

# Juniata County School District



## Elementary Student Rights and Responsibilities

### Handbook 2020-2021

PREFACE: Schools have a profound influence upon the home; likewise, the family is a valuable asset to a sound educational program. Through our mutual understanding and cooperation, children learn and mature in a manner that leads to a productive citizenry and to individual happiness. With common purpose and goals, greater achievement is possible. This handbook is designed to assist you in understanding the policies and procedures in the Juniata County School District. We are hopeful that it will answer many of the questions that frequently arise, and we ask for your support in administering these policies.

#### **MISSION STATEMENT**

Accept challenges, pursue goals, and become lifelong learners.

# **Juniata County School District Office**

146 Weatherby Way  
Mifflintown, PA 17059  
717-436-2111

Dr. Gary Dawson, Superintendent  
Mrs. Christie Holderman, Assistant Superintendent

## **JCSD Elementary Schools**

**East Juniata Elementary School**  
54 Main Street, Richfield, PA 17086  
(717)694-3961  
FAX(717)694-3387  
Grades K-6

**Juniata Elementary School**  
75 South Seventh Street, Mifflintown, PA 17059  
(717)436-2111  
FAX(717)436-2777  
Grades K-5

## **Elementary School Contacts**

### East Juniata Elementary School

Mr. Clint Mitchell, Principal  
Mr. Michael Maclay, Assistant Principal  
Ms. Lyn Kennel, School Counselor  
Mrs. Wendy Hoover, Secretary  
Mrs. Penny Ritzman, School Nurse  
Mrs. Nikki Foltz, Secretary/Attendance/LPN  
Ms. Tamara Page, LPN

### Juniata Elementary School

Mr. Aaron Bennett, Principal  
Mrs. Amy Sherman, Assistant Principal  
Mrs. Missy Shepps, School Counselor  
Mrs. Bobbi Baer, Secretary  
Mrs. Trisha Haubert, Secretary/LPN  
Mrs. Jillian Wright, Nurse

## Table of Contents

<b><u>Student Rights and Responsibilities</u></b> .....	<b>p. 4</b>
Philosophy	
Student Responsibilities	
Parent/Guardian Responsibilities	
Teacher Responsibilities	
Dress Code	
Drug and Alcohol Policy	
<b><u>Operations</u></b> .....	<b>p. 7</b>
Registration and Admission	
Immunizations	
Assignment of Students	
Attendance	
Hours of Operation	
Delays and Early Dismissals	
Grades	
Homelessness	
Non-Discrimination Statement	
<b><u>Discipline</u></b> .....	<b>p. 11</b>
Consequences for Misbehavior	
Discipline Infraction Levels	
Detention	
Out-of-School Suspension	
Bullying	
Articles Prohibited in School	
Recess, Toys, and Bringing Items to School	
<b><u>Transportation</u></b> .....	<b>p. 16</b>
Conduct on Buses	
At the Bus Stop	
Missed Buses	
Pick Up or Drop Off of Students During or After School Hours	
Arrival at School	
<b><u>Absences</u></b> .....	<b>p. 17</b>
Educational Trips	
PA Farm Show	
Field Trips	
Religious Reasons	
<b><u>Home and School/PTO</u></b> .....	<b>p. 18</b>
School Volunteer Clearances	
<b><u>School Nurse</u></b> .....	<b>p. 19</b>
Medical and Dental Appointments	
Sickness and Injury at School	
Medication	
Emergency Information	
<b><u>General Information</u></b> .....	<b>p. 20</b>
Insurance	
Photographs	
Cafeteria	
Exceptional Student Identification	
Technology	

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Philosophy**

All students have the right to a quality education. However, with this right comes the responsibility to act, dress, study, and express oneself in an appropriate manner suitable for maintaining an environment conducive to learning. 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 administration and faculty, a responsibility to develop within the school a climate that is favorable to learning and living. It is the intent of the Juniata County School District to protect and preserve the rights of all our students in an effort to provide the best education possible.

It is the responsibility of all associated with the school- students, parents, and staff – to promote good discipline in order to preserve the quality of our educational environment. We believe an effective discipline code must adhere to the following:

1. Recognize the inherent qualities of each individual.
2. Promote self-discipline and prevent, rather than treat, problems.
3. Cultivate the welfare of the individual and the school as a whole.
4. Foster a close relationship between parents, students, and staff. The importance of parent, teacher, student, and administrative cooperation cannot be underestimated.

The function of this discipline code is to create a fair and consistent means of handling infractions of school regulations that interfere with the teaching and learning processes or that endanger others. This discipline code results in progressive penalties for students' misbehavior. It is the obligation of all students to become familiar with the discipline code and the rules and regulations of the classroom teachers. Pleading ignorance of these codes and rules does not excuse students from the consequences associated with unacceptable behavior.

### **Student Responsibilities**

1. Each student will be issued this student handbook. IT IS EACH STUDENT'S RESPONSIBILITY TO REVIEW THIS BOOKLET WITH HIS/HER PARENT(S) OR GUARDIAN(S). If a student and/or his /her parent(s)/guardian(s) have any questions regarding student rights and responsibilities, please contact a school administrator.
2. Be honest and truthful.
3. Maintain behavior that provides an environment that does not interrupt the education of other students.
4. Be well groomed. Students should not wear attire that causes a disruption to the school environment or poses a risk to the health and safety of the other students. See dress code policy for more information.
5. Comply with all state and local laws.
6. Recognize that all rules and regulations in the school will be in effect until notice is given of changes.
7. Respect all property, including that of the school, staff, students, teachers, and bus contractors.
8. Attend school promptly and daily, unless excused, and be on time to all classes. A student is not permitted to leave school grounds unless the principal has granted prior permission.
9. Be considerate of others.
10. Adhere to a hands and feet off policy, which means no kicking, hitting, pushing, shoving, or fighting. This also means that public displays of affection will not be permitted.
11. Refrain from inappropriate and profane language.

12. Responsibilities and expectations for school also apply on the bus to and from school.
13. Complete class tasks promptly, neatly, and accurately; and obey classroom rules. Satisfactorily complete all courses of study prescribed by state and local authorities.
14. Do not bring valuables or large amounts of money to school - you are responsible for your personal property. The school is not responsible for lost or stolen items.
15. You are responsible for the proper care of all iPads, books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

### **Parent/Guardian Responsibilities**

1. A cooperative effort between the home and school is necessary if students are to achieve their highest potential.
2. Demonstrate a supportive attitude toward school and education.
3. Develop a good relationship with the school staff.
4. Promote a respect for others and for property.
5. Support good attendance habits by providing the school with a written excuse on the day of your child's return (please refer to the "Absences" section of this student handbook).
6. Maintain open channels of communication with the school's teachers and administrators.
7. Provide a conducive environment in which to study at home.

### **Teacher Responsibilities**

Teachers' primary objective is to provide a well-rounded education which will prepare students for future endeavors. The teachers should strive to do their best to plan interesting and educationally sound activities that support the goals of the school.

1. Promotes a climate of respect and dignity designed to strengthen the self-image of each student.
2. Develop a close cooperative relationship with parents for the educational benefit of the student.
3. Identify changing behavior patterns and personality traits of all students and communicate this information to the appropriate personnel.
4. Distinguish between minor misconduct, which is best handled by the teacher and major misconduct, which is best handled by the administrator
5. Assist in the enforcement of the discipline code in all areas of the school. In order for discipline to be effective and consistent, policies must be enforced by all faculty and staff members.

### **Dress Code**

The following is an itemization of clothing or conditions deemed to be inappropriate dress for pupils in the Juniata County School District and are not to be worn (exceptions will be made by Principals for recess, proms, phys ed, and certain other events):

1. No halter/mesh tops/strapless tops, spaghetti straps
2. Bare midriffs are not permitted. This is defined to mean no skin showing between the bottom of the shirt and top of the pants area.
3. Underwear may not be exposed.
4. No see-through blouses or shirts.
5. No hats, caps, scarves, or headbands on the head in the building at any time. (The building principal may authorize head coverings for medical/cultural reasons as appropriate.)
6. Logos or sayings on clothing or person may not promote alcohol, tobacco, drugs, vaping, gang/cult behavior, offensive language, or inappropriate behavior, nor cause distraction from the educational process. This also includes pins and buttons.
7. Footwear must be worn at all times.

8. If shorts or skirts are worn, the shorts should be no shorter than halfway between the knees and the waistline, and skirts should be no shorter than approximately two inches above the knees. Shorts may be worn April 1st through October 31. Shorts are defined as being garments that have slit legs and terminate above the knees and must be in accordance with the Juniata County School District Policy 221.

### **Drug and Alcohol Policy**

This policy is written out of concern for the health, safety, and welfare of the students of the Juniata County School District.

The purpose of this policy is to provide a legitimate excuse for students to refuse to consume or use drugs or alcohol and to provide assistance for those who have a problem with the substances.

This policy will be in effect for all students enrolled in the Juniata County School District participating in an identified activity or any student who volunteers, in writing, to be an eligible participant.

Under this policy, drugs are defined as any substance considered illegal or controlled by the Commonwealth of Pennsylvania, the United States Government, the Food and Drug Administration, the Drug Enforcement Administration (DEA); or any controlled substance which has as one of its effects the enhancement of athletic performance, including but not limited to steroids.

For purposes of this policy, drugs include:

- tobacco products, which are prohibited by the school district for all students who participate in athletic activities
- beer, wine, liquor and/or any substance containing ethyl alcohol to the extent that it can impair judgment or function if taken in sufficient quantities
- any prescription medication not specifically prescribed to the student by a physician and all chemicals that release toxic vapors

School board policy regarding drugs will be followed at all times. See Juniata County School District Website Policy 227.1 for more details.

### **Tobacco and Vaping Products**

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment.

The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

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

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

School board policy regarding tobacco and vaping products will be followed at all times. See Juniata County School District Website Policy 222 for more details.

### **REGISTRATION AND ADMISSION AGE**

Children who live in Juniata County may register and be admitted to kindergarten if they are five years old on or before August 31. Registration for kindergarten begins in the spring. Residents are encouraged to register early and not wait until the summer.

### **IMMUNIZATIONS**

The Pennsylvania School Immunization Law requires that all children entering school be immunized as follows: four doses of diphtheria tetanus toxoid (DT), four doses of polio vaccine (OPV or IPV), three doses of Hepatitis B vaccine, two doses of measles, mumps, and rubella (MMR) vaccine, and two doses of varicella (chicken pox) will be required (either disease or vaccine) for new school entrants. Written proof of immunizations must be submitted before a child enters school. The school nurse should be consulted with any questions pertaining to immunizations. Policy 201 requires proof of immunizations for admission of students to school.

### **ASSIGNMENT OF STUDENTS**

Students are assigned to the elementary school serving their attendance area. Parents/guardians may request to have their child attend another school subject to space being available. If such a request is approved, parents/guardians will be responsible for their child's transportation. Requests for a change in school assignment can be arranged through the school administration.

### **ATTENDANCE**

Regular attendance is strongly connected to school success. The child who is seldom absent is able to learn more easily because he/she is neither encumbered with gaps in knowledge, nor does that student have to catch up on missing information while still attempting to progress with the group. Students are expected to be in school except in cases of emergency or for reasons as outlined in the Pennsylvania School Code: Sickness of the pupil, death in the family, impassable roads, quarantine, religious reasons, attendance at PA Farm Show. Please contact the school principal if you have specific questions about whether or not an absence can be considered lawful.

Written excuses by the parent for absences are to be handed in within three days. **An excuse that has not been returned will be considered illegal on the fourth day following the absence.**

To allow flexibility in the enforcement of compulsory (required) school attendance, the school code provides that any child may incur three unlawful days each school year without penalty; however, when this point is reached, the principal is required to inform the parent in writing. This letter also provides that further unlawful absence will result in prosecution and possibly a fine.

Any child who arrives at school between the start of the day but before 9:30 A.M. is

considered **TARDY**. Any student who arrives at school after 9:30 A.M. would be considered absent one-half day. Any student who leaves school between 2:15 P.M. and 3:15 P.M. would be recorded as an **EARLY DISMISSAL**. A child who leaves prior to 2:15 P.M. would be recorded as a half-day absence.

The school will require a doctor's excuse for excessive absences. If a student accumulates **ten days of absences during the school year**, they will be required to furnish a doctor's excuse for each additional absence. A student has **three days** upon return to school to turn in the excuse. After that time, the absence will be considered illegal. After four illegal absences have been accumulated, students will be scheduled for a Truancy Elimination Plan meeting. Letters of concern are also sent home when absences begin to accumulate. **Four unexcused tardies equal one-half day of an unlawful absence and may result in a fine.** Extenuating circumstances may be considered by the principal.

### **HOURS**

Juniata County School District hours of operation are as follows: 8:20 to 3:15 for elementary buildings and secondary buildings are in session from 8:30 until 3:15.

### **DELAYS, EARLY DISMISSALS and CLOSING OF SCHOOL**

When JCSD sends alerts, you will be contacted via the telephone numbers you have on file in the Sapphire Portal. Therefore it is very important that you verify your information for accuracy. If there are changes that need to be made, you may contact the school to have that information corrected. When weather conditions deteriorate and it becomes necessary to close school, delay the start of school or dismiss the students early, the district will notify radio and television stations within the listening and viewing areas. On days when the weather is questionable, stay tuned to these stations for information about the status of school. **Please do not call your child's school or the radio or television stations.** When school is delayed or dismissed early, bus schedules may be slightly varied from the standard times due to the weather conditions. You may also check our school website, [www.jcsdk12.org](http://www.jcsdk12.org).

**PLEASE HAVE AN ALTERNATE PLAN IN PLACE WITH YOUR CHILD IF AN EARLY DISMISSAL OCCURS AND YOU ARE NOT HOME WHEN YOUR CHILD ARRIVES.**

### **GRADES**

Students should always aspire for excellence in their schoolwork. Parents will receive an evaluation of their child's work as follows:

1. Kindergarten children will bring home a progress report at the end of the first nine week grading period. Skills-based report cards will be sent home at the end of the second, third, and fourth marking periods.
2. First through sixth grade children will bring a report card home at the end of each nine-week grading period.

The grading system consists of numerical averages. Parents may use the following as guidelines in interpreting grades for math, reading, and spelling:

90-100	A –EXCELLENT
80-89	B - ABOVE AVERAGE
70-79	C –AVERAGE
60-69	D – PASSING
Below 60	F – FAILURE

Health/Physical Education, Music, Library/Media, Art and Science (Grades K-3), Social Studies (Grades K-3) will be graded on the following letter scale:

O - Outstanding	90-100
S - Satisfactory	70-89
U - Unsatisfactory	Below 69

### **HOMELESS STUDENTS**

The McKinney-Vento Homeless Assistance Act is the federal law that entitles students who are homeless to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school. The Juniata County School District is committed to providing quality education for all students. This includes providing additional assistance to those children who are experiencing homelessness.

#### Definition of Homelessness

- Lacking a fixed, regular, and adequate nighttime residence; or
- Having a night time residence that is a shelter, temporary institutional residence, makeshift arrangements in someone else's home, or a place not designed for human accommodations.

#### Homeless Students' Rights

- Free and appropriate public education;
- Services comparable to those offered to non-homeless children and youth, including transportation;
- Choice to remain in their school of origin or transfer to a school in their current attendance area;
- Enrollment in school despite lack of permanent address or lack of school records.

#### Parents' Rights to the Education of Their Children

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment just because school records or other enrollment documentation is not immediately available.
- Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before- and after-school programs; vocational education; Title I; and other programs for gifted, talented and disadvantaged learners.
- Your child may have a right to transportation services to and from school.
- Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.
- If you do not agree with the educational placement of your child, you and your child have the right to receive prompt resolution of any dispute.

# NON-DISCRIMINATION/HARASSMENT STATEMENT

## Notice of Non-Discrimination

The Juniata County School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, age or disability in admission to its programs, services, or activities, in access to them, in the treatment of individuals, or in any aspect of their operations, including its employment practices, as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the District's Title IX Coordinator, Juniata High School, [3931 William Penn Highway, Mifflintown, PA 17059](#); phone (717) 436-2193; Juniata High School Section 504 Coordinator, [3931 William Penn Highway, Mifflintown, PA 17059](#); phone (717) 436-2193; East Juniata High School Section 504 Coordinator, [32944 Route 35, McAlisterville, PA 17049](#); phone (717) 463-2111; or Tuscarora Junior High School 504 Coordinator, [3873 William Penn Highway, Mifflintown, PA 17059](#); phone 717-436-2165.

## AVISO DE NO DISCRIMINACIÓN

El Distrito Escolar del Condado de Juniata es una institución con igualdad de oportunidades y no discriminará en base a la raza, color, origen nacional, sexo, edad o discapacidad en la admisión a sus programas, servicios o actividades, para acceder a ellos, en el tratamiento de individuos, o en cualquier aspecto de sus operaciones, incluyendo sus prácticas de empleo, como lo requieren el Título VI, el Título IX y la Sección 504. Las consultas pueden dirigirse a: Coordinador del Título IX, Juniata High School, [3931 William Penn Highway, Mifflintown, PA 17059](#); teléfono (717) 436-2193; Juniata High School Coordinador de la Sección 504, [3931 William Penn Highway, Mifflintown, PA 17059](#); teléfono (717) 436-2193; Coordinador de la Sección 504 de East Juniata High School, [32944 Route 35, McAlisterville, PA 17049](#); teléfono (717) 463-2111; o Coordinador 504 de Tuscarora Junior High School, [3873 William Penn Highway, Mifflintown, PA 17059](#); teléfono 717-436-2165.

## Non-Discrimination Complaint Procedure

### Student/Third Party:

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

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

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

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or superintendent's office, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of the nondiscrimination policy implemented.

### Appeal Procedure:

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

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

## **DISCIPLINE**

### **Consequences for Misbehavior**

- Verbal Warning or Reprimand by a school official
- Student Conference with school officials
- Parental Contact/Conference
- Parent/Student/Administrator Conference
- Loss of Privileges for a designated period of time (i.e. recess, attendance at school-related events including assemblies in school, participation in field trips, eating lunch in the cafeteria)
- Detention - A student may be required to report before/after the normal school day as assigned by an administrator.
- In-School Suspension - A student may be temporarily removed from their regular classroom but remains under the direct supervision of school personnel.
- Out-of-School Suspension - The removal of the student from school for a designated time period.
- Alternative School - Placement into an alternative educational program.
- Expulsion - Usually follows or occurs during suspension. It will be in accordance with Pennsylvania State Code.

### **Discipline Infraction Levels**

#### **LEVEL I:**

The classroom teacher, building principal, or assistant principal shall assign disciplinary consequences for Level One violations which include but are not limited to Verbal Warning or Reprimand, Student Conference, Parental Contact/Conference, Loss of Privileges, Detention, In-School Suspension, Out-of-School Suspension, or Alternative School.

- INAPPROPRIATE BEHAVIOR – actions and/or behavior or lack of actions and/or behavior that are disruptive to the overall operating process of a school building. Failure to comply with restrictions and/or standard operating procedures would be an example.
- LOITERING – any action by a student which is determined by a staff member to be disruptive or inappropriate while in the hallway or bathroom. Students who are spending an inordinate amount of time passing from classroom to classroom shall be determined to be loitering.
- TEASING FELLOW STUDENTS – considered as name calling, inappropriate jokes, or causing another student to feel uncomfortable based on a fellow student's actions or statements.
- FAILURE TO FOLLOW DIRECTIONS OR CLASSROOM RULES – any classroom rule either written or verbal in which the student fails to follow. Teachers are given the privilege of creating their own classroom rules.
- HORSEPLAY – student actions and/or behavior which is rough or boisterous play.
- DISRUPTIVE BEHAVIOR – actions and/or behavior or lack of actions/behavior that cause an interruption in the teaching/learning process. All students have the right to a quality education; any actions/behaviors that deny others the opportunity to a quality education are unacceptable.
- DISRESPECTFUL BEHAVIOR (Student to Student) – defined as behaviors that are exercised to belittle, embarrass, and/or degrade any student.

- PROFANITY – the use of swear words or word or of gestures which are determined inappropriate.
- DRESS CODE VIOLATION – any means of dress or grooming which violates the district dress code and/or is an interruption to the educational process, is a safety concern, or is a health concern.

## **LEVEL II:**

All Level Two infractions shall be referred to the building principal or assistant principal for disposition of discipline. These can include but are not limited to Student Conference, Withdrawal of Privileges, Detention, In-School Suspension, Out-of-School Suspension, Alternative School, Recommendation for Expulsion, Referral to Law Enforcement or some other means of action at the administrator's discretion. The administration holds the right to apply any or all levels of disciplinary action at their means.

- CHEATING / LYING or PLAGIARISM – the act of an instance of fraudulently deceiving, copying other individual's work, or being untruthful.
- COMPUTER / INTERNET VIOLATIONS – downloading any software without permission from an instructor; use of email accounts; alter official documents, files, or program in any manner; search inappropriate websites; use JCSD equipment inappropriately, be disrespectful, slander anyone, or use inappropriate language; play computer games unless given permission by an instructor (NOTE: Computer games must be educational in nature); loan your account or password without permission from a computer instructor; any other violation stated in the JCSD Computer Network Agreement.
- MISCONDUCT IN CAFETERIA or ASSEMBLY – any student behavior which a staff member determines as inappropriate, unsafe, or disruptive to the educational process.
- LEAVING CLASS WITHOUT PERMISSION – an overt act to leave a class or designated area without verbal and/or written permission.
- DISRESPECT TOWARDS STAFF MEMBERS – behaviors that are exercised to belittle, embarrass, or defy the authority and/or degrade any employee of the district while they are exercising their authority.
- INSUBORDINATION – an overt act of being disobedient to an authority/staff member or not following a directive from an authority figure.
- POSSESSION, DISTRIBUTION or USE OF TOBACCO or NICOTINE DELIVERY PRODUCTS – smoking and possession or use of tobacco including cigars, cigarettes, pipes, snuff, and chewing tobacco. The Board of School Directors of the Juniata County School District recognizes that smoking or use of other forms of tobacco presents a health hazard that can have serious consequences for both the smoker and non-smoker. Therefore, the possession or use of tobacco by pupils is prohibited in school buildings, school busses, school vehicles, on school district property, and during school-sponsored activities. Violation of this policy will result in prosecution under the provision of Act 145 of 1996, and shall, upon conviction, be sentenced to pay a fine and court costs. Parents may be informed of the violation, and a parent conference will be scheduled if deemed necessary.
- DISORDERLY CONDUCT (§5503 Crimes Code of PA) – conduct with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk.
  - Also considered as creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.
    1. Engaging in fighting or threatening or in violent or tumultuous behavior.
    2. Making unreasonable noise.
    3. Using obscene language or making an obscene gesture.

## **LEVEL III:**

All Level Three infractions shall be referred to the building principal or assistant principal for disposition of discipline. These shall include but are not limited to Withdrawal of Privileges, In School Suspension, Out-of-School Suspension, Alternative School, Recommendation for Expulsion, and Referral to Law Enforcement. Administrators shall:

1. Determine an appropriate consequence.
2. Referral to the school psychologist and/or counselor as needed.
3. Referral to the school's Student Assistance Team if appropriate.
4. Discuss concerns with the parent/guardian of the student who has committed a Level III violation (this may occur after the punishment has been administered).

The administration holds the right to apply any or all levels of disciplinary action at their means.

- VANDALISM – destruction of personal property.
- HARASSMENT (including Sexual Harassment) / FIGHTING or OTHER ACTS OF AGGRESSION (§2709 Crimes Code of PA) – a person commits harassment when with intent to harass, annoy, or alarm another person:

When with intent to harass, annoy, or alarm another person:

1. He/she strikes, shoves, kicks, or otherwise subjects one to physical contact or attempts or threatens to do the same.
2. He/she follows a person in or about a public place or places.
3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serves no legitimate purpose. Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal or physical conduct of a sexual nature.

- POSSESSION or DISTRIBUTION OF WEAPON or DANGEROUS INSTRUMENT – weapons shall include, but are not limited to firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs; or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons. Section 1317.2A of Act 26 of 1995 indicates: A school district shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Under Section 1317.2C the Superintendent may recommend discipline short of expulsion on a case-by-case basis.

- CRIMINAL MISCHIEF (§3304 Crimes Code of PA) – is damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means.

### **Detention**

Detention can be assigned for more serious offenses; and the student must abide by all of the detention guidelines set forth in the Procedure for Detention. Once assigned detention, the student's parent/guardian will be contacted, and a minimum of a twenty-four (24) hour notice will be given to the student unless parental permission is granted. Students must take his/her detention on the night they are assigned or face further punishment. It is the responsibility of the parent to arrange his/her child's transportation home. *If a student skips a scheduled detention session they may be suspended one day.* Only under extenuating circumstances will exceptions be made by the administration. Administrators reserve the right of discretion and assignment.

### **Out-of-School Suspension**

The student will take textbooks home, and have lessons provided by the student's instructors to be picked up at school at a designated time. All assignments are due upon the day of the student's arrival back to school. Students on Out-of-School Suspension are not permitted to be on school property during school hours on the dates of suspension without prior administrative approval.

## **Bullying**

The Juniata County School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

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

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated school bus stop or at any activity sponsored, supervised or sanctioned by the school. The Board and staff shall not tolerate any bullying on District grounds or at any school activity on or off campus. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall 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 reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The District expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation.

The District expects students and parents who become aware of an act of bullying to report it to the building principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to disciplinary action stated in this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

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

The Code of Student Conduct, which will contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Investigation Procedures:

Upon learning about a bullying incident, the principal or designee shall contact the parents of

both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents and school staff review of school records; and identification of parent and family issues.

Education:

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

Consequences/Intervention:

Consequences for students who bully others may include counseling; a parent conference; detention; suspension and/or expulsion; loss of school privileges; transfer to another building, classroom or school bus; exclusion from school-sponsored activities; referral to law enforcement officials.

**Articles Prohibited in School**

Annually, problems arise because students bring articles or substances that are hazards to the health and safety of themselves or others or in some way interfere with school procedures. Consequently, the possession of any substances or articles meeting the above description is not to be brought to school or used in school.

Students are permitted to carry water with them during the school day. Water must be in clear plastic bottles only. Water bottles must be secured with a cap. Other colored liquids or vessels could be confiscated.

Except for clear water bottles, no unopened beverages will be permitted inside the school unless it is after regular school hours. **No glass bottles are permitted.** Any canned beverages should be consumed during lunch periods and are required to stay in the cafeteria area only.

**RECESS, TOYS AND BRINGING ITEMS TO SCHOOL**

Students have recess time outdoors every school day unless the weather is inclement or temperatures are twenty degrees or below.

There have been numerous instances of loss, theft, and damage to students' personal toys and games at school in the past. There have also been behavioral and safety concerns as a result of toys being brought to school. As a preventive measure we are no longer allowing toys in the school setting unless they are part of a show-and-tell arrangement for the classroom approved by the teacher.

On the occasion that there are toys or games from home in sight or in use in the school, these objects would be confiscated by the staff. If this occurs, you may be notified by the staff member or your child in which case you will be responsible to come to the school to retrieve the item. They will not be sent home with the child. The only exception to this policy would be if a teacher gave specific directions in allowing a toy to be brought to school, as in the case of show and tell sessions.

We hope that this will alleviate many safety and behavioral concerns that have occurred and we appreciate your cooperation on this issue.

## **BUS TRANSPORTATION**

The district's Transportation Coordinator is Nicole Brothers, whose number is (717)436-2111, extension 5017. For a detailed explanation of transportation procedures see the Juniata County School District Policy 810, available on the District website at <http://www.jcsdk12.org/>.

1. Students who come to school on the bus must return home on the bus unless they have a note signed by their parents for **parent pick-up only**.
2. Riding the bus is a privilege. Improper conduct on the bus may result in a suspension from riding on the bus. The parent is responsible for providing transportation to and from school during the bus suspension. If a student is absent from school during a bus suspension time period, the student will be required to serve the suspension days upon his or her return to school. Upon the student's return to school, the suspension will continue for the period of time originally determined by the principal.

### **CONDUCT ON BUSES:**

- Take your seat promptly, and remain seated for your ride to and from school.
- Sit in bus seat at all times/facing front; keep your feet, books, and other articles out of the aisle.
- Keep hands, feet, and head inside the bus
- Report any damage you see to the driver.
- Eating, smoking, or using vulgar language is not permitted.
- You should be quiet and orderly so the driver is not distracted from driving the bus.
- Listen to the driver.
- Wait until the bus has come to a complete stop before leaving your seat. Upon discharge, check for traffic in both directions if you live on the opposite side of the road. Students should exercise caution and cross the highway in view of the bus driver. The bus driver must assign seats.
- The bus driver should report misbehavior to the transportation director in the form of a written bus incident report. After the submission of three bus incident reports, a student may lose his/her bus riding privileges for a period of time at the discretion of the building principal. Based upon the severity of the infraction a student could lose their bus privilege upon the issuance of the first incident report.

### **AT THE BUS STOP**

- Students should be present at the bus stop at least five minutes before the bus arrives. Drivers follow a strict time schedule and cannot wait for late students.
- Stay off the highway until your bus comes to a complete stop and has its red lights blinking.
- Parents are responsible for maintaining supervision over their children at the bus stop.

### **MISSED BUSES**

If a child fails to return home at the end of the day, please follow this procedure:

- Try to stay calm and stay at home (since the bus might be bringing the child back), call your child's school and give the child's name, bus number, and homeroom. It is also helpful if you give the name of another child who rides the same bus. In the event there is no answer, call the transportation coordinator at (717) 436-2111, extension 5017.
- Stay close to the telephone.
- The school will contact the teacher to see if the child went on the bus, and then call the bus driver at the end of the run. Usually, the bus driver will return to the child's bus stop if they find the child has forgotten to get off the bus. In the case of a child getting on the wrong bus, they will return to school, and we will contact you.
- PLEASE contact the SCHOOL when your CHILD ARRIVES HOME.

## **PICK UP OR DROP OFF OF STUDENTS DURING OR AFTER SCHOOL HOURS**

A note must be submitted to the school office and contain the following:

- Date of pick up or drop off
- Name of student
- Person picking up or returning student

Staff on duty may ask for identification of driver picking up or dropping off the student.

- Reason for arriving late or leaving early.
- Students picked up or dropped off during school hours **MUST** be signed in or out at the school office. (Between the hours of 8:20 AM and 3:15 PM.) Parents are not allowed to walk to the classroom to pick up their child due to security reasons.

A verbal contact (as in a call to the school) in place of a parental note should be reserved for emergencies only, such as telephone calls during the school day. Due to the various activities which the office oversees, do not count on a voice message being retrieved prior to dismissal time.

## **ARRIVAL AT SCHOOL**

Children who walk or are driven to school by their parents should plan to arrive **after 7:45 AM and prior to 8:20 AM**. Although parent work schedules or personal plans make it attractive to drop children off at school early, we ask that other arrangements be made. This will assure that your child will have proper supervision upon arrival at school. **Parents and guardians are not allowed to walk students to their classrooms for security purposes.**

## **PARKING AT THE BEGINNING AND END OF THE DAY**

If picking up or dropping off your child, do not park in areas designated for buses.

## **EDUCATIONAL TRIPS**

The Juniata County School Board has approved a policy concerning educational trips for students in our district. The policy tries to accommodate the busy schedules our families have and provide them the opportunity to arrange legally excused vacations. A copy of the policy as approved by the board is available on the JCSD website. Please read the entire policy carefully before scheduling such a trip. ,

**Note: An application for educational tours and trips (not school sponsored) is provided in the Appendix. The completed application must be submitted to the building principal two (2) weeks prior to the start of your trip.**

## **PENNSYLVANIA FARM SHOW**

Each January, Harrisburg's Farm Show Complex hosts the Pennsylvania Farm Show. Participants and exhibitors are excused to attend the Farm Show for the day of their participation. A written excuse must be submitted by the participant or exhibitor. **Students visiting the Farm Show are required to submit, prior to their one-day absence, an excuse stating the date on which they will be in attendance at the Farm Show.** An excused absence will only be allowed for farm show attendance if prior notice is submitted in writing to your child's school.

## **FIELD TRIPS**

Field trips are a privilege provided by the Home and School Association/PTO. Chaperones are needed for elementary grade level field trips and are selected by the Parent Teacher Organization in partnership with the classroom teachers and the principal. **All** chaperones must provide Act 34, FBI and Act 151 clearances to the school in order to accompany students. The Home and School Association/PTO will provide information on Chaperone requirements and expectations. The elementary principals will provide mandatory chaperone guidelines for field trips.

## **RELIGIOUS REASONS**

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record.

## **HOME AND SCHOOL ASSOCIATION/PARENT TEACHER ORGANIZATION**

Many parents are involved in the Home and School Association/Parent Teacher Organization, which directs fundraising for schools, assists with field trips, and provides programs for our students. We invite you to become involved in this program which benefits every child in the school. Please contact your child's school for a meeting schedule.

## **SCHOOL VOLUNTEER CLEARANCES**

- The law now requires all school employees, contractors and volunteers having direct contact with children to obtain new clearances (child abuse history clearance and state and federal criminal history checks) every five years.
- For purposes of the CPSL clearance requirements, a volunteer is an adult serving in an unpaid position in which they are individually responsible for the welfare of a child or have "direct contact with children" (care, supervision, guidance or control of children, or routine interaction with children).
- 23 Pa. C.S. § 6344.2 requires any prospective volunteer who will have direct contact with children to obtain all three of the usual background checks/clearances first (FBI, PSP & child abuse).
- The only exception is that a prospective volunteer does not need a FBI background check if all of the following are true: (1) the position is unpaid, (2) the person in question has been a Pennsylvania resident for the last ten years, and (3) the person in question swears in writing he or she is not disqualified from service under 23 Pa. C.S. § 6344(c).
- No matter what, all volunteers who have direct contact with children must obtain the PSP background check and the child abuse clearance.

To obtain your clearances as a volunteer, please access the following websites. The clearances can now both be obtained online. Pennsylvania State Police Background Check: <https://epatch.state.pa.us> Department of Public Welfare Child Abuse Clearance: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

## **SCHOOL NURSE**

Certified School Nurses and Licensed Practical Nurses employed by the School District visit their assigned schools on a regular schedule. Throughout the school year, they conduct various health screenings, such as vision, hearing, height, weight and body mass index (BMI). They assist the school physician and school dentist in examinations. Other responsibilities are to evaluate and monitor communicable diseases and to evaluate and assess the health needs of students. They also give health related classroom presentations. School nurses provide health counseling and act as health resource persons.

## **MEDICAL AND DENTAL APPOINTMENTS**

Parents are encouraged to make medical and dental appointments outside of school hours. If you are unable to make an appointment after school hours, please obtain a medical excuse form completed by the physician or dentist and return it to the school with your child. For routine medical and dental appointments, additional information may be required in determining the length of an excusable absence.

## **SICKNESS AND INJURY AT SCHOOL**

A top priority of school personnel is to keep children safe and healthy. Nevertheless, children do occasionally get sick while at school. When a child is deemed ill enough to go to the health room, the nurse will assess the child's needs and will contact parents if necessary. If the school nurse is unable to reach a parent, the contacts listed on the child's emergency card will be called. It is very important to list two separate contacts that would be willing to care for your child in your absence. **Please alert the school to any phone number and emergency contact information changes.**

Minor cuts and bruises are cared for using first aid supplies in accordance with the orders from the school physicians. These items are intended for first aid only and are not to be indiscriminately dispensed. When a more serious injury is suspected, we do not hesitate to call home. It is the parents' responsibility to decide whether further treatment by a doctor is necessary. In the event of an apparent serious injury, we are prepared to react in accordance with parents' wishes as expressed on the child's emergency card.

## **MEDICATION**

The Juniata County School District recommends that medication be given before or after school hours whenever possible. If it is essential for a student to receive medication during school hours, certain guidelines must be followed. A complete list of guidelines is available at the school.

Before any medication may be administered to any student during school hours, the parent **and physician** must sign the authorization form for medications. For prescribed medication **and over-the-counter medication**, the student's physician must complete the physician form.

Students may not bring their medication to school. **Parents must bring the medication to their child's school and sign a Medication Administration Consent & Licensed Prescriber Order form.** (See Appendix for the form). In the event a parent cannot deliver the medication to the school, the parent may, with written permission, designate an adult to do so in his/her place. Medication must be given to qualified school personnel in the **original labeled** container. **If a student brings medication to school, it will not be administered.** The parent will be notified.

In the event the student is no longer taking medication or at the end of the school year, the parent or designated adult should collect any unused medication. If a parent does not collect the medication within ten

(10) days of notification, the certified school nurse will destroy/discard the unused medication.

### **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information.

1. Parent(s) or Guardian(s) names
2. Complete and up-to-date address
3. Home phone and parent(s) work phone and cell phone (connected and working)
4. **Two** (2) emergency phone numbers of friends or relatives with a means of transportation who will be available and willing to assume temporary care of your child. (The emergency number should not be your home phone number.)
5. Physician's name and phone.
6. Medical alert information

**Parents should notify the school immediately of any changes in any of the above information.**

### **INSURANCE**

The School District offers parents the opportunity to insure their school age children through a School Accident Insurance Plan. A full explanation of the coverage provided is included in the brochures distributed by the company and made available to each student at the beginning of each school year. If you elect to purchase Insurance, this brochure should be kept in your files. In case of an accident, claim forms must be completed at the principal's office before payment will be made.

Pennsylvania's Children's Health Insurance Program (PA CHIP) has expanded to cover all uninsured kids and teens in Pennsylvania. No family makes too much money to qualify for CHIP. Information on PA CHIP can be found at [www.chipcoverspakids.com](http://www.chipcoverspakids.com). Your child will be bringing a pamphlet home during the first week of school containing valuable information regarding this program.

### **PHOTOGRAPHS**

All children will have their photographs taken annually; giving parents the option of purchasing photographs at a reasonable price. Each student will receive a photo student ID card which is kept at school. Parents will be notified prior to the date photographs will be taken. If parents elect to purchase school photographs, payment must be made on the day pictures are taken. In an effort to make the public aware of student achievements, student photographs and personally identifiable information is occasionally published in the newspapers. In an attempt to protect privacy, a **Photo Exemption Form** has been created. If you choose for your child not to be photographed or their likeness not to be used in any district publication, please visit your child's school to complete the necessary documents.

### **CAFETERIA**

The Juniata County School District is committed to producing quality meals that are nutritious and appealing to children. All schools in Juniata County are equipped with modern, well-staffed cafeterias. Children in grades kindergarten through twelve may purchase both breakfast and lunch meals daily. Parents are encouraged to prepay for students' meals, with Monday morning being the designated payment time. Checks or money orders are to be made payable to Juniata County School District. On the payment envelope, include the child's name, amount of payment, and the teacher's name. If you elect to write one check for multiple siblings, clearly indicate the amount to be placed in each child's account. You can also utilize my school bucks to pay online. <https://www.myschoolbucks.com>

Applications for free or reduced price lunches will be sent home with each child at the beginning of the

school year for those parents wishing to apply for this benefit. Additional applications are available from your child's school throughout the year should your financial situation change.

If a child packs a lunch or snack for school, glass packaging, soda and other carbonated beverages are not permitted. The items purchased during breakfast and lunch times are to be consumed during the allotted breakfast and lunch times. Leftover items are not allowed to be taken out of the cafeteria.

### **EXCEPTIONAL STUDENT IDENTIFICATION**

Under Federal Law entitled "Individuals with Disabilities Education Act" and "Pennsylvania Special Education Regulations and Standards," each exceptional child has the right to a free appropriate education designed to meet the child's learning needs.

The term "exceptional" includes children with physical, emotional or mental disabilities and youngsters who are mentally gifted. In order to ensure that all exceptional children are identified, the Juniata County School District conducts certain screening and identification activities during the entirety of each school year.

The Juniata County School District utilizes two levels of screening activities: Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards and group achievement testing.

Level II screening includes hearing screening, which is conducted in kindergarten, first, second, third, seventh, and eleventh grades, and all special education classes, vision screening, which is conducted in every grade each school year, motor screening, which is accomplished through ongoing observations by the regular and physical education teacher, and speech and language screening which is conducted for students about whom there is concern in speech and language skills.

The school district along with Tuscarora Intermediate Unit No. 11 provides specially designed instruction to meet the needs of any exceptional school-age student or young child who falls within any of the following exceptional categories and needs special education as determined by an IEP team. The categories are as follows: (a) autism/pervasive developmental disorder, (b) serious emotional disturbance, (c) neurological impairment, (d) deaf and hearing impairment, (e) specific learning disability, (f) mental retardation, (g) multi-handicap, (h) other health impairment, (i) physical disability, (j) speech impairment, (k) blind and visual impairment, and (l) mental giftedness.

Related services such as transportation or any developmental, corrective or supportive service needed to assist an exceptional student to benefit from special education are also provided. In continuing instruction the area of self-sufficiency and basic communication are stressed in order to maintain skills that have already been mastered.

If an individual chooses to request that the school district initiate screening or evaluation activities for a child, he or she should contact the building principal.

The school district is required to protect the confidentiality of any personally identifiable information collected regarding a student. Only school personnel are permitted to see a student's file. Any other persons must have written approval before they can see the file or receive copies of information in the file. A parent or student 18 years of age can review the student's file and challenge the validity of any record or report or challenge maintenance of any information in the file. Information on policies and procedures concerning management of educational records for exceptional students can be secured at the school principal's office. Additionally, in compliance with state and federal laws, the Juniata County 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 mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

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

Further information on the evaluation and provision of services to protected handicapped students may be obtained by contacting the school principal or the district Director of Special Education.

## **TECHNOLOGY**

### **STUDENT ACCEPTABLE USE OF TECHNOLOGY**

All users are expected to act in a professional, responsible, ethical and legal manner when utilizing district technology, network and Internet resources. Users must read, understand, provide a signed acknowledgment form and comply with this policy, which includes:

1. Use of the Internet and network resources must be in support of district educational and operational programs.
2. Illegal activity, commercial activities, lobbying, and unauthorized advertising are prohibited.
3. Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.
4. Bullying, cyberbullying and harassment are prohibited. The student will abide by district bullying policies when utilizing district technology, network and Internet resources.
5. Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.
6. Users will not intentionally seek information on, modify, or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. Use of school technology or network connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
8. Loading, distribution, or use of unauthorized software, programs or utilities on district technology or network services without prior approval from the district Technology Coordinator or his/her designee is strictly prohibited.
9. All users are expected to adhere to copyright laws and regulations. The illegal use of copyrighted software, materials, or files is prohibited.
10. The network will not be used to disrupt the work of others; hardware or software will not be destroyed, modified or abused in any way.
11. All users will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. Users will not be responsible for damage due to normal wear and tear or for accidental damage, loss, or theft.
12. Any attempt to circumvent security measures on the district network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. All users should report any security problems to the school administration.
13. Laser pointers and other laser-emitting devices are strictly prohibited.

### **Consequences of Inappropriate Use**

General rules for behavior, ethics, and communications apply when using the network, internet and related resources and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use may result in loss of network access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis.

This policy incorporates all other relevant district policies, such as, but not limited to, the student, administrative, professional, and classified employee handbooks, the district's professional code of conduct policy, discipline policies, copyright policy, property policies, curriculum policies, terroristic threat policy and harassment policies, as well as the electronic devices policy.

Violations as described in this policy may be reported to the school district, appropriate legal authorities, whether the Internet Service Provider, local, state, or federal law enforcement. The school district will cooperate to the extent legally required with authorities in all such investigations.