grain and dairy. Three of these nutritional requirements make a meal. The breakfast supplies 5 daily nutritional requirements also. They are meat, vegetables, fruit, grain and dairy. Two of these nutritional requirements make a meal. Cheese sticks and yogurt are now considered a meat not a dairy. The high school offers a choice of two lunch patterns plus the ala-carte. The high school has also started a grab-n-go breakfast.

Breakfast Prices: \$1.25

Lunch Prices: \$2.40

Reduced Breakfast \$0.30

Reduced Lunch \$0.40

Milk: \$0.60

The National School Lunch Program not only offers free/reduced breakfast and lunch throughout the school year to those students who are eligible, but also provides the school district with necessary funding. The school district may also be eligible for additional state and/or federal dollars based on the number of students eligible to participate in the free/reduced lunch program, which enhances the district's ability to fund educational programs.

Now families that have children attending a public school district can apply for free or reduced price meals through the National School Lunch Program online using the Internet! This can be done using COMPASS. COMPASS allows Pennsylvanians to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children’s Health Insurance Program (CHIP), etc., online. Families can use COMPASS to apply for reduced school meals only, or they can apply for other services at the same time (FS, TANF, etc.).

Since your child attends Tussey Mountain School District, which is a public school district, you can apply for free or reduced price meals online by going to the COMPASS website at or you can continue to use the paper “Household Meal Benefit Application” if you prefer. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application. Please contact the Tussey Mountain district Cafeteria Office at 635-2975, X: 1189 if you have any questions.

Your child(ren) may qualify for free or reduced price meals if your household income falls within the limits of this chart.

FEDERAL INCOME CHART For School Year 20 – 2019			
Household Size	Yearly	Monthly	Weekly
1	\$23,606	\$1,968	\$454
2	\$31,894	\$2,658	\$614
3	\$40,182	\$3,349	\$773
4	\$48,470	\$4,040	\$933
5	\$56,758	\$4,730	\$1,092
6	\$65,046	\$5,421	\$1,251
7	\$73,334	\$6,112	\$1,411
8	\$81,622	\$6,802	\$1,570
For Each Additional Family Member Add:	\$8,288	\$691	\$160

DELINQUENT ACCOUNTS PROCEDURES

The Tussey Mountain School District's procedure regarding delinquent cafeteria accounts is as follows:

Students may not charge meals in excess of twelve dollars (\$12.00). If a student's account exceeds this \$12.00 limit, they shall be provided the following:

- **Students shall be provided with a reimbursable lunch consisting of a peanut butter and jelly or cheese sandwich, a vegetable, a fruit, and reduced fat white milk. This will be provided at the regular cost of a school lunch and will be charged to the student's lunch account.**

Until the student's account is brought up to date, s/he will be on a cash only status. Students will remain on cash only status until such time as that student's account has a positive balance.

Students with a negative account balance may not prepay for future meals. As student may pay cash for his/her lunch on any given day. Only students with a meal balance of zero or greater may prepay for meals in advance.

Ala carte items are not part of the lunch program and cannot be charged. Students with a negative account balance may not purchase ala carte items even with cash. Ala carte items are a privilege and may only be purchased if a student's lunch account has sufficient funds to cover the purchase.

Students with account balances of greater than twenty five dollars (\$25.00) will have a certified letter sent to their parent/guardian from the Superintendent or school district solicitor indicating that if payment is not made within fourteen (14) days, the account may be turned over to the District Magistrate's Office for collection. Any further costs incurred by this action will be the responsibility of the parent/guardian.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users. USDA is an equal opportunity provider employer.

GUIDANCE/HEALTH SERVICES

GUIDANCE SERVICES

PHILOSOPHY

The Tussey Mountain School District counselors provide students, staff, and families with many direct and indirect services. The major emphasis of counselor time is providing direct service to students. However, time is spent on indirect services that include program planning, scheduling, organizing, and implementing beneficial experiences for the students and developing and building rapport with community agencies.

As student advocates, we provide students with experiences to help them grow and develop by offering individual, small and large group counseling and guidance. The process functions as a transitional experience to assist the student with the next stage of life. We aspire to encourage students to be life-long learners, develop citizenship, and play a vital role in their personal development.

Elementary Guidance - At the elementary level, school counselors are directly involved in classroom guidance experiences with students. Additionally, the school counselor works with individual students and small groups when the need arises. Communication with staff and parents is a necessary component of guidance services. The counselor also works closely with the school nurse and the administrative staff in specialized areas where consultation or referral services are requested or recommended.

Secondary Guidance – Secondary School Counselors provide a comprehensive counseling program to address the academic, career, and social-emotional development of all students to become lifelong learners. The goal of this program will be achieved in collaboration with students, parents, educators of the district, business and community organizations, and post-secondary educational institutions. Secondary school counselors help students develop the required individualized academic plans and career portfolios as outlined in the *Academic Standards for Career Education and Work*. The Tussey Mountain School Counseling program will provide equal access for all students seeking social-emotional, career, and academic assistance through direct and indirect services in the form of classroom lessons, individual, and small group counseling.

GUIDANCE DEPARTMENT

1. Mrs. Megan Schneider, High School Guidance Counselor (Grades 9-12)
2. Ms. Taylor Shoemaker, Middle School Guidance Counselor (Grades 5-8)
3. Mr. Steve Long, Guidance Counselor (Grades K-4)
4. Mrs. Wendy Gates (Secondary Guidance Secretary)
5. Mrs. Jacqueline Hummel Elementary/Secondary School Psychologist

HEALTH SERVICES

Health services, which are provided throughout the district, include the employment of a professional staff of two full-time school nurses, two Health Aides and several doctors and dentists to provide all services necessary to meet the requirements of the Pennsylvania Department of Education and the Department of Health.

School Nurses and Physicians

Certified School Nurses

Mrs. Kristen Barnett, CSN, Elementary
Mrs. Jennifer Akers, RN, Middle/High School

Health Aides

Mrs. Rebecca Hardy, LPN
Mrs. Sandra Rouser, RN

Doctors

Dr. Stacey Bowser (District)

Dentists

Dr. Michael Shuke (Elementary)
Dr. John Snyder (Middle/High School)

It should be noted that Tussey Mountain School District staff are not required to administer medication. The school nurses will administer medication at the schools at mid-day. Parents should make arrangements to time the administering of medication so that, if possible, this would take place outside the school day. If this is not possible then the medication would be given at or near the noon hour.

****ATTENTION PARENTS****

Parents will be notified by the school nurse of their child's height, weight, BMI (Body Mass Index) and BMI percentile. The BMI percentile indicates whether your child is underweight, at an acceptable weight, at risk for overweight or over weight. This data is required to be given to parents by standards set by the Department of Health in conjunction with obesity prevention initiatives. If you have any questions, please feel free to call Mrs. Kristen Barnett, Elementary School Nurse or Mrs. Jennifer Akers, High School Nurse.

Tussey Mountain School District Medication Policy Summary

The Tussey Mountain School District recognizes that parents have the primary responsibility for the health of their children. The District recommends that medication be given in the home. Parents should discuss with the child's physician ways to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely **must** be given during school hours, it can be supervised or administered at certain times.

Before school personnel can dispense medication, the following conditions must have been met

1. All medication sent into school to be administered **MUST** be prescribed by your Physician except for Aspirin, Acetaminophen (i.e. Tylenol) or Ibuprofen (i.e. Motrin, Advil). These are the **only** non-prescription medications that will be given at school without a doctor's note. A parent note must be sent for these medications to be administered.
2. A **parent note** must accompany all medication along with a **physician note**.
3. Medication must be sent to school in the original container. The child's name must be on the bottle.
4. The parent should bring medication for the duration of the treatment to school unless other arrangements are made with the nurse.
5. All medication and notes must be turned into the nurse's office upon arrival to school.
6. Parents should bring medication to school. **Medications will not be sent home with students.**
7. If medication is brought to school without a permission note or form, a school employee cannot give this medication at school.
8. Students who need to use an inhaler at school may carry the inhaler with them during the school day if they meet school criteria and have the appropriate documentation on file in the nurse's office.
9. Diphenhydramine HCL (i.e. Benadryl) may be given for emergency allergic reactions (such as insect bites/bee stings) with a parent note only, but it is encouraged that a physician's note be turned in also.
10. If the nurse is unavailable to give medication, medication will be given by the principal's designee.
11. Parents may come to school and administer their child's medications at any time.
12. Epi-pens may be administered under emergency situations - refer to the First-Aid Policy for guidelines.

PENNSYLVANIA SCHOOL IMMUNIZATION REQUIREMENTS

Pennsylvania's School Immunization Requirements can be found in 28 PA. CODE CH.23 (School Immunization)

ALL students grades K-12 will be required to have **four** doses of Polio. (The final dose in the series should be administered on or after the 4th birthday and at least 6 months after the previous dose). Students over the age of 18 are exempt.

Students in grade 7 will be required to have a Tdap (if 5 years has expired since the last Tdap) and a MCV.

Students in grade 12 will be required to have a 2nd MCV.

Students entering Kindergarten will be required to have MMRV (measles, mumps, rubella, varicella) booster entering Kindergarten or if transferred from out of state and your child does not have the second booster.

Documentation must be provided to your child's school nurse. If your child does not have all the doses listed above, the child **MUST** provide a medical plan card within the first **FIVE** days of school or they will be excluded.

****Given the COVID-19 pandemic, immunization regulations will be suspended for a two (2) month period after the beginning of the school year. Immunizations will be required by October 24, 2020. This is for the 2020/21 school year only.**

If you have any questions regarding these new changes, please contact Mrs. Jen Akers. jakers@tmsd.net

Children IN ALL GRADES need the following vaccines:

- 4 doses of tetanus* (1 dose on or after the 4th birthday)
- 4 doses of diphtheria* (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B (1 dose on or after 6 months of age)
- 2 doses of varicella (chickenpox) vaccine or history of disease

In addition Children ENTERING 7TH GRADE also need the following vaccines:

- 1 dose of Tdap (Tetanus and diphtheria toxoid and acellular pertussis vaccine)
- 1 dose of MCV (Meningococcal Conjugate Vaccine)

*Usually given as DTP or DTaP or DT or Td

**Usually given as MMR

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak. Contact your health care provider or 1-877-PA HEALTH for more information.

Busing/Transportation **Secondary Policy/Procedures**

The practice of parents dropping off or picking up students in front of the high school building will not be permitted during the times of 7:15 and 7:40 AM. High school students will not be permitted in the building until 7:30 AM. Please, do not drop students off before 7:30 AM.

Under **NO CIRCUMSTANCES** will drivers be permitted to drive through, drop off or pick up in the **BUS LOADING ZONE** in the front of the high school building from 2:30 and 3:15 PM.

Parents dropping off or picking up students during the above time **MUST USE** the parking area near the tennis courts. **AT NO TIME** may **any driver** enter the bus loading zone during the posted times. For those students who would be picked up by someone other than a parent, a letter must be submitted to the principal noting the person designated with the parent's permission for this person to transport the student.

Student drivers must secure a parking permit and must park in the New Gym Parking Lot. Student drivers must enter and exit using the roadway beside the bleachers.

REMINDER: THE HIGH SCHOOL DRIVE IS A ONE-WAY THOROUGHFARE!!

BUS ZONE POLICY

There will be no parking or student drop-off/pick-up in student bus zones permitted during posted times.

DRIVING CARS TO SCHOOL

For the safety of all, parents and students must be aware of the following: Students must secure a parking permit from the High School Principal to park on the school campus. A \$10 fee will be charged for the parking pass hanger. Permits are generally issued according to the individual's need and the availability of parking spaces and must be obtained one day prior to the day he or she will be driving. The principal will review each student's need of an assigned space and conducts this review on a quarterly basis. There is no guarantee that a student will keep an assigned space for the school year. Also, a student **WILL** lose the parking privilege as a result of a disciplinary measure involving the use of a motor vehicle. **A student who is academically ineligible three weeks in a row WILL lose his or her parking privileges.** Students may not transport other students unless they have approval from the Principal's Office. The parking lot is under the control of the school. Each student granted a parking space will prominently display the parking permit on the vehicle designated. Before a permit to park can be issued, the parent and the student must agree that THE AUTHORIZED VEHICLE WILL NOT BE USED TO STORE CONTRABAND OF ANY KIND OR USE THE LOT IN ANY WAY THAT WILL VIOLATE THE SCHOOL DISTRICT CODE OF CONDUCT OR CRIMINAL LAW. Additionally, in order for a parking space to be assigned, the parent must consent to the possible search of the authorized vehicle when it is parked on school property.

Tussey Mountain High School Driving Application (Sample)

The Tussey Mountain School Board has directed that students attending Tussey Mountain High School are not permitted to drive a private vehicle to school without the prior permission of the high school principal.

Permission may be granted to park in the school lot when it is necessary to drive to a dental or doctor's appointment. The student must secure the permission of the principal's permission at least one day in advance. If other needs occur, please issue a written request stating the reason for the use of the vehicle.

Application _____ Today's Date _____

Name: _____ Age: _____ Driver's License _____
Car (Make /Model): _____ Year _____ Color _____ License# _____

Will you be Driving Alone? YES NO (Circle One)

If no, list the names of the people riding with you. Students listed who are not members of your family must have their parent/guardian sign before permission can be granted.

Student's Name (Maximum 3)	Their Parent's Signature	Your Parent's Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Your purpose for driving to school. Please be specific:

Parking Lot Release:

We, hereby agree to the below stated terms and responsibilities in connection with obtaining authorization to use the school parking facilities.

We understand that the parking lot is under the control of the school. The student will prominently display the parking permit on the vehicle designated for access below. We agree that **THE AUTHORIZED VEHICLE WILL NOT BE USED TO STORE CONTRABAND OF ANY KIND OR USE THE LOT IN ANY WAY THAT WILL VIOLATE THE SCHOOL DISTRICT CODE OF CONDUCT OR CRIMINAL LAW.**

We hereby understand and give Tussey Mountain School District our consent to search the authorized vehicle when it is parked on school property.

Parent's Signature: _____ Student's Signature: _____

Bus Routes - Routes are carefully planned to provide safe bussing and stopping for each student. If there are any questions or concerns regarding transportation, please contact Transportation Coordinator, Emily Mervin at 635-3670 Ext. 1169.

BUS REGULATIONS

Riding the school bus is a privilege, which may be denied if a student does not conduct herself/himself properly. When a bus incident is reported to the administration, the parent will receive a bus conduct report form, which indicates the nature of the incident and the action taken. Depending upon the severity and the frequency of the offense(s), students may be warned or suspended from bus riding privileges and the infraction dealt with under the discipline policy. Below is a listing of some rules that students are expected to follow:

- Observe the same conduct as in the classroom.
- Be courteous, using no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke/use or possess tobacco
- Do not be destructive
- Stay in your seat
- Keep head, hands and feet inside the bus
- Bus driver is authorized to assign seats

Parents are required to provide a written note to the office of the building principal if the child is not to return home via the assigned bus on a given day. Written notes are encouraged and phone calls are discouraged except in cases of emergencies.

SURVEILLANCE CAMERAS MAY BE UTILIZED ON EACH DISTRICT BUS.

Bus Departure Times

Middle/High School

3:05 PM and 6:00 PM

An extended detention hall has been instituted for remedial and disciplinary reasons. The period will last from 3:05 p.m. until 6:00 p.m. when the activity bus leaves the school. Students may be required by the administration to remain in school during this time.

AIDS INSTRUCTION TO CONTINUE IN 2020-21

During 2020-2021, the Tussey Mountain School District will provide instruction concerning AIDS to students in grade 11. Updates on the AIDS curriculum will be made during the month of September. The curriculum will be available for parent review at each of the elementary offices and the high school office during the month of October.

During the first semester, the instruction on AIDS takes place during the first week in December. For those students having Health during the second semester, the instruction on AIDS takes place during the first week in April. If a parent/guardian does not desire his or her child to receive this instruction, the parent/ guardian must notify the elementary or secondary principals in writing by October 6, 2020.

HOMEWORK POLICIES AND GUIDELINES

Philosophy and Purpose

The Tussey Mountain School District believes homework to be beneficial to a student's total educational experience. Homework increases and reinforces classroom learning, develops independence, self-discipline and good work habits. Cooperation and communication between the home and the school are essential if educational assignments are to become significant. All assignments missed during excused absences will be extended for the period of the absence unless prior arrangements have been made with the teacher.

ASSIGNMENTS - ROLES OF PARENTS AND STUDENTS

The Tussey Mountain School District believes that cooperation and communication between the home and school are essential if home assignments are to make a significant contribution to a child's education. Parents are encouraged to check their students' assignments and progress through Sapphire which can be accessed at the district website – www.tmsd.net.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT

Tussey Mountain will participate in the Pennsylvania System of School Assessment (PSSA) for 2020-2021. Students in grades three, four, five, six, seven, and eight will take the reading and mathematics tests and will produce a writing sample as part of the reading test. For the writing sample, students may write essays on nine different prompts in three modes of writing. Students in grades four and eight will be taking the science assessment. The instructional schedule is modified to meet testing needs. Again, results will be reported at the school and district level. Questions and inquiries regarding the PSSA program and policies should be addressed to the Superintendent's Office.

PENNSYLVANIA KEYSTONE EXAMS

For the 2018-2019 school year, all students upon completion of English 10, Biology or Algebra I will participate in the Pennsylvania Keystone Exam. Any eleventh grade student who has not received Proficient or Advanced on the Keystone will also participate.

NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE (NOCTI)

High school students enrolled in a career and technical education program are required to participate in a NOCTI Exam in the spring of their senior year. The NOCTI Exam consists of two components: a written and a performance exam. Students achieving a competent score receive a certificate from the state.

SECONDARY DROP/ADD COURSE POLICY

- A. A course may only be added to a student's schedule:
 - 1. During the first 10 days of the school year for a full year course or a first semester course.
 - 2. During the first 10 days of the second semester for a second semester course.
- B. A student may drop a course during the first 10 days of the school year for a full year course or a first semester course and also, during the 10 days of the second semester for a second semester course. At the end of the first semester, a student may drop a course that is not required for graduation as determined by the Principal and Guidance Counselor with input from the teacher. The student must be failing the course. If a student elects to drop a course, it will be listed on the student's transcript as 0 credit with a failing grade of 65%. If a student's average is above 65%, that particular grade will be listed. The student must have parental permission to drop a course.*
- C. If there is a student medical concern, the Principal, in consultation with the teacher of the course, parent and guidance counselor may authorize the dropping of a course when deemed appropriate with an excuse from the physician.
- D. Students will need to maintain a schedule of a minimum of 6.5 credits or more.

*In the event the student does not complete the requirements of the course, puts forth little effort in

the course, and creates disciplinary concerns, the student will receive his/her actual grade achieved in the course, which may be less than a 65%.

PRE-APPROVAL FOR COURSE CREDIT

Courses for credit taken anywhere other than Tussey Mountain High School **MUST BE PRE-APPROVED BY THE HIGH SCHOOL PRINCIPAL** in order for the credits to be counted as Tussey Mountain course credit.

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES (INCLUDES ATHLETICS, BAND, FIELD TRIPS, ETC.)

Students who are participating in extracurricular activities (including athletics, band, field trips, etc.) will maintain academic eligibility within the classroom. Eligibility will be determined as follows:

- A. Students may not fail more than one course per week during the eligibility period.
- B. Students failing a course with credit value higher than one (i.e. BCO, Physics, etc.) will be automatically ineligible.
- C. Courses with credit value less than one (i.e. Physical Education) will be considered a one credit course for the purposes of determining eligibility.
- D. The eligibility list will be determined from grades reported by the faculty each Tuesday at 1:00 p.m. Students failing more than one subject will be notified that they are in danger of being ineligible at that time. They will have until Friday of that week to bring their grades up. Any student still failing more than one subject Friday at noon will be declared ineligible.
- E. The period of ineligibility begins at 12:01 a.m. on the Sunday following the Friday grade run. The ineligibility period ends at 11:59 p.m. on the following Saturday.

Remediation Opportunity

Students will be informed of their ineligibility after the Tuesday grade run. Each ineligible student will have the opportunity to remediate and become eligible through the following:

- A. Each ineligible student can report to the Guidance Office to receive a form to be used in the remediation process.
- B. This form must be presented to the teacher of the course being failed. During ninth period, ineligible students will report to the teacher of the course which they are failing to receive instruction/remediation, make up missing assignments, complete tests, etc. If the ineligible student completes the missing work by Friday prior to homeroom period, the teacher will adjust the grade to reflect the student's efforts and sign the grade form which the student will return to the Guidance Counselor.
- C. Students who were listed as ineligible on Tuesday are subject to an additional grade check at 12:00 Noon on Friday of the same week. The Guidance Counselor will determine who is now eligible from the signed teacher forms that have been returned. The Guidance Counselor will in turn inform the Principal and Athletic Director of those now eligible and those who remain ineligible.
- D. The Guidance Counselor, Principal and Athletic Director will inform those affected of their

eligibility status. Coaches will be informed of those ineligible by the Athletic Director.

SECONDARY PROMOTION PROCEDURE

The Chapter IV graduation requirements adopted by the Pennsylvania Department of Education made it necessary for the local district to re-evaluate and upgrade the junior and senior high school promotional policies.

Chapter IV regulations which increased graduation requirements have required modification in school policies throughout the state. Grades seven and eight now make up the junior high school and grades nine, ten, eleven and twelve constitute the senior high school. Credit earned during the latter four years of formal education counts toward graduation and a high school diploma.

Please review the following promotion policies and if you have any questions, contact the high school principal's office.

Secondary Grade Scale

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

NINTH THROUGH TWELFTH GRADE PROMOTION POLICY

Every student in grades nine through twelve must pass at least the following credits to graduate.

<u>Units of Credit</u>	<u>Course Title</u>
4	English
3-4	Mathematics
3-4	Science
3	Social Studies
2	Arts or Humanities or both
1 1/2	Physical Education
1/2	Health
7	Student selects 7 additional courses from among those approved for credit toward graduation by the school district, including approved vocational education courses

26 Credits

A student can accumulate a maximum of thirty-three (33) units of credit in grades nine through twelve..

A student must accumulate a minimum of twenty-five (26) units of credit in grades nine through twelve to graduate from Tussey Mountain High School.

Grade level placements will be dependent upon the total accumulation of credits and the accumulation of credits in specific areas.

FINAL EXAM POLICY

Final exams will be administered in each full year and semester course. The final exam will be comprehensive and reflect an understanding of a majority of the course content. Due to the nature of certain courses, a final project may be used in place of a final exam. This will be determined by the administration. Final exams must be approved by the building principal and copies of the exam will be kept on file in the high school office. Final exams will count as 10% of the final course grade. No students will be exempt from the final exam unless approved by the administration.

HONOR ROLL GUIDELINES

The Honor Roll is developed at the conclusion of each nine-week period. For a student to be on this roll, he/she must have a numerical average of an 85% or better. A high honor roll list is also noted to reflect those students who have a numerical average of 93% or better. All courses are included in each honor roll and an average below a 78% in any subject will disqualify a student for inclusion on the published honor roll list.

WEIGHTED GRADES

Several courses at the high school level will count more than others due to the difficulty of the course and the extra student work required for success. The following courses will receive 1.15 credits for successful completion: Accelerated English 12, Calculus, Anatomy & Physiology, ACM Psychology, Accelerated English 11, ACM Sociology, Chemistry II, Accelerated English 10, ACM Speech, and ACM History.

POLICY FOR INCOMPLETE GRADES

Students will have ten (10) school days immediately following the conclusion of a grading period to complete their required work if and only if their lack of work during the grading period was due to legitimate reasons. Following the tenth school day after a grading period, teachers will be required to indicate a numerical grade for those students who received

incomplete on their report cards. If work is not completed at the end of the allotted period of time, teachers may determine an average by either entering zeros for the incomplete work or by waiving the obligation for the work. The ten day make-up period may be extended for an individual if the administration determines that the particulars of a case warrant the extension. An "incomplete" may not be given for a grade during the final marking period of any year unless prior approval has been granted by the administration and definite arrangements have been made for the work to be completed.

SUMMER SCHOOL GUIDELINES

Students may elect to take summer school (if they have achieved at least 60% in the failed subject) to make up failed credits in English, Science, Social Studies and Mathematics.

The Tussey Mountain School District attempts to offer instruction each summer in the areas of: Mathematics and English depending upon the availability of certified teachers. Specific courses are offered to those students who have previously failed the course and need the course for either promotion or graduation. There is a fee charged for each course taken.

1. Summer school should be an additional forty-five (45) hours of instruction.
2. Students must be on time. All make-up time must be completed by the last scheduled day of summer school.
3. Students must perform satisfactory work and accumulate forty-five (45) hours of instruction during summer school to be considered for a credit.
4. Summer school credit should be recorded as "P" or "F" on the permanent record cards.
5. No transportation will be provided.
6. Only certified teachers will be used as instructors for summer school courses.
7. The faculty and students should be made aware from the start of school that a minimum grade of sixty percent (60%) must be achieved in a course in order for the student to be allowed to retake the course in summer school, except at the discretion of the principal.
8. A student must have prior written approval from the principal's office before taking a course for credit during the summer at a school other than Tussey Mountain.
9. Students attending summer school at Tussey Mountain should be granted limited supervised access to the library and its resource materials, under the direct supervision of the instructor.
10. If for acceptable reasons summer school is not held and the student meets criteria for summer school, the administration does have a procedure to approve a certified teacher to provide instruction subject to administrative approval along with completion of a form for approval.

GRADUATION ELIGIBILITY AND PARTICIPATION

The Board will acknowledge each student's successful completion of the graduation requirements students must achieve by awarding diplomas and certificates at graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Comprehensive Plan. Student participation in commencement ceremonies will be limited to those students who have fully completed these graduation requirements prior to the ceremonies and who have successfully achieved the standards required by the State of Pennsylvania.

The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services. The student may receive a high school diploma when he/she completes his/her Individualized Education Plan (IEP).

A list of all candidates for the award of a diploma shall be submitted to the Board for its approval. A requirement for a diploma shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards. Students who do not meet these requirements at the time of commencement ceremonies shall be afforded the opportunity to complete one class credit requirement and/or other required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, prior to the end of the school calendar year. (June 30) Upon successful completion, within the specified time, a diploma will be awarded.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

Graduation

To graduate from Tussey Mountain High School, a senior must have accumulated a total of twenty-five (26) units of credit, including four (4) credits of English, three (3-4) credits each of Mathematics, Science (3) Social Studies, two (2) credits of Arts or Humanities or both, one and one-half (1 1/2) credits of Physical Education and one-half (1/2) credit of Health. Seven (7) credits must also be earned by passing approved planned course. Students may elect to take summer school (if they have achieved at least a 60% in the failed subject) to make up failed credits in English, Science, Social Studies and Mathematics, and will graduate upon successful completion of required credits.

A unit of credit is based on 120 clock hours of instruction or a fractional part thereof. The

administration, after consultation with the guidance staff, reserves the right to evaluate the cases individually.

Additionally, students must achieve advanced or proficient status according to the Keystone Test requirements or equivalent as mandated by the State and through Federal legislation.

HONORS AND HIGH HONORS FOR SENIORS

For a senior to be designated as having honors or high honors for graduation, they must attain the following:

- High Honor Student must have 90% or above GPA for each senior high year, beginning with grade 9.
- Honor Student must have 85% or above GPA for each senior high year, beginning with grade 9.

GRADUATION REQUIREMENTS

In accordance with the PA Department of Education, the Tussey Mountain School District will be implementing the following obligations for a student to graduate under the Pa. Code Chapter 4 requirements for high school graduation. Listed below is a review of graduation requirements:

1. The student must complete 20 hours of community service activity. The 20 hours can be completed in school, community, and church related activities. The student must have a service activity supervisor who will monitor the student and be accountable for the completion of the 20 hours.
2. Students must earn a minimum of 26 credits as outlined in the grade promotion policy section of the handbook.
3. Starting in elementary school, students will begin building their Individualized Career Plan Process & Portfolio with an emphasis on grades 3, 5, 8, and 11. Under this plan, students are required to complete various career related artifacts in four areas of the Academic Standards for Career Education and Work: 13.1 Career Awareness and Preparation, 13.2 Career Acquisition, 13.3 Career Retention and Advancement, and 13.4 Entrepreneurship. Students must complete at least two career artifacts per year, as assigned in their Career Portfolio on Canvas. Any missing or incomplete career assignments on Canvas must be made up in order to graduate.

While these are mandated requirements, it is our hope that students will gain valuable experiences from this process, as well as having a portfolio of career-related information to benefit to them in post-secondary areas.

GRADUATION PICTURE TAKING

The Tussey Mountain High School class of 1982 initiated a tradition to lend a more solemn atmosphere to the graduation ceremony. In the past, attempts at capturing the moment with a hasty photograph often disrupted the graduation formality. To solve the dilemma of personal picture taking while retaining the formality of the ceremony, two new customs evolved. First, a picture day separate from graduation night is held during the second practice session for family and friends who wish to personally photograph the graduates. Secondly, a professional photographer takes high quality pictures on graduation night of seniors receiving their diplomas. The cooperation of the public is highly appreciated by the seniors and administration.

SPECIAL EDUCATION

Annual Notice of Child Identification Activities

In accordance with Chapter 14

Special Education Services and Programs, the Tussey Mountain School District is providing annual public notice of district child identification activities. The intent of these activities is to identify through comprehensive screening procedures those students who qualify for and may benefit from special programs and services available through the Tussey Mountain School District and Appalachia Intermediate Unit 08. The following services are available to students within the district:

- Gifted Support Services
- Speech/Language Support Services
- Life Skills Support Services
- Multi-Disability Support Services
- Learning Support Services
- Vision Support Services
- Hearing Support Services
- Physical Support Services
- Autistic Support Services

Screening and identification for these programs occur throughout the year dependent upon district and/or parental recommendation. Specific screening activities (i.e. speech, hearing, vision, etc.) are scheduled during certain times of the year by the school nurse and the speech/language therapist. A specific request for screening and evaluation can be made in writing through the building principal or the Special Education Supervisor. All screening and evaluation results will be kept in the strictest of confidence as according to the Family Educational Rights and Privacy Act. Any further inquiries should be addressed to: Ms. Denelle Diehl, Tussey Mountain S.D., 199 Front Street, Saxton, PA 16678-8610.

Annual Notice of Services for Handicapped Students

In compliance with state and federal law, the Tussey Mountain School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to

the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact Ms. Denelle Diehl, Tussey Mountain S.D., 199 Front Street, Saxton, PA 16678.

DISCIPLINE

BEHAVIORAL POLICIES

Pursuant to the Pennsylvania School Code - Section 1317, the Tussey Mountain School District has the right to exercise parental authority over students for reasons of behavior and conduct. This authority extends to the time of attendance including time going to and from home.

Use of Corporal Punishment Prohibited

In March 2004, the State Board of Education revised the Chapter 12 regulations prohibiting the use of corporal punishment. Reasonable force may be used by teachers and school authorities under 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. Parents no longer need to request that corporal punishment be prohibited.

Out-of-School Suspension/Expulsions

The Tussey Mountain School District believes that out-of-school suspensions/expulsions from school on a temporary or permanent basis should be exercised only as a last resort. A student may be expelled or excluded from school when the actions of that student are:

1. A threat to the health, safety, welfare or morals of the student body, staff or faculty;
2. Representative of chronic disciplinary problems;
3. In constant violation of attendance law and/or district policy.

Expulsion/Exclusion of Exceptional Students

The Tussey Mountain School District believes that at times an exceptional student may need to be excluded or expelled from school on a temporary or permanent basis. When expulsion or exclusion is deemed appropriate, the school district will adhere to the due process procedures for exceptional students as outlined in Chapter 14: State Regulations for Special Education. These procedures are as follows:

1. In/Out of School Suspension (1 to 10 consecutive days)
 - A. For students with an intellectual disability this is considered a change in placement. This will

- require a multi-disciplinary and NOREP evaluation and/or the right to a hearing.
- B. All other exceptional students (excluding students with an intellectual disability) will follow the same procedures as non-handicapped students.
2. In/Out of School Suspension (more than 10 consecutive days or more than 15 cumulative days)
 - A. For a student with an intellectual disability, the same procedures will be followed as for a 1 to 10 day suspension unless the student is clearly dangerous to himself or others. In this case, an emergency approval will be sought from the Department of Education or a preliminary injunction from the court.
 - B. For all other exceptional students (excluding student with an intellectual disability) this is considered a change in placement. This will require a multi-disciplinary and NOREP evaluation and/or the right to a hearing. If the student is clearly dangerous to himself or others, the same procedures that are utilized for a student with an intellectual disability would be followed.
 4. Expulsion: Expulsion is also considered a change in placement, which requires full special education procedures. This may include a multi-disciplinary and NOREP evaluation and/or a hearing. If expulsion is utilized, the school district must provide an alternative education program for the student up to the age of 21 or until the student withdraws from the school district.
 5. Policy requires that the LEA obtain parental consent prior to the use of restraints or intrusive procedures when included in a student's IEP as reflected in 22 PA. Code Chapter 14.133(f)

DISCIPLINE CODE

Discipline is a broad term that means different things to different people. Webster's Dictionary defines discipline as:

- Training that develops self-control or orderliness;
- Control to enforce obedience;
- The result of such training or control, which produces orderly conduct and obedience;
- A system of rules that prevents as well as corrects unacceptable behavior.

We believe that all of the above definitions will be acceptable for our discipline code.

We believe that a written discipline code is necessary so that students, teachers, and parents know the expectations for student behavior. A written discipline code not only communicates student behavior expectations, but it also communicates that justice and fairness are the basis for the philosophy of the discipline code.

Objectives

- To provide a safe, clean, orderly environment where students can learn and achieve at their highest level of potential.
- To provide fair and impartial treatment for all students, and to recognize individual differences in students.
- To have the involvement of students, teachers and parents in discipline.
- To communicate the idea that discipline is the first ingredient in the academic, physical, and moral education of the student.
- To encourage students to be responsible for their actions and to hold them accountable for unacceptable behavior.
- To provide a discipline policy in which the seriousness of penalties/punishments increases as offenses are repeated or misconduct escalates.
- To use discipline to modify unacceptable behavior in our school.
- To keep parents informed of discipline problems.

SECONDARY STUDENT DISCIPLINE PROCEDURES

LEVEL I

Minor misbehavior which impede orderly classroom procedures or interfere with the orderly operation of the school including, but not limited to the following:

- a. Minor disruption that does not require administrative involvement
- b. Academic discipline
- c. Unexcused lateness to school/lateness to class
- d. Unacceptable behavior - loud, abusive and/or boisterous language
- e. Skipping detention – an unexcused absence for detention will result in two additional detentions of the same time period
- f. Possession of an opened bottle or can of liquid in a place other than the cafeteria during regular school hours
- g. Dress code violation – See updated policy
- h. Other and/or repetitive behaviors (increase in discipline level)

Basic guides for detentions are 0-3 4:00 detentions.

DISCIPLINARY OPTIONS may include any one or more of the following:

- a. Verbal reprimand
- b. Retraining
- c. Restrictions
- d. Parental conference
- e. 4:00 detention(s)/6:00 detention(s)
- f. Parental contact via phone or letter
- g. In-school suspension/out of school suspension
- h. Referral to alternative education

NOTE: Any assigned detention, which is missed due to absence, will be made up on the following day the student returns to school. If a student does not make up the detention the following day; it will be considered a skipped detention.

* * All Level I discipline actions will be followed with a teacher to parent contact via phone or meeting. This is especially necessary with the first student infraction.* *

LEVEL II

Misbehavior for which the frequency or seriousness tends to disrupt the learning climate of the school including, but not limited to the following:

- a. Accidental damage of school property – in addition to detention, repair costs
- b. Class cutting
- c. Obscene language
- d. Verbal threats toward other students
- e. Driving violation – possible loss of driving privilege
- f. Dangerous horseplay, including but not limited to pushing, shoving, tripping, running, etc.
- g. Inappropriate affection
- h. District Bus Policy violations are consistent with the regular discipline policy, but may include suspension of bus riding privilege
- i. Unacceptable behavior of a serious nature
- j. Defiance or disrespect for school personnel – could include up to suspension depending on the severity
- k. Other and/or repetitive behaviors (increase in discipline level)

Basic guides for detentions are multiple 4 PM detentions to three 6:00 PM detentions.

LEVEL III

Misbehavior of a more serious nature that requires more severe disciplinary measures including but not limited to

- a. Forging an excuse or altering an excuse
- b. Physical contact with the intent of initiating a fight
- c. Repetitive and/or severe disruptive behavior
- d. Verbal threats toward staff
- e. Smoking and tobacco involvement, which can include possession/use, may also involve a lighted object. This could include a fine via magistrate's office.
- f. Leaving school grounds without permission
- g. Bullying* - intent for harm or intensity and duration/harassment
- h. Violation of Internet Use Policy
- i. Other and/or repetitive behaviors (increase in discipline level)

Basic guides for detentions are three 6 PM detentions to in-school suspension. These may be

used to reinforce discipline at this level. A general guideline will be one day ISS taking place for every nine days of 6 PM detentions. After 6 PM detentions have accumulated to nine, a meeting with an administrative committee (the counselor, principal, and a representative from the central office) could be held. An unexcused absence from 6 PM could result in ISS as well as an additional 6 PM detention.

After three ISS offenses, another meeting could be held with the administrative committee, which will include the superintendent. The school board will be informed (if recommended by the committee, a board hearing will be held) prior to OSS being assigned.

LEVEL IV

Misbehavior directed against persons or property or continued misbehavior which defies remediation at Levels II and III including, but not limited to the following:

- a. Extortion* (three to ten 6:00 detentions)
- b. Arson* (out of school suspension until mandatory board hearing)
- c. Bomb threat or false alarms* (twenty 6:00 detentions)
- d. Violation of District Drug and Alcohol Policy* (discipline in accordance with the Drug and Alcohol Policy)
- e. Physical attack on staff member* (out of school suspension until mandatory board review)
- f. Refusal to abide by previous disciplinary decisions (out of school suspension until parental conference)
- g. Possession or use of any firearm, knife or any other object that may be used to harm an individual is prohibited* (five 6:00 detentions through expulsion, pending the situation)
- h. Terroristic threats* (out-of- school suspension and parent conference; mandatory police contact)
- i. Theft (three to ten 6:00 detentions and restitution)
- j. Vandalism* (three to ten 6:00 detentions and repair/replacement costs)
- k. Endangering the safety of others* (five to ten 6:00 detentions)
- l. Violation of a medication policy (five to ten 6:00 detentions)
- m. Excessive absence after 30 days total, a committee will review and determine action (6:00's, home-bound instruction, suspension, expulsion or retention at current grade level)
- n. Fighting* (all students involved) five 6:00 detentions to five Out-of-School Suspensions – If in the opinion of the administration, one student is clearly the aggressor placing the other student in a position to defend himself or be injured, the students involved may be disciplined differently. Police involvement may be warranted.
- o. Aggravated assault* - police contact in addition to suspension
- p. Other very severe and/or repetitive behaviors – depending on severity

LEVEL III and IV infractions could result in out-of- school suspension including expulsion. Basic

guides for detentions are multiple 6 PM detentions to out-of-school suspension. These may be used to reinforce discipline at this level.

A board review may recommend more severe disciplinary measures. In order to participate in extra-curricular activities, students must satisfy all obligations to the school.

Obligations include but are not limited to:

- All 6 PM detentions and discipline actions to be served.
- All financial obligations paid in full.
- Uniforms, books and other school property returned in good condition or proper compensation remitted to the school for property damaged or lost.

Failure to abide by these conditions can result in the student's exclusion from all extra-curricular activities. Sporting events, field trips, dances and high school graduation ceremonies are examples of such extra-curricular activities.

Students may attend practice sessions on days that no detentions are being held with the provision that these students have faithfully attended detentions as scheduled. Students who are placed on out-of-school suspension may not attend any extra-curricular activity, including practices, until the suspension is completed.

IN EACH DISCIPLINARY SITUATION, CIRCUMSTANTIAL INFORMATION WILL BE CONSIDERED WHEN DEEMED APPROPRIATE.

4 PM DETENTION

4:00 detention will be used by teachers for special academic help with students and discipline problems in the classroom that Principals and teachers handle themselves. Additional 4:00 detention could be assigned by the teacher.

6 PM DETENTION

6:00 detention will be given by the Principal's Office for first level offenses, repeated offenses, and classroom problems that 4:00 detentions have not corrected. Students are not eligible to attend or participate in extra-curricular activities until the last 6:00 detention is completed.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension will be given by the Principal's Office for discipline problems that the 6:00 detention has failed to correct. ISS will be used as a means to keep students in school. When a student is in 6:00 detention, he/she will also be in 4:00 detention. When a student is in ISS, he/she will be in the 4:00 detention and the 6:00 detention unless prior arrangements have been made by the Administration. A student in ISS will forfeit privileges to attend or participate in athletic and social functions at the Tussey Mountain High School until the suspension is completed.

OUT-OF-SCHOOL SUSPENSION

See Level IV of the Secondary Student Discipline Procedures.

EXPULSION

Expulsion is the exclusion from school by the board of education for a period of more than ten (10) days. This also may include a permanent expulsion from the school rolls. All expulsions require a prior formal board hearing. Parents or the school district have the right to request an informal hearing prior to the formal board hearing. In the event a student is expelled for an entire school year, it will be the responsibility of the parents to provide an educational program for their student. If the parent is unable to provide such a program after 30 days, they will notify the superintendent, in writing, of their inability to do so. At that time, the school district shall provide an educational program for the duration of the expulsion or until the student is no longer of mandatory school age, whichever comes first.

Once the expulsion is completed, a meeting will take place between the school administration and the parents before the student re-enters school.

INFRACTIONS AT THE END OF THE YEAR

Penalties/Punishments will be carried over from one school year to the next, if necessary. Any penalties/punishments incurred during the end of one school year will start or be completed during the next school year. Summer detention may be scheduled.

In cases involving seniors with tobacco, illegal substances, near the end of the year and time preventing the issuance of 6:00 detentions, privileges may be forfeited such as attending the prom, attending athletic banquets, and participating in graduation exercises.

TERRORISTIC THREATS/ACTS

The Board recognizes that students making Terroristic threats or committing Terroristic acts present a danger to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating Terroristic threats or committing Terroristic acts directed at any student, employee, Board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual Terroristic threat or act.

The Superintendent shall be responsible for developing administrative procedures to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual Terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act. When an administrator has evidence that a student has made a Terroristic threat or committed a Terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to Superintendent.
3. Based on further investigation, the Superintendent shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making Terroristic threats or committing Terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making Terroristic threats or committing Terroristic acts, upon returning to school, the student shall be subject to random searches. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

POLICIES AND PROCEDURES

TUSSEY MOUNTAIN SCHOOL DISTRICT STUDENT INTERNET USER AGREEMENT (Revised 2011)

Parent/Guardian:

We are pleased to offer our students in the Tussey Mountain School District access to the District computer network for Internet access. To obtain Internet access, all students must obtain parental permission and must sign and return this form to the school office.

Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families need to understand that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While it is our intent at Tussey Mountain to make Internet access available to further educational goals and objectives, students may find ways to access other materials, as well. We believe that the benefits to students in the form of information resources and opportunities for collaboration far exceed any disadvantages. However, it is ultimately the responsibility of the parents and guardians of minors to set and convey standards that their children should follow when using media and information.

District Internet and Email Responsibilities

Students are expected to act in a considerate and responsible manner when accessing network services. Students are responsible for good behavior on school computer networks. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Parent permission is required. Students who do not have permission may not access the Internet at school. Access is a privilege, **not a right**, and entails responsibility.

Individual users of the District computer networks are responsible for their own behavior and communications over those networks. It is required that users will comply with District standards and will honor the agreement(s) they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.

Within reason, freedom of speech and access to information will be honored. However, at all

times, District policy and proper behavior will be enforced. During school, teachers will guide students toward appropriate materials and sources.

The following are NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Any act of intentionally connecting to a proxy server
- Trespassing in another's folder or work file
- Employing the network for commercial purposes
- Deliberate damage to hardware or software
- Using another's password/hacking

Violations will result in loss of access as well as other disciplinary and/or legal actions. For more information, refer to the School Board Policies and the Tussey Mountain Student/Parent Handbook.

**TUSSEY MOUNTAIN SCHOOL DISTRICT
STUDENT INTERNET USER AGREEMENT**

The Tussey Mountain School District is not liable for any harm or injury that a user may suffer as a consequence of any inaccurate information the user may obtain through the Internet. By entering into this User Agreement, the user agrees to be bound by this release and waives any and all rights to assert claims which may arise due to use of the Internet.

As a User of the Tussey Mountain School District Computer Network, I hereby agree to comply with the rules regarding communications over the network, while honoring all relevant laws and restrictions.

Student Information

Student ID#	Grade
Student Name (Print)	
Student Signature	Date

I have read the Student Internet User Agreement; and as a parent or legal guardian of the minor student above, I grant permission for my child/student to access networked computer services such as electronic mail and the Internet. I recognize it is impossible for the Tussey Mountain School District to restrict access to all controversial material. I hereby give my permission for my child/student to access the Internet and to publish information on web pages (except for home addresses and phone numbers) and certify that the information contained on this form is correct. This permission shall be in effect as long as this child/student is enrolled in the Tussey Mountain School District. I may at any time revoke this permission by notifying the student/child's principal in writing.

Parent/Guardian Information

Parent/Guardian Name (Print)	
Parent/Guardian Signature	Date

STUDENTS RIGHTS AND RESPONSIBILITIES

Student Rights

Students do have rights as determined under Chapter 12 of the Pennsylvania School Code. They have legal rights as persons and citizens not to be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the faculty and administration a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Minors are compelled by law to attend school until they are 17 years of age. School personnel and parents should encourage students to attend at all times.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

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

slander others.

Students Will

1. Be aware of all rules and regulations for student behavior and to conduct oneself in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school officials should the students have any knowledge in relation to such cases.
3. Dress and groom oneself so as to meet fair standards of safety and health, and common standards of decency as outlined in the school dress code.
4. Assume that until a rule is waived, altered or repealed it is in full effect.
5. Assist the school staff in managing a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and care for school property.
8. Attend school daily, except when excused, and be on time for classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete the course of study prescribed by state and local school authorities.
11. Refrain from using disrespectful, indecent or obscene gestures or language.

INVOLVEMENT WITH ILLEGAL SUBSTANCES

Involvement with an illegal substance includes giving, receiving, possessing, consuming, selling, buying or attempting to sell or buy substances not limited to, but such as drugs or alcohol. School supervision will cover school property, coming to and going from school within a reasonable time, extra-curricular functions, athletic events and field trips.

SEARCH AND SEIZURE

In recent years the increase of drug use and violence in our schools has prompted administrators to resort to search and seizure in order to maintain a safe educational atmosphere for those who attend our nation's schools. The following policy is in compliance with state and federal law and does not violate the rights granted under the Fourth Amendment to the Constitution of the United States of America.

The district has adopted a specific policy regarding searches. It is important for parents/guardians to know that the district does have the right to conduct searches for reasonable grounds. Additionally, we also reserve the right to conduct unannounced prudent inspections of lockers, desks, computers and other district property to insure the health and safety of the students.

LOCKER SEARCH POLICY

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage.

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. Students are encouraged to purchase, at their own expense, either combination or key locks for their hall lockers. Locks are provided for students' gym lockers. However, if students do use their own lock for hall lockers, they must provide either the combination or a key to their homeroom teacher.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Tussey Mountain School District has adopted policy in compliance with the State Department of Education, regulations, which provide for the following: The Board reserves the right to authorize its administrator to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.

Students shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy. This notice shall be provided in the Parent Handbook and posted in the office.

The lockers provided by the school are the property of the school district. Each student is responsible for the contents and condition of his/her locker. The school reserves the right to announce locker inspection and cleaning sessions. As a courtesy, the district will attempt to maintain a twenty-four hour notice of such an action.

However, in the event of an investigation arising from a reasonable suspicion on the part of administration, a student's locker may be searched. Any illegal items or substances will be seized. Prior to a locker search, a student may be notified and given the opportunity to be present. In the event where school administration has a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare and safety of the students in school, a locker search may be performed without prior warning.

Any illegal materials found may be used as evidence against the student in a disciplinary action. The district reserves the right to use drug sniffing dogs and may employ their use at any time without prior warning.

The principal shall be present whenever a student locker is inspected. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. The principal shall be responsible for the prompt recording in writing of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

*Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

PETS

Due to the possibility of pets having rabies, etc., no animals or pets will be permitted in district buildings unless under controlled conditions with prior administrative approval.

STUDENT VEHICLE SEARCH POLICY

- A. All vehicles driven by a student and parking in the School District parking lots must be registered on the Tussey Mountain School District Parking Permit Registration Form. A maximum of one (1) vehicle may be registered to one permit. Students are permitted to park their vehicles on school property as a matter of privilege, not of right.
- B. The district retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on District property, including by means of sniff dog searches. Such patrols and exterior inspections may be conducted without notice, without student consent, and without a search warrant.
- C. The interiors of student vehicles may be inspected whenever School officials have reasonable suspicion to believe that illegal, unauthorized contraband or otherwise prohibited materials are contained inside or in the event such materials are in plain view upon inspection of the vehicle's exterior.

Where the District wishes to inspect the interior of a student's vehicle, the following guidelines are to be followed:

1. Where a School official has reasonable suspicion or has made observations in plain view, the student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the student vehicle contains material, which poses an immediate threat to the health, safety or welfare of the students or school employees, the student vehicle may be searched without prior warning or presence of the students.

2. Searches of student vehicles may be conducted by law enforcement officials where there is a clear and immediate threat to the health, safety or welfare of other students or school employees, or upon properly executed search warrants presented to school officials, or the intelligently or voluntarily given consent of the students.
 3. Where the interior of a student vehicle has been subject to a search, the parents of the student shall be notified as soon as practicable after the search has been conducted.
 4. In the event a School official conducts a search of the interior of a student's vehicle for reasonable suspicion, a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including all witnesses present and the result of the search.
 5. In the event the student refuses to permit a search of the student vehicle after the District finds reasonable suspicion for the interior search, the student shall be subject to discipline under the District's School Code of Conduct, and the District reserves the right to immediately notify the student's parents and/or proceed to contact law enforcement authorities for the obtaining of a search warrant for the search of the interior of the vehicle.
- D. If the results of the search present evidence of drug or alcohol possession, theft of School equipment or supplies, or possession of a weapon, the student in control of the vehicle will be appropriately disciplined under the District's Student Code of Conduct and/or appropriately referred to civil or criminal authorities for prosecution.
- E. Parking lots will be appropriately posted to notify drivers who use the surrounding school lots that a vehicle search policy is enforced.
- F.

DOG SEARCH

Dog Search - As part of a "drug free" school, Law Enforcement Agencies may bring dogs into the school to determine the presence of illegal substances.

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and 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 be investigated promptly, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical

conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation or religion when such conduct:

- 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.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance
- Otherwise adversely affects an individual's learning opportunities.

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

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

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Presentation at an assembly.

The district shall provide training for students and staff concerning all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to: building principals, teachers, counselors, nurses, and administrators.

All employees who receive harassment complaints from a student shall report such to the building principal.

If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

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

3. The building principal 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, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Director of Education.
2. The Director of Education shall review the initial investigation and report and may also conduct a reasonable investigation. He/she shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

WEAPONS POLICY AND PROCEDURES

PURPOSE

These procedures are established by the Tussey Mountain School District in order to protect against violence, personal injury and property damage and to instill a sense of safety and security for those who participate in school district activities and/or make use of school district facilities.

1. VIOLATION: No person shall possess, handle, transport, use, discharge, manufacture, make, remake, assemble, sell, distribute, or transfer any weapon or ammunition while in any school building, on any school premises including bus zone, on any school bus or other conveyance providing transportation to or from school building or activity of the Tussey Mountain School District, at any school activity or function, whether sponsored by the school district or not, or, in the case of students, while coming to or going from school or school activities.
2. VIOLATION: In addition, no person shall knowingly possess any weapon or ammunition at a place that the individual knows, or has reasonable cause to believe, is a school zone in the Tussey Mountain School District. This section shall not apply to the possession of a weapon
 - on private property not part of school grounds
 - if the individual possessing the firearm is licensed to do so in the Commonwealth
 - which is not loaded and in a locked container or a locked firearms rack which is in or on a motor vehicle
 - by an individual for use in a program approved by the school district in the school zone
 - by an individual in accordance with a contract entered into with the school district
 - by a law enforcement officer acting in his or her official capacity
3. VIOLATION: In addition, no person shall knowingly and with reckless disregard for the safety of themselves or another, discharge or attempt to discharge a weapon, detonate an explosive, discharge a chemical deterrent at a place that the person knows is a school zone, unless as follows:
 - as part of a program approved by the school district
 - by an individual in accordance with a contract entered into by the school district
 - by a law enforcement officer acting in his or her official capacity
4. RESPONSIBLE ACTIONS: School district employees and students observing or otherwise becoming aware of weapons and/or ammunition on school premises, at school activities, on school buses or their conveyances, or of persons violating this procedure, shall report the same to a school district teacher or administrator as soon as possible. Any teacher who obtains such a report shall immediately notify his/her principal, or in his/her absence, the principal's designee. Any administrator obtaining such information shall immediately notify the superintendent, or in his or her absence, the superintendent's designee.
5. INVESTIGATION PROCEDURES: Every school employee and/or student who has knowledge of a weapon being on or in school property without proper clearance shall immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not timely report same.

Based upon reasonable grounds to suspect that a student possesses a weapon, the principal, or his designee, will request that the student voluntarily empty his/her

pockets, and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult of the same gender as the student. (It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects if deemed necessary or reasonable).

If the student resists such a voluntary search, the principal or school official shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. Upon the police appearing, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings.

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

If a weapon is found and confiscated, the principal shall immediately summon the local police, the Superintendent (or his designee if the Superintendent is not available), and the parents or guardians of the student involved.

6. DISCIPLINE: The following discipline procedures shall be followed by the administration:
- a. Notification of the student concerning the violation(s).
 - b. Notification of student's parents.
 - c. Establishing whether or not the student has an IEP.
 - d. Notification of the Superintendent or his designee.
 - e. Notification of the police, if deemed necessary.
 - f. Assignment of discipline (3 days of out of school suspension. (A "NOREP" may be necessary)
 - g. Informal hearing with administration, parent(s) and student.
 - h. Assignment of discipline (10 days of out of school suspension. (a "NOREP" may be necessary)
 - i. Notification of the Board of School Directors.
 - j. Notification of the student and parent(s) of their right to a formal hearing before the Board of School Directors as a part of the Due Process Procedure.
 - k. The Board may assign an expulsion from school for a period of one calendar year from date of infraction. (a "NOREP" may be necessary)

Expulsions must be scheduled pursuant to the Pennsylvania School Code and applicable Rules and Regulations of the State Board of Education.

NOTE: THE SUPERINTENDENT RESERVES THE RIGHT TO DEVELOP ALTERNATIVE DISCIPLINARY SANCTIONS.

7. DEFINITIONS (as used in this procedure)
- a. The term "person" includes any individual, including students and school district employees, corporation, company, association, firm, partnership, society, or joint stock company. The term "person" shall not include law enforcement officials while on duty as law enforcement officials or security personnel retained by the school district and on duty with the school district.
 - b. The term "weapon" includes, by way of example and not limitation are defined as the following:

- any knife, cutting instrument, or cutting tool, (special consideration may be granted to pocket knives under a blade length of four inches)
- nun-chuck sticks
- handgun, shotgun, or rifle, including center-fire, rim-fire and muzzle loading firearms
- air, CO2, and/or spring action pellet, BB, and/or dart guns
- traditional long bows, recurve bows, compound bows, and/or crossbows
- spear or dart propelling devices including blowguns
- electric stun gun and cattle prods
- chemically disabling spray or propellant (a.k.a. mace and pepper spray)
- brass knuckles, black jacks, and martial arts devices, including but not limited to, throwing stars
- any other tool, instrument or implement capable of inflicting bodily injury or property damage
- shall include any item that is represented to be a weapon or that is threatened to be used as a weapon.

SPECIAL NOTE: Under special circumstances this definition may be expanded to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, etc. This clause is at the sole responsibility of the Superintendent or his designee.

- c. The term "firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any chemical explosive, compressed gas, mechanical spring and/or elastic device; (2) the frame or receiver of any such weapon; and/or (3) any firearm muffler or firearm silencer;
- d. The term "destructive device" means (1) any bomb or device that is explosive and/or, incendiary in nature, or (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive, other propellant, and/or mechanical means which has any barrel with a bore. (Items traditionally classified as firecrackers may be included or excluded under this definition at the sole discretion of the Superintendent or, in the absence of the Superintendent, his designee).
- e. The term "school zone" means in, or on the grounds of any of the building or schools owned by the Tussey Mountain School District. This also includes Bus Loading Zones.
- f. Possession means being on the person of the student, in the student's locker, in a vehicle operated by the student, and/or otherwise under his or her control.

Press Release: The Superintendent or designee shall formulate a press release if deemed appropriate.

BULLYING POLICY

The Tussey Mountain School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

Bullying, as defined in this policy, includes cyber bullying.

Bullying shall mean unwelcome intentional electronic, verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on and/or outside the school setting or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property on school-sponsored events.

The district expects employees and bus drivers who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If an employee or bus driver believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, he/she shall report the bullying or extortion to the school principal for further investigation. If proper reporting is not engaged in by the employee or bus driver in a position to observe the conduct, the district reserves the right to impose discipline on the employee or request the bus contractor to discipline their employee as deemed appropriate under the circumstances.

Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, the district web site tip line, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal or designee.

Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their

attention by students, parents/guardians or school employees or bus drivers. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to better understand the facts surrounding a reported incident. Surveillance cameras are used throughout all buildings.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parental conference, detention, suspension, expulsion, loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and the implementation of a safety plan and/or a supervision plan with parents/guardians.

Interplay with Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under the other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardian from filing a complaint under the school district's anti-harassment policy.

Confidentiality

The Tussey Mountain School District recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

HAZING

The Tussey Mountain School Board has adopted a policy that does not condone any form of initiation or harassment known as "hazing" as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The text of the full policy can be acquired from the Superintendent's Office.

TOBACCO/VAPING PRODUCTS

Students and visitors are not permitted to possess, use, or be involved with any type of tobacco/vaping products or "imitation substitute" during school, on school property, at athletic events or on the busses. Students in possession of or using tobacco products will be fined in accordance with Act 145 of 1996.

TUSSEY MOUNTAIN SCHOOL DISTRICT **DRUG AND ALCOHOL POLICY**

PREFACE

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

STATEMENT OF POLICY

The Tussey Mountain School District is concerned with the educational, emotional, and social growth of the individual student. The district will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population. It is the belief of the district that these students should receive the necessary help as quickly, effectively, and professionally as possible. As an extension of the policy the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drugs, mood altering substances, and alcohol related situations.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events, except drugs as prescribed by a physician for personal use. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalable substances (including gases, solvents, butane, propane, and other inhalable substances; marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, steroids, look-a-likes and any of those substances commonly referred to as "mind-altering substances"). The inappropriate/illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, with written orders from a physician.

DEFINITION OF TERMS

Drug/Mood Altering Substance/Alcohol - 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 the law and/or substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, cocaine, glue, look-alike substances and any capsules or pills not registered with the nurse and given in accordance with the school district policy for the administration of medication to students in school. Nicotine usage is not meant to be ignored by this policy but is covered under the disciplinary codes

STUDENT ASSISTANCE PROGRAM

SAP/PROCEDURAL FLOW CHART

STUDENT AT RISK

PRIMARY CONTACT

(Person initiating the referral; includes self, other students, parents, district employees and/or community members)

REFERRAL TO

(Administrator, counselor, nurse, SAP/Core team members) A high-risk situation may include medical professional, police, Mental Health Counselor or other professional

INTERVENTION

(Evaluation two of the above)

PARENT NOTIFICATION

(Share information with parent when warranted)

DISPOSITION

Mental Health evaluation and treatment of high-risk students

Monitor of low risk students

FOLLOW UP

Monitor SAP/Core Team member

The Tussey Mountain School District is committed to minimizing the effects of harmful behaviors by creating a system of early identification, interventions, referral and aftercare.

TRUST TEAM - Tussey's Recognizing and Understanding of Student Troubles (Grades 5 through 12) A multi-disciplinary team composed of school personnel (teachers, staff, pupil/service personnel, administrators, nurses, counselors) and professionals from community agencies. This team has been trained to understand and work on the issues of chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

The Privacy Rights of Parents and Students
(Sample Notice)

The federal Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to educational records maintained by a public school entity. Information, which is collected and

maintained by your Student Assistance Team (SAP), falls under FERPA's definition of education records. That law requires a public school entity to provide parents with an annual notice regarding their rights. The full text of the law and regulations is available in the Desk Reference Manual for Student Assistance Program Team Members: The Privacy Rights of Parents and Students.

A public school entity needs to take the following items into consideration when it is drafting its educational policies and procedures and the annual notice. These items, which are adapted for SAP and presented for the SAP team's consideration, were abstracted from the Model Notification of Rights for Elementary and Secondary Institutions published in the November 21, 1966 Federal Register, effective December 23, 1996.

The education record, including SAP information, is available to the parent for review. The local policy may require the parent to submit the request in writing. The public school entity needs to spell out the procedures for parents and the parent has a right to expect that the access to information will occur within forty-five days, thirty days in the case of special education youngsters. The school should do its part to make the records expeditiously available and provide parents with an explanation, if requested.

A parent who believes that any information in the education record is inaccurate or misleading may request that the information be changed. The parent simply needs to identify the information to be changed and specify why they believe the information is inaccurate or misleading. If the school decides not to change the information as requested, the parent will be notified of the decision and the school is required to provide a hearing regarding the request to change the information. Details regarding the hearing procedures, which are outlined in FERPA, must be provided to the parent by the school.

No information in the SAP record may be released without the parent's specific written consent to anyone in the school except members of the student assistance team and other school officials who have a legitimate educational interest. School officials include teachers and other school staff determined by the school to have a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In the case of the SAP team process, liaisons from community drug and alcohol and mental health agencies who are not school employees, but who sit on the team and perform SAP responsibilities, have access to information as part of their responsibilities as team members consistent with a signed agreement with the public school entity and their agencies. The liaisons' role is to provide their expertise to other team members engaged in the student assistance process. The liaisons may not share any information discussed in the student assistance process to anyone, with the exception of other team members and school officials with a legitimate educational interest, without the parent's specific written consent.

Release of the education record, including SAP information, to other elementary and secondary schools is dependent upon the public school entity's board adopted policies and procedures which must be consistent with the conditions outlined in the FERPA regulations.

The parent also has the right under the law to file a complaint with the U.S. Department of Education concerning alleged failures of the school district to comply with the requirements of the Family Educational Rights and Privacy Act. The name and address of the federal office is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605. As part of the notice, a contact name and telephone number must be provided for parents should they have any questions about anything in the notice or need any assistance.

DEFINITIONS

Distributing: Deliver, sell, transfer, share or give any alcohol, drug, or mood altering substance, as defined by this policy for one person to another or to aid therein.

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

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 requests and recommendations of the members of the SAP Teams.

Uncooperative Behavior: Is resistant or refuses, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Un-cooperative behavior shall also include the refusal to comply with the recommendations of the members of the SAP Team.

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

Confidentially: All school district personnel, staff members, administration and members of the school board of directors involved in such circumstances are obligated to guard the confidentiality of the student.

Rules and Regulations: A student who is on school grounds, during a school session, or anywhere at a school sponsored activity who is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in this policy.

School Guidelines: As an integral part of the Tussey Mountain School District Drug and Alcohol Prevention/Intervention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The Tussey Mountain School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The school district reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulations enumerated herein.

Summarization of Drug and Alcohol Administrative Guidelines

1. Situational/Category: The possible use of drugs, alcohol or mood altering substances by a student is indicted, but there is no evidence of violation of law or school regulation.

Immediate Action: Building Administrator, teacher or guidance counselor conference with student about concerns. The student is informed of available help and encouraged to seek assistance. Contact nurse.

Investigation: Referral to Student Support System SAP/Project Connect

Notification of Parents: Notification of behavior and/or performance if warranted

Notification of Police: N/A

Disposition of Substance: N/A

Discipline/Rehabilitation/Re-entry: If the data warrants, a team intervention conference will be held. Encourage student to participate in Student Support Services. Monitor.

2. Situational/Category: Student use of drugs, mood altering substance or alcohol causing medical related emergency.

Immediate Action: 1) Contact Building Administrator; 2) Stay with student; 3) Notify nurse; 4) Standard health and first aid procedures will be followed; 5) Student will be transported to a medical facility at parental expense.

Investigation: The principal will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.

Notification of Parents: Yes

Notification of Police: Yes

Disposition of Substance: Analysis will be made.

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. If there is evidence of further violation, see appropriate situational category. Referral to Student Support Services and available counseling. Monitor.

3. Situational/Category: A student possesses drug related paraphernalia.

Immediate Action – Principal is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.

Investigation – The student, his/her desk, locker, car and other possessions may be searched by the principal or designee.

Notification of Parents: Yes, if evidence warrants

Notification of Police: Yes, at the discretion of the principal

Disposition of Substance – Confiscated for analysis if warranted

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Assessment by a licensed drug and alcohol service provider upon recommendation of the SAP Team. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participation or attending any extra-curricular events at the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be suspended. Referral to Student Support Services.

4. Situational/Category: A student is found to be in possession, use, or under the influence of drugs, mood altering substances or alcohol when attending school sponsored function.

Immediate Action – Advisor/Chaperone will contact the group advisor or administrator. An anecdotal report of the incident will be written and submitted to the principal.

Investigation – The principal or designee will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.

Notification of Parents – Yes

Notification of Police – Yes, student will be monitored until police arrive

Disposition of Substance – Analysis will be made for possible use in further proceedings.

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participation or attending any extra-curricular events at the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be suspended. Referral to Student Support Services. Monitor.

5. Situational/Category: A student possesses, uses or is under the influence of drugs, mood altering substances, or alcohol. First offense - cooperative.

Immediate Action: Principal is summoned. Staff member writes an anecdotal report of the incident.

Investigation: The student, his/her locker, and other possessions will be searched by the principal or designee.

Notification of Parents: Yes, immediate parental conference arranged

Notification of Police: Yes

Disposition of Substance: Analysis will be made for possible use in further proceedings.

Discipline/Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participating or attending any extra-curricular events at the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be suspended. Referral to Student Support Services. Monitor.

6. Situational/Category: A student possesses, uses or is under the influence of drugs, mood altering substances, or alcohol. First offense - uncooperative.

Immediate Action: Principal is summoned. Staff member writes an anecdotal report of the incident.

Investigation: The student, his/her locker, car, desk, and other possessions will be searched by the principal designees.

Notification of Parents: Yes, requested to come to the school immediately.

Notification of Police: Yes

Disposition of Substance: Analysis will be made for possible use in further proceedings.

Discipline, Rehabilitation/Re-entry: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participating or attending any extra-curricular events of the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be suspended. If student does not cooperate, he/she will not be permitted to be in school for a period of ten (10) days. If student still does not cooperate, a formal board hearing will be scheduled. Monitor. Referral to Student Support Services. Required participation in SAP Programs.

7. Situational/Category: A student is caught again in possession, use, or under the influence of drugs, mood altering substances or alcohol.

Immediate Action: Principal is summoned. Staff member writes anecdotal report of the incident.

Investigation: The student, his/her locker, car, desk, and other possessions will be searched by the principal or designee.

Notification of Parents: Yes, requested to come to principal's office immediately.

Notification of Police: Yes

Disposition of Substance: Analysis will be made for possible use in further proceedings.

Discipline/Rehabilitation: Referral to SAP Team. Informal hearing. Abide by recommendations of the TRUST Team. Assessment by a licensed drug and alcohol service provider upon recommendation by the SAP Team. Abide by recommendations of a licensed drug and alcohol service provider. Student will be suspended from participating or attending any extra-curricular events of the Tussey Mountain School District during the time of his/her detention/suspension. Grades 7 through 12: Student will be suspended. If student does not cooperate, he/she will not be permitted back in school for a period of ten (10) days. If the student still does not cooperate, a formal board hearing will be scheduled. Required participation in Student Support Programs. Follow-up support services by SAP Core Member. Monitor.

8. Situational/Category: A student is caught distributing alcohol, drugs or a mood altering substance.

Immediate Action: Principal is summoned. Staff member writes an anecdotal report of the incident. Police notified at administrative discretion.

Investigation: The student, his/her locker, car, desk, and other possessions will be searched by the principal or designee.

Notification of Parents: Yes, requested to come to the principal's office immediately.

Notification of Police: Yes

Disposition of Substance: Analysis for use in further proceedings will be requested.

Discipline/Rehabilitation: Referral to SAP Team. Informal hearing. Required participation in SAP Program. Abide by recommendations of a licensed drug and alcohol service provider. Assessment by a licensed drug and alcohol service provider upon recommendation by the SAP Team. Abide by recommendations. Student will be suspended from participating or attending any extra-curricular events in the Tussey Mountain School District during this time of his/her detention/suspension. Grades 7 through 12: Student will be suspended. If student does not cooperate, he/she will not be permitted back in school for a period of ten (10) days. If student still does not cooperate, a formal board hearing will be scheduled. Referral to Student Support Services. Follow up/ Monitor.

9. Situational/Category: A student volunteers information about personal drug or alcohol use and asks for help.

Immediate Action: The student is informed of available help and required to seek assistance including but not limited to assessment by a licensed drug and alcohol service provider.

Investigation: Refer to SAP. Staff may request advice from SAP member, counselor, nurse or principal

Notification of Parents: Yes, if warranted

Notification of Police: No

Disposition of Substance: N/A

Discipline/Rehabilitation: No discipline/recommendation SAP Team

PROHIBITION OF ANABOLIC STEROIDS

Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

The use of steroids by students involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.

The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs. The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution.

TUSSEY MOUNTAIN SCHOOL DISTRICT SUICIDE POLICY AND OTHER TRAGIC DEATHS

POLICY STATEMENT

PURPOSE

The Tussey Mountain School District recognizes its part in the total community's responsibility for responding to suicide/self-destructive behaviors, and tragic deaths. Recognizing the alarming increase in student depression/suicides, the Tussey Mountain School District has developed procedures to assist administrators and staff in dealing with students at risk. These procedures have been developed as part of the District's Student Assistance Programs. The SAP team's responsibilities are support, identification, and parental contact. These referrals may utilize community as well as school resources.

The Board of School Directors recognizes that all school personnel and students should be in-serviced to:

- the warning signs of childhood and adolescent depression suicide and
- the subsequent immediate response strategies.

In addition, every school will have a postvention assistance team trained in crises intervention skills.

The primary responsibility of the SAP Teams and school personnel working with a depressed or suicidal student is to see that the student receives the necessary help as quickly and professionally as possible. To that end, student confidentiality will be waived in life threatening situations. These procedures will attempt to coordinate efforts of staff members, family and community efforts that contribute toward the safety and well-being of students at risk.

SUICIDE POLICY DEFINITIONS

Cluster - More than one suicide influenced by a recent suicide.

Confidentiality - Recognition of a student's right to privacy. Information is shared on a "need to know" basis. Information should be limited to the initial parties involved and extended only to administrators, counselors, nurses, Core Team members, and teachers needing the information in order to protect the welfare of the student.

Contagion - A process by which a suicide attempt, a completed suicide, or any death influences a subsequent suicide.

Copycat Suicide - A subsequent suicide completed with identical or highly similar methods.

SAP/Core Team - A group of staff members trained in the assessment and evaluation of information.

Critically Distraught - Critically distraught students are those who have not improved their personal coping mechanisms after school-based interventions.

Depression - A mental state characterized by dejection, lack of hope, and absence of cheerfulness; and/or aggressive behavior and impulsive outbursts characterized by expressions of anger.

Intervention - A reality-based confrontational process intended to protect an individual from harm, and to assist him/her in reestablishing psychological equilibrium by learning more effective ways of coping with the present critical situation.

Lethality - The degree of seriousness of suicidal intent. Lethality is determined by questions directed toward two primary areas: suicidal thoughts and suicidal plans. If the student admits to suicidal thoughts has a method to implement, and a time frame for implementation, this is considered a high-risk situation. The lack of all these aspects of the plan - a method, place, and time for action - lowers the risk dramatically. Feelings of guilt, despair, substance abuse history and prior suicide attempt also increases the degree of lethality.

Petitioner - Any reliable person who has first-hand knowledge of acts or events that would cause them to believe that the student is a high suicide risk, and who is willing to attest to such before the Court.

Postvention - is an appropriate method to deal with the aftermath of a suicide. This includes notification of staff, students, and media as appropriate. It provides for establishment of short-term support groups to help the survivors live a longer, more productive, and less stressful life than they are likely to do otherwise and to discourage contagion.

Postvention Assistance Team - will consist of the Postvention Core Team, members of the Pupil Personnel Services staff, mental health counselors, and others as determined by staff and Core Team.

Postvention Core Team - These will be specially designated members of the building Core Team trained in crisis intervention.

Professional Behavior - Professional Behavior is adherence by staff members to these written policy

guidelines, maintaining the appropriate level of confidentiality, and using the Core Team as their primary support resource.

Student at Risk - A student who has indicated by changed behavior, depression, written or verbal remarks (ideation) that he/she may be contemplating a suicide attempt. A broad spectrum of behaviors may be exhibited including:

- Youth is observably depressed and has expressed suicidal thoughts. No plan has been developed; but feelings that life is unbearable are present.
- Youth is seriously depressed, has stated a plan of suicide, and may have the means to do it. May have observable behavioral changes or may have experienced situational trauma.
- Youth is threatening or making an attempt on his/her life.
- Youth has weapon or means of ending his/her life.

Suicidal Ideation - Suicidal Ideation is an indication, either verbal or written, of a student's thoughts about committing suicide.

SUICIDE INTERVENTION PROCEDURES

Low Risk

Level I

Situation

Staff member observes a student displaying several suicide warning signs (ex: has become withdrawn in class, grades have dropped and poor attendance.

Immediate Action

Staff member will

1. Notify Building Administrator, Counselor, Nurse or Core Team Member immediately.
2. Monitor student until he/she is under the supervision of the Building Administrator or Counselor or Core Team Member.

Information Collection

At least two SAP members will assess level of risk by collecting and documenting all pertinent information about the student including but not limited to a private interview with the student.

Parent Notification

When appropriate, the Building Principal or SAP Team Member will contact the parent for a conference.

Referral

When appropriate, referral is made for professional assessment.

Disposition

Student remains in school and monitored by SAP team for as long as needed.

Continued/Monitoring may include talking with teacher, parents, mental health agencies, school counselors, and the student.

*If conflict occurs, this policy supersedes all other policies written previously to (October 18, 1993).

SUICIDE INTERVENTION PROCEDURES

High Risk

Level II

Situation

Student who is threatening an attempt on his/her life at the present time through written or verbal comment to staff, another student, or any referral person.

Immediate Action

Staff member will

1. Notify Building Administrator or Counselor or Nurse, or SAP Core Member immediately.
2. Supervise student until he/she is under the supervision of the Building Administrator, Counselor or Core Team Member.

Information Collection

At least two Core Team Members will assess level of risk by collecting all pertinent information about the student including but not limited to a private interview with the student.

Parent Notification

Building Principal, Designee, Counselor or Core Team Member will immediately contact parents and request an in-school parent conference.

Referral

Referral for professional assessment.

Mental Health Agency, Bedford County: 623-5166

Disposition

Student admitted back to school upon proof of contact with Mental Health provider.

Monitoring by SAP Team as long as needed.

Notify student's teachers prior to their return to school.

Monitoring may include talking with teachers, parents, Mental Health agencies, school counselors, and students.

Upon return to the building, the student/guardian will be required to provide documentation from a mental health professional stating that it is safe for the student to return.

*If conflict occurs, this policy supersedes all other policies written previously to it (October 18, 1993).

SUICIDE INTERVENTION PROCEDURES

Situation

Suicide attempt in school

Immediate Action

1. Staff member will remain with the student until medical emergency procedures are initiated.
2. Nurse, Principal, School Counselor and SAP member will be contacted.
3. Contact local police if applicable.
4. A member of the Core Team or Principal's Designee may accompany the student if taken to hospital emergency room.

Information Collection

TRUST Team or Principal will talk with witnesses to determine time, place and method of attempt.

Parent Notification

Building Principal or his/her designee will telephone the parents to notify them of procedures taken. Parents will be asked to come to the school immediately or to report to the hospital.

Referral

1. Immediate and mandatory referral to a hospital when it is a medical emergency.
2. If no medical emergency, referral to Mental Health Services. Mental Health, Bedford County: 623-5166

Disposition

Follow Medical Emergency Procedures.

Student admitted back to school upon proof of contact with Mental Health provider.

Support services provided per post prevention procedures.

Monitoring by Core Team as long as needed.

Notify student's teachers prior to their return to school.

Monitoring may include talking with teachers, parents, Mental Health Agencies, school counselors, and the student.

Upon return to the building, the student/guardian will be required to provide documentation from a mental health professional stating that it is safe for the student to return.

*If conflict occurs, this policy supersedes all other policies written previously to it (October 18, 1993).

SUICIDE INTERVENTION PROCEDURES

Situation

Suicide Attempt Out of School

Immediate Action

Administrator or Counselor or other SAP Member will contact parent/guardian to confirm attempt.

Information Collection

Principal, counselor, or SAD/Trust Member will

1. Determine circumstances relating to incident.
2. Determine what professional assessment help or treatment was undertaken.

Parent Notification N/A

Referral

1. Encourage parental follow-up with hospital or Mental Health.
2. Ask for release of information from Mental Health or hospital to school.

Disposition

Student accepted back to school with evidence of contact with Mental Health provider.

Monitoring by Core Team as long as needed.

Monitoring may include talking with teachers, parents, Mental Health Agencies, school counselors and the student.

Notify student's teachers prior to their return to school.

Upon return to the building, the student/guardian will be required to provide documentation from a mental health professional stating that it is safe for the student to return.

*If conflict occurs, this policy supersedes all other policies written previously to (October 18, 1993).

SUICIDE INTERVENTION PROCEDURES

Situation

Student completes suicide in or out of school

Immediate Action

1. Notify Building Principal and Superintendent designee.
2. Follow emergency medical procedures if completed in school.
3. Principal or SAP/Core Team implements postvention procedures and offers support to family, friends, witnesses.

4. Notify State Police.
5. Mobilize crisis intervention team assemble faculty to present facts and discuss how the day will be handled.

Information Collection

1. Determine circumstances relating to incident.
2. Determine what professional assessment help or treatment was undertaken.
3. Contact PA State Police - contact the family when appropriate.

Parent Notification

Yes, of completion in school.

Administration communicates with parent - if needed.

Referral

N/A

Counseling need available to address grief issues with outside agencies.

Disposition

As per postvention plan for survivors.

The administration will be responsible for communicating information to the student body and outside parties.

Students closest to victim should be monitored.

SUICIDE/TRAGIC DEATH POSTVENTION PROCEDURES

Despite best efforts and methods utilized by district staff, a student may attempt to take his/her life or the life of another. If a suicide or tragic death does occur, it is the intent of the Tussey Mountain School District to provide support for students, parents and members of the school staff. We would hope that establishing procedures would help all individuals react in a calm, knowledgeable and professional manner and serve as a deterrent to future suicides.

1. The school principal has the responsibility to inform the counselor, nurse, core team member, teachers of the deceased and the Superintendent/designee. (contact parent and police if occurs in school). If the death occurs outside of school hours, the faculty phone chain will be activated to inform faculty.
2. The principal will notify the faculty and brief the staff in consultation with the counselors, nurse and core team. Faculty will be instructed to observe the peers of the deceased and to offer support. Faculty will be given information about referring students who seem to be most affected to various support personnel. Guidance counselors and support staff from other buildings can be temporarily assigned to affected buildings to provide support as needed. Referrals to outside agencies will be made by the counseling staff and/or core teams. Principal will continue to update faculty. Teachers will assist with monitoring students in the halls, etc.

3. All contacts with the media will be coordinated by the Superintendent or his designee.
4. The victim's family shall be contacted to offer support and referral to outside agencies when deemed appropriate. Families of other "As Risk" students and families of students who seem to be most affected will also be notified to alert them to their child's concerns and to offer support and/or referrals to outside agencies.
5. Following a student's death, under the direction of the principal, core team members will visit classrooms to discuss suicide. Announcements should express sympathy to the family and friends of the deceased. The Student Assistance Team will meet prior to the start of the school day to plan the day's activities.
6. Individual professionals of outside agencies may be brought in as consultants to the school staff if needed.

CORRECT PROCEDURE

1. Emphasize to students that suicide is not a good choice to solve problems. Emphasize that help is available and that people care.
2. Emphasize that no one is to blame.
3. Provide small groups opportunities for other students to discuss student suicide. Groups should be scheduled during school time.
4. Information must be made available to any student as to who to contact for help if they or a friend are depressed or thinking of suicide.

INCORRECT PROCEDURE

1. Do not dismiss the study body. The student needs to follow a normal pattern.
2. Do not encourage general student body attendance at the funeral.
3. Do not dedicate anything in the student's memory.
4. Do not schedule an assembly program.

Despite all good efforts, all youth suicides will not be prevented. When a youth suicide occurs, the community needs to deal with the problem of extreme grief and the fact that one suicide can lead to another. How a school district handles the aftermath or postvention of a youth suicide can prevent the cluster phenomenon and help the community deal with grief.

TUSSEY MOUNTAIN SCHOOL DISTRICT DRESS CODE

Students of the Tussey Mountain School District are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the educational process. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Students are expected to abide by this dress code upon arrival to the school building through the defined ending of the school day. The requirements include, but are not limited to:

Definitions

- Cleavage Area: An area between the breasts exposed by a low-cut neckline.
- Skorts: Shorts with a skirt-like overlay.
- Midriff Area: An area between the chest and the abdomen.

Head Coverings

- Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw attention to the wearer or detract from the educational process are not acceptable.
- Hats and/or head coverings of any kind, including bandanas, HEADBANDS and visors, shall not be worn in the school building unless approved for religious or medical reasons.
- Certain headbands, scrunchies, etc. which are used to hold hair in place and do not cover the entire head are permitted.

Skirts/Shorts/Pants

- Skirts, and should not be excessively short (SHOULD NOT BE SHORTER THAN THE LENGTH OF THE LONGEST FINGER WHEN ARMS ARE RELAXED). Students who participate in cheerleading, when required by their advisor, may wear their cheer uniforms without violation of this provision.
- Pants shall cover undergarments at all times.
- Pants shall not be excessively long as to drag on the floor.
- Shorts and skorts shall be no shorter than knee length.
- Pants, shorts, and skorts shall not have holes any higher than finger-tip length.
- PANTS MUST HAVE WAISTS THAT ARE SUFFICIENTLY FITTING TO KEEP FROM SLIDING DOWN THE STUDENT'S HIPS. IF PANTS ARE TOO BAGGY, A BELT MUST BE WORN.

Shirts

- Shirts must cover the entire back (i.e. no cutout backs, no shirts that tie in the back).
- Bare midriffs, tube tops, or halter-tops are prohibited, including tops or blouses that show the midriff when arms are raised above the head.
- Undergarments must be covered
- See-through shirts are not permitted.

- Shirts shall fit modestly so that the cleavage area is covered. TWO FEMALE STAFF MEMBERS (1 SENIOR HIGH AND 1 JUNIOR HIGH) WILL SERVE AS MATRONS AND WILL BE THE ARBITERS OF APPROPRIATENESS.
- Boys are not permitted to wear sleeveless shirts.
- Sleeveless shirts worn by girls must end at the shoulders edge (i.e. no tank tops).
- Shirts with holes are not permitted.
- Crop tops are not permitted

Shoes

- No bedroom slippers shall be worn.
- Students are not permitted to go barefoot.
- FLIP FLOPS OR OPEN TOES SHOES WILL NOT BE PERMITTED IN SCIENCE LABS, PHYSICAL EDUCATION CLASSES, OR CTE (SHOP) CLASSES. STUDENTS WILL RECEIVE A FAILING GRADE FOR THE DAY IF THEY DO NOT DRESS WITH APPROPRIATE FOOTWEAR.
- No shoes with inline skates (i.e. shoes with wheels, Heelys).

Other

- No pajamas or pajama-like clothing is permitted.
- Clothing that may be used as a weapon may not be worn (i.e. items with spikes or studs, chains, straps, rope, steel-toed boots, etc.)
- No mutilated, cutout, or ragged clothing shall be worn.
- Clothing shall not convey advertisements for condoms or other birth control devices, stated or implied.
- Clothing shall not convey messages that express hate, racial slurs, or sexual harassment.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying “double meaning” involving sexual innuendo, tobacco, alcohol, or drug use.
- The American flag shall not be displayed in any way that is disrespectful.
- No foul expressions with possible vulgar connotations are permitted. Drug or alcohol related drawings or expressions shall not be permitted on clothing or accessories.
- No gloves may be worn during school hours.
- Piercings that are judged to be a safety concern shall be removed or covered.

Violations

A student wearing questionable clothing will be referred to a principal. If clothing is deemed inappropriate by the principal, the student will be asked to change or remove the item. Should the student not be able to change or remove the item, the school may provide necessary clothing. Any student not complying with the direction of the principal may be considered insubordinate and subject to appropriate administrative action. In the event of a conflict, students and parents will be afforded due process. Request for exceptions to the dress code for religious or medical reasons or for the purpose of school sponsored events are up to the discretion of the building principal

TEXTBOOK CHARGES

Students and/or their parents will be expected to pay for lost or damaged textbooks. Students will be charged a replacement fee equal to the amount of the cost incurred by the district to buy a replacement book. Used books will be purchased when possible.

HIGH SCHOOL PROM POLICY/GUIDELINES

The following guidelines will be adhered to by eligible students in order to attend the Tussey Mountain High School Prom:

1. The Prom is an extra-curricular event; therefore, all students attending the Prom are subject to the High School Discipline Policy.
2. The Prom is an event specifically for students in grades 11 and 12 and their guests. No student below 9th grade or an individual beyond the age of 20 will be eligible to attend the Prom. The spouse of an eligible student may attend the Prom regardless of age.
3. All non-district students who are eligible and will be attending the Prom must register with the High School Principal prior to the event.
4. Any student who is suspended or expelled from school during the time the Prom is held will not be eligible to attend.
5. Once students enter the Prom and leave early, they will not be permitted to return.

POLICY REGARDING FOOD/BEVERAGES

The Tussey Mountain School District, in recognition of its responsibility to better protect the health, safety and welfare of the students and staff, prohibit the following:

1. The consumption of food and beverages in classes, study halls, corridors or other areas of the school without the permission of building administration.
2. Re-closable beverage containers or containers similar in nature for the consumption of water, soft drinks, juices, etc. are allowed only in the cafeteria. Consumption of the aforementioned items outside the cafeteria without building administration permission will be considered in violation of this policy and may be subject to Disciplinary measures and/or confiscation without restitution.

POLICY REGARDING BACKPACKS

The Tussey Mountain School District also prohibits the carrying and use of backpacks or items similar in nature in hallways, classrooms or any other area of the Tussey Mountain Schools during the school day, and while participating in or attending after school activities. This includes athletic events and dances. Prior to the beginning of the school day, before homeroom period, students must store backpacks and similar items in their assigned locker. At the elementary level, this will be in the areas designated for storage of such personal items.

Backpacks or items similar in nature can pose potential tripping hazards when removed and placed, as they often are, on floors. Occasionally, they may also be misused to carry and conceal drugs, alcohol, weapons, tobacco products, etc. This makes for a potentially dangerous situation for the school at large. Accordingly, this policy is intended to achieve a safer school environment for all.

THEFT

Any student involved in the act of theft which includes, but is not limited to stealing, shoplifting, and larceny, during any school activity including field trips, both during and after the normal school day will receive detention according to the discipline policy and will make the appropriate restitution in response to the stealing. In addition, the police may be called.

VANDALISM

Any student involved in the act of vandalism which includes, but is not limited to the destruction of public, private, or school property during any school activity, including field trips, during and after the normal school day, will receive detention according to the discipline policy and will make the appropriate restitution in response to the vandalism.

CELLULAR PHONES/ELECTRONIC DEVICES

Cellular phones/electronic devices may be used after the school day concludes at 3:05 P.M. and on weekends. The rest of the time (during/throughout the school day), cellular phones/electronic devices must be turned off, kept off, and kept out of sight. The exception is when a student is serving a detention; his/her school day will end at the conclusion of that detention.

The Tussey Mountain School District will not be liable for stolen cellular phones or electronic devices.

If a student is found in violation of this policy, the cellular phone/electronic device will be confiscated, taken to the office, and kept until retrieved by the student's parent/guardian. The student will also be disciplined according to the policy outlined in the student/parent handbook.

COMMUNICABLE DISEASES

1. Purpose

- 1.1 The Tussey Mountain School District (TMSD) is committed to the provision of a healthful environment for its students.
- 1.2 In fulfillment of that commitment, the Board has and will continue to seek guidance from appropriate medical, educational, legal and government authorities. This policy statement is the result of such guidance.
- 1.3 Any and all applicable federal, state, and local laws and health regulations are hereby incorporated into this policy and the superintendent is given all necessary authority to comply with such laws and regulations.

The Tussey Mountain School District has responsibility to safeguard the welfare of all students. Therefore, the Tussey Mountain School District may investigate each reported case to determine how each student's educational needs can best be met and how to protect the health and welfare of all students of the Tussey Mountain School District.

The Board is also cognizant of the fact that some students who receive educational services in the Tussey Mountain School District programs are assigned to buildings operated by other public or non-public educational agencies; therefore, the policies of those agencies shall take precedent over this Tussey Mountain School District policy. In the absence of any such policy, this Tussey Mountain School District policy will govern.

2. Authority

- 2.1 This policy will apply to all students in the Tussey Mountain S. D. operated programs including adult education students and non-public students.
- 2.2 Management of this Tussey Mountain S.D. policy will be the responsibility of the superintendent.
- 2.3 The ultimate decision on implementation, amendment and/or definition of this policy shall be with the Tussey Mountain S.D. Board of Directors.

3. Placement

- 3.1 If the superintendent has reasonable cause to believe that a student is a danger to others due to having a communicable disease, he/she may temporarily exclude the student from school until the Student Review Team meets to make a placement recommendation.
- 3.2 The Student Review Team will be chaired by the superintendent who will appoint the following as members where appropriate: the principal and/or supervisor of the student's building where the program is located, the student's physician, the Tussey Mountain S.D. physician, the intermediate unit psychologist, the student's teacher, school nurse,

- if appropriate, and a representative of the appropriate County Department of Health.
- 3.3 In the absence of a medical diagnostic evaluation by the student's physician, the superintendent may require the student to submit to a medical diagnostic evaluation at the expense of the Tussey Mountain S.D. If the identified student, by his parent or guardian, refuses to waive the physician/patient privilege of the student thereby preventing the physician from revealing the results of the medical diagnostic evaluation to the Student Review Team, the Tussey Mountain S.D. may exclude the student from school.
 - 3.4 Each diagnosed case may be individually and periodically reviewed by the Student Review Team based on (1) the current Guidelines of the Center for Disease Control and other pertinent data, and (2) each student's right to an education.
 - 3.5 For all students and adult education students, the Student Review Team will make a recommendation as to the health risk to the school community associated with the diagnosed communicable disease. The Student Review Team will make a recommendation regarding the participation of the student in school. The Superintendent will implement this decision on placement of the student. For all students, appropriate due process procedures will be followed.
 - 3.6 Decisions regarding placement will be based on the following criteria: medical diagnostic evaluation, weight of evidence, the student's likelihood of presenting a risk of infection to others, and the student's potential for unusual behavior that might result in the transmission of the communicable disease.

4. Confidentiality

- 4.1 The number of people informed of the student's status will be kept to the minimum required to assure proper care and supervision of the student as well as to protect the school population and in conformance with the Center for Disease Control Guidelines.

5. Curriculum

- 5.1 Instruction on awareness of communicable diseases will be incorporated as part of the Tussey Mountain S.D. classroom based curriculum.

6. Adoption of Policy

- 6.1 This policy was adopted by the Tussey Mountain S.D. at a regularly advertised and scheduled meeting held the 13th day of June 1988.

**GUIDELINES FOR THE
COLLECTION, MAINTENANCE AND
DISSEMINATION OF STUDENT RECORDS**

The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The Board also is concerned with protecting the right of each student against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.

The Board has adopted this policy to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release, and destruction of these records. Toward that end, this policy incorporates provisions from the Regulations of the State Board of Education on Pupil Records (PA Code 22, Ch. 12), the Individuals with Disabilities Education Act - "IDEA" - P.L. 101-476, the Confidentiality Standards for Special Education (PA Code 22, Ch. 342), and the Family Educational Rights and Privacy Act of 1974.

The Tussey Mountain School District either collects, generates, and/or maintains information that is part of a student's educational record. This information is gathered either through group assessments or "screening" procedures covered by school district policy, school district personnel with specific parental consent, by transfer from another educational agency, or from third party sources with parental consent.

The Tussey Mountain School District shall

- (1) Protect the confidentiality of personally identifiable information regarding an exceptional student or a student thought to be exceptional or an eligible young child or young child thought to be eligible.
- (2) Provide access to educational records to the parents of a student or young child or a representative of the parents.
- (3) Establish procedures to permit parents to request the destruction of educational records.
- (4) Comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. §1232g), 34 CFR Part 99 (relating to family educational rights and privacy), 34 CFR 300.560-300.576 (relating to confidentiality of information), Chapter 12 (relating to students) and other applicable law.

Directory Information - The following categories have been designated as directory information by the school district:

- Student's name
- Parent of guardian name
- Student birth date
- Student home address
- Student home telephone number (unless indicated as unlisted)

- Parent or Guardian home address (if different than student)
- Parent or Guardian telephone number (if different than student) (unless unlisted)
- Dates of student attendance
- Student/Parent school district of residence
- Diploma or certificate awarded
- Special awards or recognition
- The most recent previous educational institution or agency attended by the student.

Personally Identifiable - those data which include (1) the name of the student, the student's parents or other family members; (2) the address of the student; (3) a personal identifier, such as the student's social security number; (4) a list of personal characteristics which would make the student's identity easily traceable; or (5) other information which would make the student's identity easily traceable.

Record - any information or data recorded in any medium including but not limited to handwriting, print, tapes, film, microfilm/microfiche, and computer files.

Education Records or Records - those records directly related to the student and maintained by a school or by a party acting for the school. It does not include records of instructional, supervisory, administrative or support personnel of the school which are in the sole possession of the maker and not accessible or revealed to anyone else.

Release - permitting access, release, transfer or other communication of educational records of the student or the personally identifiable information contained therein, orally or in writing, by electronic means, or by any other means to any party.

Exceptional Student - An individual of school age who meets one of the following criteria:

- (i) Has one or more physical or mental disabilities, as set forth in Chapter 14 of the Pennsylvania Special Education Regulations, and is in need of specially designed instruction.
- (ii) Is gifted, as set forth in Chapter 16 of the Pennsylvania Special Education Standards.
- (iii) Is a school aged child in a detention home.

Eligible Young Child - A child who is less than the age of beginners and at least 3 years of age who meets the following criteria:

- (i) Has one or more physical or mental disabilities, as set forth in Chapter 14 of the Pennsylvania Special Education Regulations.
- (ii) Has a developmental delay, as set forth in Chapter 14 of the Pennsylvania Special Education Regulations.

Student - an exceptional, or thought to be exceptional, school age person or eligible or thought to be eligible young child with respect to whom the educational agency maintains educational records.

Parent - includes a parent, guardian, or an individual acting as a parent of a student in the absence of a parent or a guardian. Either parent has the authority to exercise the rights inherent in this policy unless the school has been provided with evidence that there is a State law or court order governing such matters as divorce, separation or custody, or a legally binding instrument, which proves to the contrary.

Destruction - the physical destruction or permanent removal of personally identifiable data from the educational records of a student so that the information in those records is no longer personally identifiable.

Educational Agency - any intermediate unit, public school district or private school operating approved programs and services for the education of exceptional persons.

IEP - Individualized Education Program.

ER - Evaluation Report.

Collection of Student Information

Data Collection

The various programs of the Tussey Mountain School District that are involved in the identification, evaluation, reevaluation and placement of exceptional youngsters, gather data following procedures as outlined in the Pennsylvania Department of Education's Standards and Regulations for Special Education section 14.25.

Parent consent for initial multi-disciplinary evaluations is the responsibility of the school district of residence. Copies of signed parent consent forms are maintained in the student's official file. Parent notice of intent to re-evaluate and/or consent to use different types or categories of evaluation in the reevaluation process for students enrolled in School District classes will be coordinated by the School District. Copies of signed parent consent forms are maintained in the student's official file in the School District Special Education Office. Parent consent is intended to mean parent, legal guardian, or surrogate parent, whichever is appropriate.

When the school district is made aware of "third party" information (i.e., physician, clinic, private practitioner), specific parental consent to access the information is obtained. The collection of information about special education students for research purposes requires prior approval by the school district Superintendent. This approval is contingent in part upon assurance of appropriate parent or eligible student (FERPA) consent.

Parental permission to photograph or videotape district students is obtained yearly and is maintained in the student's guidance folder for the current academic year and one year thereafter. Still photographs or written information for slide presentations and newsletters and motion pictures, or videotapes of activities used within the school district for educational purposes are covered in the consent form. Permission to use the above for teacher training by colleges, other intermediate units, school districts, PTAs, or other agencies is also covered.

Consent for Collection

No information shall be collected from students without prior informed consent of the child and his/her parents. Such consent may be given either individually or through legally elected or appointed representatives, namely the district School Board, depending on the nature of the information to be collected.

The parents shall be afforded reasonable opportunity to contest the necessity or desirability of particular data collection processes or the proposed use of such data.

Parents will also have the right to challenge the designation and release of directory information.

Individual Consent

In all situations where individual consent of parent or student is to be obtained, notice shall be sent out to the parent in his/her native language unless it clearly is not feasible to do so. This consent shall be obtained in writing.

Informed individual consent of each student and/or his/her parents will be required before proceeding with personality testing and assessment. Individual consent is required before any information not directly relevant for educational purpose is solicited from students or their parents.

Where interviews or diagnostic tests by the school counselor, social worker, nurse, psychologist, or school principal are desirable, informed consent is required.

Where reasonable doubt exists about the capacity of the student to understand the implications of the situation, either because of the student's age or other circumstances parental permission will be sought first. Where a student is clearly in need of intervention and declines to participate, the professional shall seek parental consent.

Representational Consent

In situations where representational (e.g. Board) consent is sufficient, students and their parents shall be informed in advance of the character and purpose of the data collection.

Representational (e.g. Board) consent will be sufficient in situations involving the reporting of skills and knowledge outcomes in subject matter areas now within the customary curricula of the public schools, and in use of standardized or informal aptitude and achievement tests and vocational interest inventories.

Intervention Without Parent/Student Consent

If parental and student consent are not given, further steps to provide assistance should be initiated only if the professional is entirely convinced that intervention is imperative, both student and parents have been fully informed and the appropriate school authorities have consented.

Data Collection for Non-School Purposes

Where the data are to be collected for non-school purposes, either by school personnel or by outsiders where students are to be used as subjects in research studies, then the above recommendations also should be fully applied with the provision that prior consent must be obtained from the responsible school authorities.

In cases where data are to be collected under conditions of anonymity, the same informed consent will apply

CLASSIFICATION

Types of Data

Student Education Records may consist of the following kinds of data: vocational interest inventories; school health records; audiometric tests data; psychological reports; individual education plan; observation reports by teachers, psychologists, supervisors and social workers; verified reports of services or recurrent behavior patterns; family background and developmental history; and legal, medical, psychological and social service reports from other agencies.

MAINTENANCE AND SECURITY OF STUDENT INFORMATION

Location of Information

Records for students enrolled in district-operated programs will be maintained at the School District Special Education Office. These cumulative student files will be considered the "official" student records. A person in each school district special education office shall be designated as the responsible person for record maintenance and access policies. The Supervisor of Special Education or his/her designee will act as the individual responsible for coordinating policies and procedures in each of these locations to assure the confidentiality of any personally identifiable data.

Each official student file shall contain materials related specifically to entrance into special education and educational programming for the student. Copies of reports generated by other professionals which contain information relevant to the student's educational program are also in the county office folder. These student records shall be cumulative in nature and contain at least the following documents:

1. File Access Sheet*
2. Referral for Multi-disciplinary Evaluation***
3. Permission to Conduct a Multi-disciplinary Evaluation*
4. ER (initial) including signature page and any dissenting reports or Psychological Evaluation Report*
5. Invitation for Parent Participation in an IEP Meeting
6. Waiver (initial) required if the initial IEP is conducted less than ten (10) days after the ER.***
7. IEP (initial) or Record of IEP Meeting for students found Not to Be Exceptional.**
8. NOREP with Option Sheet**
9. ER(s) including signature page and any dissenting reports or Re-evaluation Reports**
10. IEP(s) with Invitation for Parent Participation in an IEP Meeting (At least one for each year for school aged, at least one each year with a six month review for pre-school.)**
11. Waiver required if any IEP that is conducted less than ten (10) days after an ER.)***
12. Record of class assignments and grades.***
13. Reports of other professionals***

14. Release of information forms***

*Required for all students

**Required for exceptional students where the IU is the major service provider; otherwise, if available

***If applicable

In addition, a student file folder may be maintained by each special education teacher for students in his/her program. These student folders are kept by the teacher in his/her classroom or office and are for the teacher's use in the day-to-day operation of his/her program. If student folders are not maintained in the classroom, the teacher shall maintain at least the IEP for each of the students in his/her program. These student folders and IEPs shall be maintained under the provisions of this policy and shall contain documents relevant to the student's current educational program. The teacher folders may contain at least the following documents:

1. File Access Sheet
2. Current ER with Signature Page (dissenting reports if applicable)
3. Current NOREP
4. Invitation for Parent Participation in an IEP Meeting
5. Current IEP (with six month review for pre-school students)
6. Waiver if current IEP was done less than ten (10) days after last ER
7. Parent Consent to Photograph (Current school year and previous school year)
8. Evaluations of student achievement and classroom performance.

All staff members will be in-serviced by the Supervisor of Special Education or his/her designee with regard to the contents of this policy; and he/she is responsible for notifying parents of their right to inspect the records.

Destruction

Parents of students will be notified when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.

Parents may request that information no longer relevant to and necessary for the provision of educational services to the student be destroyed. However, a written record of a student's name, address, phone number, grades, attendance records, classes attended, grade level and year completed will be maintained for at least one hundred years beyond the student's attainment of age twenty-four (24).

Prior to destruction of information referred to in the paragraph above, the school shall send a written notification to the parents informing them of their rights to inspect, review or copy the material to be destroyed.

Educational records with information necessary for the education of a student enrolled or previously enrolled will not be destroyed.

Record Filing at Termination

When a student leaves special education, his/her classroom folder will be returned to the special education office where the student's cumulative record is located. It will be placed with the student's official cumulative record and both kept in the inactive files until the record is requested by another district or until the record is placed into permanent storage.

Student records will be placed into permanent storage after the student turns twenty-one (21) years of age is deceased. At this time, unnecessary and irrelevant data will be burned or shredded. It is specified that prior to the destruction of data, reasonable efforts shall be made (within forty-five days) to notify parents that they have the right to inspect, review or copy any data which has been maintained. The purged records shall contain the following:

1. Record Card
2. Parent Permission to Evaluate
3. All Psychological Reports, MDTs, and ER's
4. All NOREP's
5. All IEPs

Student records for students enrolled in school district special education classes will be kept in permanent storage at the School District Special Education Office.

ACCESS TO AND DISSEMINATION

General Safeguards

All information regarding pupils and their families will be collected and maintained under such safeguards of privacy as may be obtained through informal consent, verification of accuracy, limited access, selective discard and appropriate use.

The School District policy for release of information conforms with the Family Educational Rights and Privacy Act of 1974.

Release of Information

Written consent of parents or eligible student (FERPA) shall be obtained by the school before education records or personally identifiable information contained therein is released to any party, except for those listed below where no consent is required.

A *Consent to Release* form will be sent to the parent or eligible student (FERPA) to be completed before appropriate records are released. Records will be released with seven days after receipt of the "Consent to Release" form.

Consent of parents or eligible student (FERPA) is not necessary when records are to be released

to or inspected by:

1. Other school officials within this Intermediate Unit and the student's home school district that have a legitimate educational interest. These include professional personnel directly responsible for providing instruction to this student or responsible for the provision of support service, such as guidance counselors, school nurse, psychologist, social worker, and also persons charged with direct responsibility for the health and safety of children while in attendance at school, e.g. bus driver, teacher aide, etc.
2. Authorized representatives of the Comptroller General of the United States, Secretary of the U.S. Department of Education, or State and local educational authorities.

State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.

Appropriate authorities in a health or safety emergency after consideration of the seriousness of the threat, the need for the information to meet the emergency, the position of the requesting party to deal with the emergency, and the extent to which time is of the essence in meeting the emergency.

3. Officials of other primary and secondary schools including approved private schools to which the student intends to transfer. Records will be transferred within seven (7) days of the request to the Director of Special Education of the Intermediate Unit. Parents may have a copy of transferred records upon written request. Intermediate Unit 8 will maintain copies of those documents required to be kept by Federal and State Laws.
4. Court officials in compliance with Judicial Order; parents shall be notified of the Order and the school's compliance.
5. Release of directory information does not require the consent of parents or eligible student (FERPA).
Directory information may be released without parental consent, provided that prior public notice is given to the parent of what is designated directory information, and that the parents do not object in writing within thirty (30) days of the notice to what is included in directory information with respect to that student.

Directory information may be returned from an approved student's school district of residence or a student's Intermediate Unit.

Confidential Personal Files of Professionals in School

The professionals who are directly involved with the student's health and education may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses, and other memory aids for their own use. Such data are to be considered the

personal property of the professional and shall be maintained according to the rules given above. All such data must be destroyed when their usefulness is no longer apparent or when the student leaves the school system.

Act 30 Records

Information obtained from the Judicial System in compliance with Act 30 of 1995 shall be maintained in a separate file in the Special Education Office and shared with staff working directly with the student. The information will be removed from the file and destroyed within 30 days after the Superintendent's Office receives formal notification from the Judicial System to do so. A certified statement will then be sent to the Judicial System within 45 days from the receipt of the original notice to destroy the records, verifying that the records have been destroyed.

Parents' Access Rights

Parents shall be permitted to inspect and review any personally identifiable data relating to their children, which is collected, maintained, or used by the School District. It is further specified that the request shall be honored within thirty (30) days; prior to a conference regarding an IEP, and prior to a hearing relating to the identification, evaluation or placement of the child. The parents have a right to a verbal explanation of their child's record by a qualified professional.

In order for the parent and/or student or a representative designated by the parent to inspect, review or copy the educational records, a written request must be made to the Supervisor of Special Education. Upon receipt of the written request, the Supervisor of Special Education or his/her designated representatives will arrange for a conference with the parents and/or student or a designated representative of the parent. Parents shall have the right to request a list of the types and the location of the child's educational records collected, maintained or utilized by the school. A list of names and positions of those authorized to have access to personally identifiable information shall be available for inspection at each office where records are kept.

In instances where records include data on more than one child, the parents shall have the right to inspect and review only the data relating to their child or to be informed of that specific data. Upon request, the parent will be provided with a copy of all or part of the educational records of the student. The School District may charge fees for copies of records, which are made for parents, provided that the fee does not effectively prevent the parents from exercising their right to inspect and review those records.

Student Access Rights

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent of the parent of the student shall thereafter only be accorded to and required of the student.

Access Record

A record of parties who have obtained access to those educational records of a student that are collected, maintained or used shall be kept by the school. The access record shall include the

name of the party, the date and the purpose for which the party was allowed to use the records.

The parent shall have the right to inspect the access record kept for the educational records of his/her child.

No record is required of authorized employees of the school, the student's parents of eligible student (FERPA) who have had access to the educational records of the student.

The current list of the names and positions of those employees of the school system who are authorized to have access to personally identifiable information shall be maintained by the Supervisor of Special Education for public inspection. In addition, each School District Special Education Office shall maintain and display a list of those persons authorized to have access to personally identifiable student information kept at that site.

Annual Notification of Rights

Parents of student's attendance will be notified annually of their right to inspect the records, procedures to follow, location of Records Policy, record of disclosures of information, opportunity to amend the records and to request a hearing. Complaints concerning alleged failures by the agency/institution to comply with the requirements of the Act can be filed with the Family Policy and Regulations, U.S. Department of Education, Washington, DC. 20202.

Requests to Amend Educational Records

The parent of a student or an eligible student (FERPA) who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the child may request the School District to amend them by submitting a written notice to the Superintendent or designee indicating which records are to be amended and the reason the amendment is requested.

Upon receipt of written notification, the Superintendent or designee will arrange for a conference with the parents and/or eligible student (FERPA) to resolve the conflict. The conference is to be scheduled within ten (10) school days of the parents' and/or eligible student (FERPA)'s written notification.

If the conflict has not been resolved as a result of the initial conference, the parent's challenge is to be reviewed by a review panel consisting of the Superintendent or designee, Supervisor of Special Education, and a psychologist within a period not to exceed forty-five (45) school days from the receipt of the parents' written notification.

If the School District decides to refuse to amend the information, the Superintendent or designee shall inform the parent, in writing, of the refusal and the specific reasons for the refusal and shall also inform the parent of the right to request and receive a hearing.

Records Hearing

The hearing shall be held at a mutually agreed upon time and place within thirty (30) days after the School District receives the request for a hearing from the parent.

The parent shall be notified in writing of the date, place and time of the hearing no later than five (5) days in advance of the hearing.

The hearing shall be conducted by a party who does not have a direct interest in the outcome of the hearing. The party conducting the hearing may be an official of the School District.

The parent shall be afforded a full opportunity to present relevant evidence and may be assisted or represented by persons of his/her choice at the hearing; such persons may include legal counsel.

The School District shall render a written decision on the issues presented at the hearing within thirty (30) days after the conclusion of the hearing. The decision shall be based solely on the evidence presented at this hearing and shall include a summary of the evidence and the reason for the decision.

If, as a result of the hearing, the School District decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall amend the educational records of the student accordingly, and so inform the parents of the student or the eligible student (FERPA) in writing.

If, as the result of the hearing, the School District decides the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student (FERPA) of the right to place in the educational records of the student a statement commenting upon the information in the educational records and/or setting forth any reason for disagreeing with the decision of the School District.

This explanation shall be maintained by the School District as part of the educational records of the student as long as the record of contended portion thereof is maintained by the School District.

If the educational records of the student or the contested portion thereof is disclosed to any party, the explanation shall also be disclosed to that party.

ACCESS TO STUDENT INFORMATION BY MILITARY OR COLLEGE RECRUITERS

Pursuant to federal No Child Left Behind Legislation (20 U.S.C. §7908), the Tussey Mountain School District must disclose to military recruiters or institutions of higher education, upon request, access to secondary school students (juniors and seniors) and directory information on those students. The state military affairs law requires the release of directory information consisting of a list of secondary male and female students by name, home and address and telephone number. Both the *No Child Left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002* reflect these requirements.

The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent. Students are provided a form for the parent or student to withhold their consent of the release of the above information to military recruiters and institutions of higher education which must be signed and returned to the building principal by the end of the first week of school.

MILITARY RECRUITER PROCEDURE

1. Recruiters will, upon forty-eight (48) hours advance notification to the school counselor, be permitted to come into the school for the purpose of speaking to a specific-individual student. The student should be told by the recruiter to make contact with the counselor, and inform the counselor that the student does indeed want to meet with the recruiter. If the student does not make contact with the counselor, the meeting will not be permitted.
2. The recruiter must give advance notification to the parent/guardian of the student before the conference.
3. The recruiter is permitted to conference with a student at the time specified by the particular school.
4. There will be no transportation of a student to or from school, except with forty-eight (48) hours written parental permission provided to the Guidance Counselor.
5. No student will be excused for a physical examination or testing without forty-eight (48) hours prior notice by written parental permission.
6. No papers or documents shall be signed on school premises.
7. All Bedford County Public Education Schools, in the Intermediate Unit 08 area, do comply with Public Law 107-110, No Child Left Behind Act of 2001, Section 9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information).
8. Specific preferences of the school/school district should be acknowledged by recruiters.
 - a. All recruiters should meet with any interested student during the ninth period. Forty-eight (48) hours' notice is required.
 - b. Recruiters are permitted to set up a table during the eleventh and twelfth graders' lunch period once per semester. Additional visits must be approved by the principal or the principal's appointed representative. A forty-eight (48) hours' notice is required in order for approval to be received.

ALL PROVISIONS STATED IN THE POLICY ARE IN COMPLIANCE WITH PUBLIC LAW 107-110, NO CHILD LEFT BEHIND ACT OF 2001, SECTION 952

ATHLETIC EVENT DECORUM POLICY

The Tussey Mountain School Board has enacted an Athletic Event Decorum Policy. The part of that policy that pertains to fans is as follows:

1. Violation: to be evaluated and determined by the PIAA officials and school officials.
 - a. Verbally abusive conduct directed towards players, officials, coaches or fans including swearing before, during or following an athletic event.
 - b. Physically abusive conduct directed towards players, officials, coaches or fans before, during or following an event.
 - c. In the event that the fan is ejected by the official or any school representative.

2. Measures to be taken with fans
 - a. The fan will be suspended from attending any athletic events for up to a year from the date of the infraction.
 - b. The fan will be notified in writing by the principal's office of the decision along with a request for a conference.
 - c. The fan may request a hearing with the Superintendent and/or the Board

3. Attendance of Children/Students under twelve (12) years of age at athletic events
 - a. Students/Children under twelve (12) years of age must be accompanied by the guardian.
 - b. If an accompanied child/student acts inappropriately at an athletic event, the guardian will be informed of the inappropriate behavior. If the behavior persists, both the child/student and the guardian will be removed from the athletic event. The child/student and/or the guardian will be suspended from attending any athletic events for up to one year from the date of the infraction.
 - c. The child/student and the guardian will be notified in writing by the Principal's Office of the decision, along with a request for a conference.
 - d. The guardian may request a hearing with the Superintendent and/or the Board.

TUSSEY MOUNTAIN SCHOOL DISTRICT
TOBACCO ABUSE BY STUDENTS AND VISITORS

STUDENTS

Purpose – The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students or visitors at school sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Code of Student Conduct, district newsletter and other efficient methods. The Superintendent or designee shall develop procedures to implement this policy.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. A student convicted of possession or using tobacco in violation of this policy may be fined up to \$100 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

COMMUNITY: Public Attendance at School Events

Purpose – The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve district facilities during such events.

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.

The Board prohibits tobacco use by any persons in its school buildings and on any property, during school sanctioned activities, buses, vans and vehicles that are owned, leased or controlled by the school district.

The district shall annually notify staff, parents and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.

GUIDELINES FOR PARENT GROUPS OR OTHERS PROVIDING ASSISTANCE TO ELEMENTARY AND SECONDARY SCHOOLS DURING THE SCHOOL DAY

PTA's, individuals and/or groups of parents or others who provide services and assistance to the instructional staff or have students deserve the district's gratitude. These individuals are giving of their time or effort to provide a better learning experience for Tussey Mountain School District students. It is necessary; however, to have some guidelines for individuals who come into the building while the regular function of carrying forth instruction takes place. This is an attempt to bring some clarity pertaining to equipment usage, student interaction, building restrictions, etc.

1. Phones - Phones are for school uses and should not be used by school personnel or anyone else for other than school use except in the case of emergencies. Lengths of calls should be kept at a minimum; the private lines at each of the buildings should not be used for any length of time and only in a case of minor emergencies.
2. Copiers - The number of copies permitted to be run on each of the copiers is minimal compared to the number of teachers, etc. in the building. Therefore, organizations should not be utilizing the building copier for making larger number of copies. The aide should be consulted prior to copies being made. If the copies are for school purposes and there are a larger number of them, they should be sent to the high school to be made.
3. Children/Students - During the school day, the children of parents who may be working as PTA, parent volunteers, etc., are the students of teachers. These parents/volunteers, etc., must keep this in mind that permission from the teacher must be acquired in order to talk with the student, etc. Having the student be as much like the other students during the day even though the parent is in the building assisting with a project, etc., is important. It is also important that negative interaction does not take place between the parent volunteer and other children. Discipline is the role of the teacher. Safety is everyone's concern. If concerns are raised, parents should talk with teachers.
4. Restricted Use/Restricted Areas - Only appropriate office/school personnel should be handling mail, answering the phone and be in the office desk drawers, nurse's desk drawers, files, etc. Confidentiality is important here. It is the law! Students should not be taken anywhere without the permission of the teacher; further, students should not

be taken into such areas as the faculty room. School personnel should not leave areas such as faculty rooms and offices open for access to groups who permit students into these areas.

5. Transporting of Students - Teachers will not release students to persons other than their parents without written permission.
6. Work Space - Space to work in any of the buildings is a problem. PTA or parent volunteers should work closely on a regular basis with the building principal as to what space is available in the building to carry forth their project. Many times this area will be the Art/Music Room as coordinated with the building principal.

DISTRICT BUILDING USE POLICY

In order for an organization to acquire the use of the buildings and/or grounds, it must comply with the following conditions and/or guidelines.

APPLICATION

Organizations shall acquire an application form from the superintendent, high school principal or elementary principal's office and complete and return the form to the Superintendent's Office for board approval.

SUPERINTENDENT'S REVIEW

- A. Buildings or grounds shall not be used for a purpose which is unlawful.
- B. School facilities may not be used for financial gain of any individual or group of individuals or a private commercial enterprise.
- C. If the activity appears acceptable and the buildings/grounds are available, the superintendent shall contact the insurance broker in writing seeking a written response to the following question: (Is the school district protected under its liability policy if it permits this organization to utilize the buildings/grounds and will the insurance pay if the district is found to be liable?)
- D. If the answer to the above question is yes, the superintendent will make a recommendation to the board concerning use.

BOARD REVIEW - APPROVAL OR DENIAL

- A. The board will review the information and the superintendent's recommendation and approve or deny the request.
- B. The right to use the buildings/grounds is strictly at the discretion of the board and the board reserves the right to refuse to grant permission for any group for any reason and the board also reserves the right to withdraw the permission at any time for any reason.

- C. The granting of permission to any group for any activity will not obligate the board to grant permission to any other group for the same activity or the same group at a later time.
- D. Regular school activities, activities for Tussey students, custodial cleaning schedule, etc. may pre-empt any other activity.

INSURANCE

Although the school district is protected in case of a lawsuit, the following statement applies:

THE ORGANIZATION USING THE BUILDINGS/GROUNDS IS NOT INSURED UNLESS IT HAS ITS OWN INSURANCE. THIS IS THE LIABILITY AND THE RESPONSIBILITY OF THE ORGANIZATION AND NOT THAT OF THE SCHOOL DISTRICT.

COST FOR UTILIZING THE FACILITIES

Depending upon the nature of the activity, there may be a fee charged for the use of the facilities.

Usually, P.T.A. groups and other groups working with Tussey students utilize the buildings without charge.

APPROVAL FOR USE OF BUILDINGS/GROUNDS

- A. One key for an outside door will be issued to one responsible person in each of the elementary centers. The keys are not to be duplicated.
- B. Any change in the date(s) or time(s) for the use of the buildings/grounds will be cleared with the building administrator. (Principal)
- C. Participants will be supervised at all times by one of the supervisors listed on the original application. There should be an adequate number of additional supervisors for the number of participants. The organization shall see that it has adequately trained supervisors for the activity involved. If one of the two supervisors cannot be present at the activity, the activity must be canceled. Substitutes of the two supervisors listed on the original application is not permitted without board approval/submit a new application.
- D. The organization shall submit information requested immediately to the superintendent or his designee.
- E. Only those areas requested and approved will be utilized. Areas will be cleaned prior to leaving. Only restrooms closest the area approved will be utilized. Areas should be checked upon entering the building and departing from the building. Any problems should be reported to the building administrator.
- F. The "responsible person(s)" of the group will be held liable for any damages. Further, they will check with the building administrator periodically to resolve any problems that may exist.
- G. Prior arrangements must be made for any equipment utilized. Groups will supply their own basketballs, volleyballs, etc.
- H. Proper shoes, etc. must be worn.

- I. When schools are closed due to weather, etc., the activities of the group are automatically canceled.
- J. Use of tobacco, alcoholic beverages or controlled substances shall not be permitted. Food and drinks are not permitted.
- K. Volleyball is not permitted in the Saxton-Liberty or Defiance gymnasium.

NOTICE OF UPDATE: Annual Public Notice of Special Education Services and Programs

**Annual Public Notice of Special Education Services and Programs
Services for Gifted Students and Services for Protected Handicapped Students**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- *Autism
- *Emotional disturbance
- *Deafness
- *Hearing impairment
- *Specific learning disability
- *Intellectual disability
- *Multiple Disabilities
- *Other health impairment
- *Orthopedic Impairment due to chronic or acute health problems
- *Speech and language impairment

- *Visual impairment including blindness
- *Deaf-blindness
- *Traumatic Brain Injury
- *Developmental Delay

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child." Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Tussey Mountain School District provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the District Office at (814) 635-3670.

Screening

The Tussey Mountain School District and Intermediate Unit 8 has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities. The Tussey Mountain School District and Intermediate Unit 8 has an established an annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in

the student's home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact the Tussey Mountain School District or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- * Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- * Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- * Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as "protected handicapped" students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that "protected handicapped" students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.

3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.

Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Tussey Mountain School District or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the 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 parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of 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.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania. The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information 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.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
Bureau of Special Education Division of Compliance.

Tussey Mountain School District

Ms. Denelle Diehl, Director of Education
199 Front St.
Saxton, PA 16678
(814) 635-3670

Special Education Contact
Appalachia Intermediate Unit 08

Ms. Amy Woomer
4500 Sixth Ave.
Altoona, PA 16602
1-800-228-7900 Ext. 1320