PENNCREST HIGH SCHOOL
Student/Parent/Guardian Handbook

2020 - 2021

Mr. Ralph Harrison
Principal

Mrs. Sharon A. D. Sweeney
Assistant Principal, Academic Affairs

Mr. Joseph P. Fuhr
Assistant Principal, 9th/11th Grades

Mr. Samuel Evans
Assistant Principal, 10th/12th Grades

Mr. David Stango
RTM Simon Youth Academy, Principal

Mr. Charles Olinger
Athletic Director
# Table of Contents

Mr. Harrison’s Introduction ......................................................... 2  
Statement on Equity ................................................................. 2  
Student Government ............................................................... 5  
Phone Numbers ........................................................................ 6  
Rose Tree Media School District Administration ...................... 7  
Rose Tree Media Board of School Directors ............................ 7  
Daily Schedule ........................................................................ 8  
Academic Information ............................................................ 9  
Athletic Information ............................................................... 14  
Attendance .............................................................................. 19  
Guidance ............................................................................... 27  
Student Discipline ................................................................. 32  
  Academic Integrity ............................................................... 32  
  Dress Code ........................................................................... 34  
  Personal Electronic Devices ............................................... 35  
  Drug Awareness ................................................................... 36  
  Bullying/Cyberbullying ....................................................... 40  
  Harassment ......................................................................... 43  
  Chromebook Information and Guidelines ........................... 50  
  Responsible Use of Network Resources ............................. 53  
  Weapons .............................................................................. 59  
Health ...................................................................................... 60  
Student Life – School Practices and Procedures ...................... 63  
Obligations ............................................................................. 69
Welcome to Penncrest High School! This Parent/Guardian/Student Handbook was developed to provide information about policies, practices and procedures to our families. Every year we review this document to ensure that our policies, practices and procedures align with our mission. We identify areas of emphasis for the year and include these areas in the “Discipline Policy/Co-Curricular Agreement” document that must be signed by every student and parent/guardian.

**Covid-19 and the School Year**

At the time of the writing of this document, the opening schedule for the school year is under review. As you all know, the Coronavirus Pandemic has created many challenges for schools across the country in planning for the opening of the 20-21 school year. The schedules listed in this handbook are subject to change as new information and regulations are presented that impact the health and safety of our students and faculty and staff. We provided the many potential schedules that may go into effect throughout the year as conditions change around the virus. Patience and flexibility are critical as we continue to plan for an uncertain set of circumstances, and areas of focus for the school year shift in response to these circumstances. The bottom line is this will not be a “normal” school year, and we will communicate often about changes that may occur as a result of the Coronavirus Pandemic.

**Penncrest and Our Work with Equity for ALL Students…..**

The Rose Tree Media School District strives to make every student feel welcome, dignified, respected, and heard. Our work of fighting racism and ensuring equitable opportunities for our students is part of our core mission—and the work is ongoing. As reflected in RTMSD’s Strategic Plan (Goal 3), we are committed to examining curriculum, structures, processes, and biases so that RTMSD’s educational program reflects the values of respect for diversity and inclusion. We are committed to continuing our work and our conversations with our families, our students, and our community. We must meet our obligation to create an educational environment of belongingness, compassion, and respect for all our students and families.

At Penncrest, and across the district, we know that this work is not limited to race, and focuses on creating an environment of belongingness, compassion and respect that eliminates discrimination for ALL of our students. Student voice is critically important and we will be forming a Student Equity Team this fall. Below you will see a message from our school Equity Team, consisting of teachers, administrators and staff.

** PENNCREST EQUITY **

phscquity@gmail.com

@phscquity

facebook.com/groups/phscquity
The Penncrest Equity Team is composed of teachers, administrators and school staff members dedicated to improving the climate at Penncrest High School. Specifically, we are focused on issues related to students who feel marginalized, as well as the way we respond to specific, negative instances of racially or socially charged behaviors. We have identified and developed working committees for the following equity needs:

- Student Empowerment
- A More Equitable Curriculum
- Community Outreach
- School Procedures
- Staff Development

This is difficult, urgent and necessary work. Please contact us if you would like to join the conversation. We are here to listen.

**About discipline at Penncrest High School…**

Our faculty and staff and administrators care about kids. The foundation of our approach to discipline is restorative practice. We understand that adolescents will sometimes make mistakes and poor decisions. Haven’t we all? Our goal is to use these incidents as a source of learning, while also holding students accountable for their behaviors and assigning appropriate consequences. We value and stress to our students the importance of responsibility, acceptance, kindness, and respect. We work with our students as if they were our own kids.

**The Penncrest Community……**

Our entire community plays a role in the intellectual, social and emotional development of our kids. Please reach out to your teachers, guidance counselor or grade-level administrator if you ever have questions or concerns. I believe we all share the same mission:

*Penncrest: a community of learners that shapes productive, mindful, and ethical world citizens, one student at a time.*

Thanks for your support of the policies, practices and procedures of Penncrest High School!

We all look forward to another great year, no matter what the learning environment turns out to be!

Ralph Harrison

Principal
Please see below for our areas of continued focus for our students this year, as listed in the Cocurricular/Discipline Policy Agreement.

**Nondiscrimination in School and Classroom Practices**
The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap or disability. Please reference this section below for a full description of our policy.

**Vaping**
We are still working to eliminate vaping in school. Vaping is the act of inhaling vapor produced by a vaporizer or electronic cigarette. The vapor is produced from a material such as an e-liquid, concentrate, or dry herb. Please reference the student handbook for a full description of the response to vaping violations.

**Dress Code**
Please reference the student handbook for a full description of our dress code policy and its implementation. Penncrest is a learning environment, and students should dress accordingly.

**Drug and Alcohol Policy**
Any student who violates the district drug and alcohol policy will be subject to an out of school suspension, referral to our Student Assistance Program (STAR), and a suspension from co-curricular activities. Please reference the student handbook for a full description of the policy.
Penncrest Student Government

**STUDENT COUNCIL**

**President** – Charles Katz  
**Vice-President** – Michael San Antonio  
**Secretary** – Kathlene Flebbe  
**Treasurer** – Mandy Liu

**CLASS COUNCIL**

**Class of 2021**

**President** – Karon Bean  
**Vice President** – Isaac Brokopp  
**Secretary** – Eva Morrison  
**Treasurer** – Lauren Niss  
**Historian** – Ashley Plick  
**Liaison** – Theodora Greco

**Class of 2022**

**President** – Molly Roe  
**Vice President** – Katelyn Kirchgasser  
**Secretary** – Hannah Marr  
**Treasurer** – Sofia Saulino  
**Historian** – Kristen Bradson  
**Liaison** – Jack Gallagher

**Class of 2023**

**President** – Sophia Douglas  
**Vice President** – Ben Sparling  
**Secretary** – Evanthia Greco  
**Treasurer** – Dominic DeLuca  
**Historian** – Jack Bobber  
**Liaison** – Connor Hile

**Class of 2024**

**President** – Jared Kaplan  
**Vice President** – Samuel Grace  
**Secretary** – Adisyn Bernhardt  
**Treasurer** – TBD  
**Historian** – TBD  
**Liaison** – TBD
Penncrest Phone Numbers

Main Office Information: ................................................................. 610-627-6200
Absentee Reporting: Dial ............................................................... 610-627-6200; Press 2,
Then: Press 1 for grades 10 & 12
Press 2 for grades 9 & 11

Main Office ................................................................. 610-627-6203
Mr. Harrison, Principal ............................................................. 610-627-6201
Mrs. Hoffinan, Secretary ......................................................... 610-627-6202
Mrs. Sweeney, Assistant Principal, Academic Affairs ............... 610-627-6282
Mrs. King, Secretary ............................................................... 610-627-6203
Mr. Fuhr, Assistant Principal, Grades 9/11 ............................... 610-627-6217
Mrs. Jackson, Secretary .......................................................... 610-627-6218
Mr. Evans, Assistant Principal, Grades 10/12 ......................... 610-627-6214
Mrs. Del Casale, Secretary ...................................................... 610-627-6215
Mr. Stango, Principal, Simon Youth Academy ....................... 610-627-6241
Mrs. Espinosa, Secretary ....................................................... 610-627-6462
Mr. Olinger, Athletic Director ............................................... 610-627-6219
Mrs. Lacock, Secretary ......................................................... 610-627-6396
Mrs. Herman-Liu, Nurse’s Office ........................................... 610-627-6213

Guidance Office:
Mrs. Craft, Secretary ............................................................ 610-627-6210

Guidance Counselors:
Mrs. Eaton (Grade 9) .............................................................. 610-627-6207
Mr. Harple ................................................................. 610-627-6208
Mrs. Rice-Spring ................................................................. 610-627-6211
Ms. Kerr ................................................................. 610-627-6388
Mrs. Douglass-Garrett ......................................................... 610-627-6209
Mrs. Coppage STAR Team Coordinator ................................. 610-627-6216
Mrs. Somani, Student Relations ........................................... 610-627-6331
Mrs. Host, Library ................................................................. 610-627-6272
Music Office ................................................................. 610-627-6327
District Transportation Office ............................................. 610-627-6475

Snow Emergency ................. #542
Rose Tree Media School District Administration

Eleanor DiMarino-Linnen, Ph.D, Superintendent of Schools
William Dougherty, Assistant Superintendent for Curriculum and Instruction
Frances Garner, Ed.D. Director of Pupil Services
Casey Cohen, Ed.D. Director of Technology and Information Science
Thomas Haupert, Director of Human Resources
Vanessa Scott, Ed.D., Director of Management Services

Rose Tree Media School District
Board of School Directors

Susan Henderson-Utis, President
Theresa Napson-Williams, Vice President
Hillary Fletcher
Robert Kelly
Jackie Gusic
Shelly Hunt
Susan Layne
Jim Morrison
Kelly Schaffer
CLASS SCHEDULES

**2020-2021 Bell Schedule Adapted for Health and Safety and Covid-19**
- Students arrive from 7:00 to 7:30 and report directly to their homerooms. Students are not to gather in large groups in areas around the building.
- School begins for all students at 7:30.

**Cohort A: A-K, Monday/Wednesday, every other Friday**
**Cohort B: L-Z, Tuesday/Thursday, every other Friday**

Friday maintains the CE schedule in order to facilitate Social Emotional Learning instruction and for student supports.

<table>
<thead>
<tr>
<th>Daily Class Schedule</th>
<th>CE Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homeroom:</strong> 7:30 - 7:40</td>
<td><strong>Homeroom:</strong> 7:30 - 7:35</td>
</tr>
<tr>
<td><strong>Period 1:</strong> 7:44 - 8:25</td>
<td><strong>Period 1:</strong> 7:39 - 8:15</td>
</tr>
<tr>
<td><strong>Period 2:</strong> 8:29 - 9:10</td>
<td><strong>Period 2:</strong> 8:19 - 8:55</td>
</tr>
<tr>
<td><strong>Period 3:</strong> 9:14 - 9:55</td>
<td><strong>CE:</strong> 8:59 - 9:35</td>
</tr>
<tr>
<td><strong>4A Lunch:</strong> 9:59 - 10:30</td>
<td><strong>Period 3:</strong> 9:39 - 10:15</td>
</tr>
<tr>
<td>Period 4/5B: 10:34 - 11:15</td>
<td><strong>4A Lunch:</strong> 10:19 - 10:50</td>
</tr>
<tr>
<td>Period 5/6C: 11:19 - 12:00</td>
<td>Period 4/5B: 10:54 - 11:30</td>
</tr>
<tr>
<td>Period 4A/4: 9:59 - 10:40</td>
<td>Period 5/6C: 11:34 - 12:10</td>
</tr>
<tr>
<td><strong>5B Lunch:</strong> 10:44 - 11:15</td>
<td>Period 4A/4: 10:19 - 10:55</td>
</tr>
<tr>
<td>Period 5/6C: 11:19 - 12:00</td>
<td><strong>5B Lunch:</strong> 10:59 - 11:30</td>
</tr>
<tr>
<td>Period 4A/4: 9:59 - 10:40</td>
<td>Period 5/6C: 11:34 - 12:10</td>
</tr>
<tr>
<td>Period 5B/5: 10:44 - 11:25</td>
<td>Period 4A/4: 10:19 - 10:55</td>
</tr>
<tr>
<td><strong>6C Lunch:</strong> 11:29 - 12:00</td>
<td>Period 5B/5: 10:59 - 11:35</td>
</tr>
<tr>
<td><strong>Period 7:</strong> 12:04 - 12:45</td>
<td><strong>6C Lunch:</strong> 11:39 - 12:10</td>
</tr>
<tr>
<td><strong>Period 8:</strong> 12:49 - 1:30</td>
<td><strong>Period 7:</strong> 12:14 - 12:50</td>
</tr>
<tr>
<td><strong>Student Dismissal</strong></td>
<td><strong>Period 8:</strong> 12:54 - 1:30</td>
</tr>
<tr>
<td></td>
<td><strong>Student Dismissal</strong></td>
</tr>
</tbody>
</table>
Early Dismissal
Class Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:30 - 7:39</td>
</tr>
<tr>
<td>Period 1</td>
<td>7:43 - 8:08</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:12 - 8:37</td>
</tr>
<tr>
<td>Period 3</td>
<td>8:41 - 9:06</td>
</tr>
<tr>
<td>Period 5 B/5 &amp; 5/6C</td>
<td>9:39 - 10:04</td>
</tr>
<tr>
<td>Period 7</td>
<td>10:08 - 10:32</td>
</tr>
<tr>
<td>Period 8</td>
<td>10:36 - 11:00</td>
</tr>
</tbody>
</table>

Two-Hour Late Opening
Class Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>9:30 – 9:36</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:40 -10:10</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:14 – 10:44</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:48-11:18</td>
</tr>
<tr>
<td>4A Lunch</td>
<td>11:22-11:57</td>
</tr>
<tr>
<td>Period 4B</td>
<td>12:01—12:36</td>
</tr>
<tr>
<td>Period 5C</td>
<td>12:40—1:15</td>
</tr>
<tr>
<td>Period 4A/4</td>
<td>11:22-11:57</td>
</tr>
<tr>
<td>5B Lunch</td>
<td>12:01-12:36</td>
</tr>
<tr>
<td>Period 5C</td>
<td>12:40-1:15</td>
</tr>
<tr>
<td>Period 4A/4</td>
<td>11:22-11:57</td>
</tr>
<tr>
<td>6C Lunch</td>
<td>12:40-1:15</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:19 - 1:49</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:53 – 2:23</td>
</tr>
</tbody>
</table>

Academic Information

All academic policies, offerings, and guidelines are available in the Penncrest Course Selection Guide.

Grading System
Numerical Performance/Letter Grade

- 97.50-100 .......A+
- 92.50-97.49 ...A
- 89.50-92.49 ...A-
- 87.50-89.49 ....B+
- 82.50-87.49 ... B
- 79.50-82.49 ...B-
- 77.50-79.49 ....C+
- 72.50-77.49 ...C
- 69.50-72.49 ...C-
- 67.50-69.49 ....D+
- 62.50-67.49 ...D
- 59.50-62.49 ...D-
- <59.49.........E

Cumulative GPA (out of 4.33) is calculated for all students at the close of each school year. Cumulative Weighted GPA (out of 7.83) takes into consideration the degree of difficulty for major, core courses only, and is also calculated and reported at the close of each year.

Course Selection Process
Each year the course selection process will be outlined in the Course Selection Guide.

End of Marking Period Incompletes
Extenuating circumstances, like excessive excused absences, may warrant the issuing of an “Incomplete” (I) for a marking period grade. Teachers will notify the student in writing of what work needs to be completed. The student will have four weeks or until the midpoint of the next marking period to make up the work. The teacher will notify the counselor of the grade change so the official record can be corrected. Additional time beyond the four weeks may be given with the prior approval of the student’s grade level administrator.
Graduation Requirements
The Rose Tree Media Board of School Directors has established graduation requirements expressed by the following chart.

<table>
<thead>
<tr>
<th>Subject Area for Credits</th>
<th>Departments</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Social Studies</td>
<td>3.5</td>
</tr>
<tr>
<td>World Language</td>
<td>World Language</td>
<td>1 (through 2nd year)</td>
</tr>
<tr>
<td>Electives</td>
<td>Art</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Business Ed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Family Consumer Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health and Physical Ed. Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Studies Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technology &amp; Applied Engineering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>World Languages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DCTS Programs of Study</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>Physical Education</td>
<td>1.5 (1 PE, .5 Health)</td>
</tr>
<tr>
<td>Community &amp; School Service</td>
<td>Varies Year to Year</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

- Credits are assigned based on course hours. For example, a course which meets one period a day all year earns 1.0 credits, whereas a course which meets one period a day for a semester earns 0.5 credits.
- **Special Education students** may be exempted from specific requirements when, in the opinion of the IEP team, these requirements are incompatible with the students’ needs and abilities.
- Students may meet Penncrest graduation requirements and earn college credit through the Dual Enrollment Program.
- Students may opt to take elective course work at colleges, universities, and other institutions through the Independent Study program. Interested students should see their counselors about requirements and approvals.
PENNSYLVANIA GRADUATION REQUIREMENTS

In addition to Rose Tree Media requirements for graduation, the Commonwealth of Pennsylvania requires that students take Keystone Exams in three core curricular areas. Students in the Class of 2022 and beyond will be subject to new graduation requirements under Act 158 of 2018. Students can meet these statewide graduation requirement by:

- Scoring Proficient or Advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score will be available in August 2020.
- Earning a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.
- Earning a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
- Earning a passing grade on the courses associated with each Keystone Exam, and demonstrating readiness for postsecondary engagement through three pieces of evidence from the student’s career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT Subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employment.

(www.education.pa.gov)

Graduation
Graduation exercises are for seniors who are academically eligible for graduation at the time of the ceremony. Participation is a privilege. Any serious disciplinary infraction may jeopardize a student’s eligibility to participate. Students who have been suspended three or more times during their senior year are required to petition the principal in writing for permission to participate in the graduation ceremony.

Guidelines for Homework in RTM

Philosophy Behind Homework
Homework is a key means of helping students reach their full potential. Research demonstrates a significant and positive relationship between achievement and the amount of time spent on homework, and most teachers, parents, and students themselves consider homework an important component in the process of teaching and learning. In general, homework promotes learning outside the classroom and provides opportunities for students to develop positive work habits, time management and study skills, and personal responsibility.

Purposes of Homework
Homework serves a number of specific purposes in the academic program:

- **Practice:** Students need to reach mastery of key skills, and meaningful homework can increase speed and accuracy.
- **Study:** Students need to acquire or construct new knowledge, and meaningful homework helps them acquire information, understand concepts, and move content into long-term memory.
- **Preparation:** Prior experiences of knowledge or content, such as what is gained by reading a chapter in advance, help students be ready for subsequent learning and enable classes to move at an optimal pace.
Elaboration/Extension/Enrichment: Students need to demonstrate their mastery of knowledge and skills in a variety of ways, such as by conducting research, designing a graphic organizer, or writing a journal entry or essay.

With these purposes in mind, teachers will design and assign meaningful homework assignments that extend the classroom and support learning outside of school.

Appropriate Amount of Homework
Homework assignments are an integral part of each student’s educational program and will be assigned on a regular basis. In terms of the amount of homework students should receive on a daily basis, national parent and teacher organizations, as well as the U. S. Department of Education, suggest the “10-minute rule,” whereby a student should average 10 minutes of homework for every year in school. For example, a 9th grader should average 90 minutes per day and a 10th grader should average 100 minutes per day. However, this is a general guideline and will vary by school and by subject area, especially as students move into middle and high school. Reviewing material, studying for tests, or completing independent reading for school all count as part of a student’s homework. Also, most upperclassmen will have homework projects, such as research papers and oral reports, that may have deadlines weeks away, for which they may need help organizing assignments and planning work times to make sure homework is ready to turn in on time. Students taking advanced or accelerated courses will likely need more time to complete the assignments. If a parent observes a student consistently requiring time beyond or below these parameters, she/he should contact the child’s teachers or guidance counselor to discuss placement issues.

Information/Communication About Homework
Homework assignments are generally available on a daily basis in a number of locations: posted in the classroom, written by students in planners or on their Chromebooks, or listed on Schoology. Teachers will announce to students and parents where to access course homework.

Role of Homework in Grading
Homework completion will contribute to a student’s grade. Students are expected to complete and submit all homework on time. Students who are absent are responsible for having completed their assignments consistent with the expectations for the course.

Religious Conflicts
The Rose Tree Media School District respects the rights of students to participate in the religion of their choice. Whenever students’ religious obligations are found to be in conflict with their schoolwork and homework, students are encouraged to speak with their teachers, counselors, or principal. Every effort will be made to find a satisfactory accommodation.

[The Public School Code of Pennsylvania and the State Board Regulations specify that a student may be excused from school for all or part of a school day for the following: religious holidays observed by a bona fide religious group, religious instruction up to 36 hours per school year, as per the Pennsylvania School Code Title 22, Chapter 11, § 11.21]

Teacher Responsibilities for Homework
- Assign daily, weekly, and/or long-term homework assignments that are meaningful and useful to support students’ development of skills and construction of knowledge.
- Monitor homework completion.
- Review homework and provide timely feedback on the quality of their work.
Communicate with parents if a student’s homework is not being submitted or completed satisfactorily

**Student Responsibilities for Homework**

- Make sure to understand the assignments, associated due dates, and expectations prior to leaving school.
- Use the resources available (e.g., your planner, class schoology page, buddy system) to be aware of all assignments, whether you are in school or not that day.
- Take advantage of time available within the school day to complete assignments.
- Take home all necessary materials.
- Have an organized means of keeping and carrying homework to and from school.
- Do homework with a minimum of parental help.
- Do homework as carefully and as neatly as work done in school.
- Complete homework on time.
- Manage time well and budget time for long-term projects.
- Make up all work as soon as possible after an absence, and, in the case of a scheduled absence, ask for assignments in advance.

**Parent Responsibilities for Homework**

Demonstrate the importance of homework to your child by...

- Setting a regular time for homework
- Providing a regular, conducive place for homework
- Helping him or her develop an organized means to get work to and from school
- Removing distractions
- Providing needed supplies and resources
- Setting a good example

Monitor homework by...

- Knowing the school’s guidelines for homework
- Being available to your child
- Looking over completed assignments and signing off, if requested
- Monitoring time spent viewing TV and playing video games
- Routinely checking your child’s assignments and/or progress using HAC or teachers’ web pages.

Provide guidance by...

- Helping your child get organized
- Encouraging good study habits (e.g., time management, getting started early on big assignments, avoiding last-minute cramming, helping with practice, talking about how to take tests)
- Talking with your child about the assignments
- Setting limits on co-curricular activities that interfere with studying time.
- Giving praise to your child for work done at home
- Talk with teachers about concerns related to homework

**Honor Roll**

Students achieve Honor Roll recognition by earning a grade of B- or better in all classes within a given marking period.
**Distinguished Honor Roll**
Students achieve Distinguished Honor Roll recognition by earning a grade of A- or better in all classes within a given marking period.

**National Honor Society**
Selection for the National Honor Society is based on academic standing, service, leadership, and character. Students need to have earned a minimum 3.5 cumulative grade point average to be eligible for membership. Juniors must have completed two units of school/community service by the end of their sophomore year and seniors must have completed 3 units of school/community service by the end of their junior year. Eligible students will be invited to submit information, in an established format and by an established date, regarding their service and leadership. Student materials submitted after established deadlines will not be accepted and the student’s candidacy will not be eligible for review. The Faculty Council, with input from the entire faculty, will evaluate all criteria and make the final selections. Students must satisfy all chapter membership requirements to remain members in good standing. Failure to do so may result in suspension or dismissal. The first opportunity for students to be selected is in the fall of their junior year. There is an additional opportunity for students to be inducted in during the fall of their senior year.

**Report Cards**
Report cards are issued at the end of each marking period. The purpose of the report card is to evaluate the quality of pupils’ academic performance, and to convey that evaluation to parents. Academic achievement is expressed in letter grades shown on the report card. Attendance is also noted.

**Summer School**
Any student who fails a core subject (Math, Science, Language Arts, Social Studies) may enroll in summer school to make up the credit to prevent falling behind academically. Arrangements can be made in the spring of the year to attend the school district’s summer school. To receive credit from another summer school program, a student must obtain prior written approval from the principal.

**Department of Athletics Information**
Please refer to the *RTMSD Student/Parent/Guardian Athletic Handbook* for full information related to athletics.

**Addresses for Central League Opponents**
- **Conestoga High School**, 200 Irish Road, Berwyn, PA 19312 (610) 644-1440
- **Garnet Valley High School**, 552 Smithbridge Road, Glen Mills, PA (610) 579-7745
- **Haverford High School**, 200 Mill Road, Havertown, PA (610) 853-5906
- **Harriton High School**, 600 N. Ithan Avenue, Rosemont, PA 19010 (610) 658-3976
- **Lower Merion High School**, 245 Montgomery Avenue, Ardmore, PA (610) 645-1820
- **Marple Newtown High School**, 120 South Media Line Road, Newtown Square, PA (610) 359-4218
- **Radnor High School**, 130 King of Prussia Road, Radnor, PA 19087 (610) 293-0855
Ridley High School, 910 Morton Avenue, Folsom, PA (610) 237-8034
Springfield High School, 49 West Leamy Road, Springfield, PA (610) 544-5800
Strath Haven High School, 205 South Providence Road, Wallingford, PA (610) 566-9003
Upper Darby High School, 610 North Lansdowne Avenue, Drexel Hill, PA (610) 622-7000

Eligibility
Students must pass 4 major subjects or the equivalent during the previous marking period to be eligible for athletics. For fall sports, final grades for the previous year apply. During the school year, academic eligibility is monitored on a weekly basis under the same rules.

Absence and Participation Co-Curricular Activities
Students are required by law to complete at least a half day (present until or by 11:00 a.m.) in order to participate in sports, plays, or other school sponsored activities. If a student is absent from school she/he is not permitted on the school grounds that day for athletic or activity practices or games without the grade level principal’s permission.

Amateur Status
Accept no money or other valuable consideration for athletic participation - not even for expenses whether school is in session or not. (By-Laws, Article II). Do not sign any contract or agree to compete in athletics for profit, promise of compensation or merchandise. It is a violation of the amateur rule. (By-Laws, Article VIII). Students anticipating to participate in college athletics should notify their guidance counselor as soon as possible.

Attendance
A pupil must have been regularly enrolled in a secondary school and in full-time attendance thereafter (By-laws, Article III). If enrolled for three weeks, (15 school days) that semester counts for eligibility purposes (By-Laws, Article II). Pupils must live with parents or parent within the school district (By-Laws, article VI). If a student is absent for a total of 20 or more days in a semester she/he is ineligible until she/he has attended 45 days following the 20th day of absence. Cases of illness, injury, and death in the immediate family may be excused from this requirement (By-Laws Article III). Students must be in attendance for at least 1/2 day (present until or by 11:00 a.m.) to participate in practices or competitions. For weekend events, Friday attendance will be used to determine eligibility.

Health
Each student-athlete is required to get a Comprehensive Pre-Participation Physical (good for one school year) prior to the start of the first sport season in which the student participates. Section V of the Comprehensive Physical must be completed and turned in to the Athletic Office prior to the beginning of a second and third sport season in which a student participates.

Insurance
Penncrest does offer school insurance at a minimal cost for all students. In case of injury see the athletic director for forms and information.

Obligations
Students owing financial/uniform/equipment obligations to the Department of Athletics may not participate in any athletic department activities. In addition, students with obligations are denied to
participate in other school-sponsored activities. See “obligations” under “Student Life” for more details.

**Expectations for Parents/Guardians/Spectators**

The Rose Tree Media School District believes that extracurricular sports and activities are essential components of the overall education and experience of our students. The relationship between parents/guardians, students, and coaches/sponsors is paramount to the success of our programs. In addition, it is the goal of our schools to provide a positive, safe, and supportive environment for our coaches/sponsors, students, parents, and spectators at all extracurricular events. The following guidelines have been developed to ensure the success of our extracurricular programs through positive relationships and to ensure that the environment at extracurricular events is positive, safe, and supportive for all in attendance.

**Expectations for Behavior at Extracurricular Events**

The Rose Tree Media School District, the Central League, and PIAA prohibit the following behaviors at our home and away sporting events and other extracurricular activities:

1. Yelling at a student participant by name or number.
2. Coaching or directing student participants from the spectator seating area.
3. Repeatedly yelling at an official at a sporting event.
4. Yelling at a coach/sponsor or addressing a coach/sponsor during a game/event.

**Guidelines to promote positive extracurricular programs**

1. Support your student’s efforts to succeed.
2. Work to promote a positive environment that is conducive to the development of your student.
3. Treat all coaching personnel/activity sponsors with courtesy and respect.
4. Assure that your student will attend all scheduled practices, games, and/or performances.
5. Promote and model mature and respectful behavior at all extracurricular events. Enjoy watching a moment in your child’s life that cannot be recaptured.

**Expectations for Coaches/Sponsors**

1. Promote the health and safety of student participants at all times.
2. Be a model for appropriate language, respect, and behavior at all times.
3. Establish time demands that acknowledge the primary importance of each student participant’s academic and family responsibilities.
4. Promote a positive and safe collaborative team environment for all participants.
5. Assist, whenever appropriate, with post high school planning for individual students as it relates to the sport or activity in which they participate.
6. Be available to meet with parents at times that are mutually convenient.
7. Adhere to all PIAA and Rose Tree Media School District policies at all times.

**Parent/Coach Communication Plan**

**Communication a parent/guardian should expect from a coach/sponsor**

1. The expectations the coach/sponsor has for your child as well as all participants.
2. Locations and times of all practices and games/events.
3. Team/activity membership requirements.
4. Behaviors that may jeopardize your child’s participation.

**Appropriate concerns to discuss with coaches/sponsors**

1. Situations involving your child.
2. Ways to help your child improve.
3. Your child’s attitude, work ethic, and eligibility.
4. Concerns about your child’s behavior.

**Issues that should not be discussed with coaches, the athletic director or administration**

1. Playing time/participation time of any student athlete or participant.
2. Team strategy, practice/rehearsal organization, or game/performance strategy.
3. Other student athletes/participants.

**Procedures to follow if there is a concern to discuss with a coach/sponsor**

1. Your child should speak to the coach/sponsor about an issue before you intervene. This will help our students grow into young adults.
2. Contact the coach/sponsor to set up an appointment. If the coach/sponsor cannot be reached, contact the athletic director or administrator to assist you in arranging a meeting.
3. If a meeting with the coach/sponsor does not provide a satisfactory resolution, call to schedule an appointment with the athletic director or administrator to discuss the situation. The athletic director or administrator will only intervene if the issue has already been discussed with the coach.
   - Please abide by the “24-hour rule” that states that you should wait 24 hours after a game/event to contact/discuss any issue or concern with a coach/sponsor. Please do not confront a coach/sponsor before or after a game or practice. Meetings of this nature normally do not result in a resolution of the situation.
   - Please do not use email, text, or social media to discuss a concern or issue.

**Expectations for the use of social media**

Parents are expected to use social media responsibly, specifically not using social media to discuss or negatively comment about other students, parents, or school district personnel. Comments on social media by parents that may be deemed inappropriate or threatening towards a student or school district employee may result in consequences as listed above.

**Rose Tree Media School District Parent/Guardian Code of Conduct Agreement**

I have reviewed the *RTMSD Parent/Guardian Code of Conduct for All Extracurricular Activities* and understand the importance of my role in creating the conditions and environment necessary for my child to have a positive experience in extracurricular activities in the Rose Tree Media School District. Therefore, I agree:

1. I will let the coaches/sponsors do the coaching/instructing for all members of the team/activity.
2. I will respect the integrity and judgment of sports officials.
3. I will eliminate criticism of coaches and sponsors because this has no place in high school extracurricular sports and/or activities.
4. I will model respectful and positive behavior at all times during games and events.
6. I will encourage my child to speak directly to his /her coach/sponsor if he /she is having difficulties in practice or games/performances or is unable to attend a practice.

7. I will support the 24-hour rule; parents are not permitted to discuss or report concerns with the coach/sponsor for at least 24 hours after an issue arises at a game, practice, or event.

8. I will conduct myself in such a manner as to bring positive feedback to our students, our school, and our community.

9. I will remember that the game/performance is for the students - not the adults.

10. I will demand that my child treats other players, participants, coaches, officials, and spectators with respect.

11. I will not engage in any kind of disrespectful behavior with any official, coach/sponsor, player/participant, or parent. Examples of such behaviors include booing, taunting, using inappropriate language, or throwing objects from the seating area.

12. It is never acceptable for a parent to attempt to discuss his/her child’s playing/performance time during a game/performance or practice. It is NEVER acceptable for a parent to attempt to discuss another student’s playing/performance time or skill level.

13. I understand that any violation of this code will be cause for potential disciplinary action, up to and including bans from school property.

Interscholastic Program

The interscholastic program for boys offers football, soccer, cross-country, swimming, indoor track, basketball, wrestling, track, golf, lacrosse, baseball, and tennis. Girls compete in hockey, basketball, soccer, volleyball, lacrosse, tennis, swimming, softball, cross country, indoor track and track.

Membership - Most public high schools in the State of Pennsylvania belong to the Pennsylvania Interscholastic Athletic Association (PIAA). The purpose of the PIAA is:

1. To organize, develop and direct an interscholastic athletic program that will promote, project and conserve the health and physical welfare of all participants.

2. To formulate and maintain policies that will safeguard the educational values of interscholastic athletics and cultivate high ideals of good sportsmanship.

3. To promote uniformity of standards in all interscholastic athletics.

The interscholastic athletic program is of a competitive nature. Membership and playing time is determined by that team’s respective coach. Athletic teams whose total number of participants is greater than the number of roster spots, will conduct a try-out for which the coach will select the members of the team.

NCAA Athletic Eligibility

The NCAA is an association of colleges that make certain rules governing athletic eligibility, recruiting and financial aid. Failure to follow these rules may affect the student’s eligibility for intercollegiate sports. The most recent NCAA Guide for the College-Bound Student-Athlete is available in the Career Center and Athletic Director’s office and on-line at [http://www.ncaa.org/wps/ncaa?ContentID=3D=9=20](http://www.ncaa.org/wps/ncaa?ContentID=3D=9=20) to help the student and family understand these rules.
**Game Plans**
Season tickets to home varsity sporting events are sold throughout the school year. Five and ten-game plans for adults and families can be purchased through the Penncrest High School Athletic Office. These can also be purchased prior to any home varsity-sporting event.

**Attendance**

**DEFINITIONS:**

**Absence**- Absence is the nonattendance of a student on those days and half days when school is in session.

**Citation**- a non traffic citation or private criminal complaint.

**Compulsory school age**- means the period of a student’s life from the time the student’s person in parental relation elects to have the student enter school, which will be no later than eight (8) years of age until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, compulsory school age will mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

**Cumulative Absence**- Absences verified by a parent note and all unlawful or unexcused absences.

**Excused Absence**- the absence of a student for any one of the following reasons: illness, obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts, quarantine, recovery from an accident, required court attendance, death in immediate family or near relative, family educational travel or other educational tours or trips with prior written approval from the building administration, participation in a project sponsored by 4-H and/or FFA group upon prior written request, participation in a musical performance in conjunction with a national veterans organization or incorporated unit (as defined by law) for an event or funeral, religious holidays observed by a bona fide religious group, religious instruction up to 36 hours per school year, as per the Pennsylvania School Code Title 22, Chapter 11, § 11.21, college or postsecondary institution visit, or other urgent reasons that may reasonably cause a student’s absence, as well as circumstances related to homelessness and foster care.

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

**Immediate family**- father, mother, brother, sister, son, daughter or near relative who resides in the same household

**Lateness**- The student arrives later than the starting time of the scheduled instruction or supervised activity.

**Near relative**- first cousin, grandfather, grandmother, aunt, uncle, niece, nephew
**Noncumulative absence**- Absences due to illness verified by documentation from a medical professional, death of an immediate family member, required court appearances, religious holidays, college visits, suspensions, pre-approved educational travel or trips or extreme emergencies as determined by school administration.

**Offense**- each citation filed with a magisterial district judge for a violation of the requirement for compulsory school attendance, regardless of the number of unexcused absences alleged in the citation.

**Person in parental relation**-  
1. A custodial biological or adoptive parent.  
2. A noncustodial biological or adoptive parent.  
3. A guardian of the person of a student.  
4. A person with whom a student lives and who is acting in a parental role of a student.  
The term does not include county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa. C.S. §6302 (relating to definitions).

**School attendance improvement conference (SAIC)**- a conference where the student’s absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. This conference must be held prior to a district initiating truancy proceedings against a student a person in parental relation.

**School attendance improvement plan (SAIP)**- the form created by the PA Department of Education (PDE), or a similar form, to document the outcome and next steps of the school attendance improvement conference.

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

**School day**- the length of time that a student subject to compulsory school attendance is expected to be receiving instruction during a calendar day, as determined by the Board.

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

**Unexcused absence**- an absence from school which is not permitted by state law or Board policy and for which an approved explanation has not been submitted within the time period and in the matter prescribed by the Board. An out-of-school suspension will not be considered an unexcused absence.  
These absences are recorded as unlawful for a student of compulsory school age (student under 18 years old effective the 2020-2021 school year).

**Unexcused Lateness**- Lateness resulting from parental neglect, illegal employment, missing the bus, oversleeping, truancy, or any other reason not covered in the list of excused absences above.  
Accumulation of which may result in a notice of unexcused absences.
Unlawful Absences - Unexcused absence for a student of compulsory school age (student under 18 years old effective the 2020-2021 school year)

PROCEDURES

I. Attendance – All students of compulsory school age who either:
   1. Reside in the district and are enrolled in district schools,
   2. Qualify for attendance in the district but are not currently enrolled in any school,
   3. Attend district schools on a tuition basis,
   4. Attend district schools due to homeless or foster care status, are required to comply with the adopted Board policy governing attendance.

Designated staff in each school will be responsible for monitoring and maintaining records of each student’s attendance.

The district will employ and designate at least one (1) staff member to serve as an attendance officer or home and school visitor, to enforce compulsory attendance requirements.

The attendance officer or home and school visitor has full police powers without warrant and my arrest or apprehend any student who fails to attend school in violation of compulsory attendance requirements. A school police officer also has the same arrest powers. Personnel with the title of school resource officer or security officer are not empowered to arrest students who violate compulsory attendance laws.

II. Students Enrolled in Virtual Program

All school attendance policies and procedures are in effect for students enrolled in the virtual program. Students must attend all classes and sessions as scheduled in order to be considered “present” for school attendance. If portions of the day are missed, the time missed will be accumulated into a day of absence (excused or unexcused). If a student is of compulsory school age, an accumulation of unexcused missed class time could result in a notice of unlawful absence. This is determined by converting the number of minutes into a percentage or part of the school day missed (i.e. 25% or ¼, number of minutes absent from class/total number of minutes in a school day.)

III. Excused Absences

● A half-day of absence will be recorded for students who arrive to school after 11:00 am at the high school.
● Students are required to complete at least a half-day of school (in by 11:00 am) in order to participate in sports, musical programs or other school-sponsored activities. If a student is absent from school, he/she is not permitted on the school grounds that day for athletic or activity practices or games without a building administrator’s approval.
● Parents of Penncrest High School students must call the appropriate attendance office on the morning of the student’s absence to notify the school that the student will not be in attendance. These numbers are located in the front of the student handbook. Please note that an automated phone call will be made from PHS to parents of students who have been marked absent in homeroom regardless of the phone call made to the school.
● Upon the student’s return to school, a note or absence card must be sent to school outlining the
reason for the absence.

○ All absences will be treated as unexcused until the school district receives a written excuse explaining the reason(s) for an absence. **Parents/guardians should provide the written explanation within three (3) days.**

○ If a parent fails to provide a written excuse within three (3) days of the absence, the absence will be counted as unexcused. The records maintained by the Rose Tree Media School District are the official attendance record. Notes with a parent signature may be submitted via Penncrest's website, email, fax or handwritten and dropped off in the appropriate school office. Emails must have a parent signature (not a computer generated signature).

○ In the case of an absence of **five (5) or more consecutive days**, the child must return the absence card or note accompanied with a note from a licensed health care provider within three (3) school days. The note must be given to the appropriate grade level office.

○ In the case of **chronic irregular absences**, ten (10) days cumulative absences, a medical excuse from a licensed health care provider will be required in place of a parental note. This will be in effect for the remainder of the school year.

○ The grade level assistant principal will inform the Home and School Visitor, who will notify the parent or guardian in writing of the change in absence excuse procedure and why this measure is necessary. Once this process is in place, any future absence that is not excused by a licensed health care provider will be considered unexcused and then be addressed by way of the first and second offense process.

○ Absences due to religious holidays, college visits, suspension, or court appearances are considered non-cumulative absences and do not count toward the ten (10) day total. Absences with a note from a medical professional are also non-cumulative.

**Early Dismissals**

It is expected that all efforts be made to schedule appointments during non-school hours. However, it is also understood that events occur for which we are unable to prepare. If an early dismissal is needed, please follow the protocol below.

○ Requests must be made in written form from a parent and the note should contain the parent’s phone number, time of dismissal, and the reason for the dismissal.

○ Call-in requests should be reserved for emergency situations.

○ Dismissals from school will be classified as excused or unexcused based on the same criteria used to classify absences.

○ Students are expected to return to school from an official professional appointment with documentation from the office they visited. Failure to submit official documentation will result in unexcused absences for the classes missed.

**Absence for Religious Holidays**

○ A student in the Rose Tree Media School District who is absent for an observation of a religious holiday shall be recorded as an “excused” absence. No penalty shall be applied, and the student shall be provided the opportunity to make up all work missed. Parent written verification for the absence is required. In the event there is a question regarding the nature of the religious holiday, the matter is to be referred to the Office of Student Services.
Pre-Planned Absences with Prior Approval (Family Trips and Educational Travel)

See Appendix A

- Family trips during school days are considered as unexcused absences unless an a
  Pre-planned Absence Request Form is completed and pre-approved by a building
  administrator. Forms are available on the Penncrest website.
- Written requests must be submitted to the grade level principal or designee at
  least 5 days prior to a planned tour or trip that will result in your child’s
  absence from school.
- Students are responsible for making up work missed due to such trips upon their return to
  school.
- No family trips or educational tours will be approved during standardized testing
  windows (PSATs, Keystone tests, AP tests).

IV. Unexcused and Unlawful Absences

The state procedures indicate that the mere fact that a parent has sent a written explanation to the
school does not necessarily mean that the absence is excused. Such reasons for absence as
visiting, away from home, had to go to the store, childcare, overslept or car trouble, are not
considered excused.

- Parents will be notified in writing after each unlawful absence. The first two unlawful
  absence letters will inform the parent(s) of the unlawful absence status, available assistance
  and the consequences for future unlawful absences.
- When a student of compulsory age has three (3) days or the equivalent of unexcused
  absence, the Official Notice of Child’s Unlawful Absence letter is sent to the
  parents/guardians via certified mail and return receipt requested by the home and school
  visitor explaining that their child has exhausted the number of days of unlawful absences
  that the Public School Code permits.
- The school will coordinate a school/family conference to discuss the cause of the child’s
  truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP)
  to resolve truant behavior. At the end of the conference, all parties should sign the SAIP.
- When a school attendance improvement plan is in place and the student is subsequently
  unlawfully absent at any point within the school year, thus amounting to six (6) or more
  unexcused absences, the designated district staff will send to the person in parental relation,
  by certified mail and via any additional mode of communication previously successful with
  personal in parental relation, an official notice to inform the person in parental relation that
  the school attendance improvement plan has been violated and formal truancy proceedings
  will be initiated.
- At any time when:
  1. A school attendance improvement plan has been violated,
  2. Notice has been sent to the person in parental relation that formal action will be initiated,
     and
  3. The student is habitually truant,
     the designated district staff will initiate truancy proceedings.

A. Penalties for Violations

When referring a habitually truant student of any age to the county children and youth agency or
filing a citation, the school must provide verification that the SAIC was held, generally by
submitting the school attendance improvement plan.
Habitually truant students under fifteen (15) years of age –

1. The designated district staff will refer the student to either:
   a. A school-based or community-based attendance improvement program, or
   b. The county children and youth agency for:
      1. Services, or
      2. Possible disposition as a dependent child.

2. The designated district staff may, but are not required to, file a truancy citation against the person in parental relation to the student who resides in the same household as the student.

Habitually truant students fifteen (15) years of age and older –

1. The designated district staff will either:
   a. Refer the student to a school-based or community-based attendance improvement program, or
   b. File a citation against the student or person in parental relation to the student who resides in the same household as the student.

2. If a student fifteen (15) years of age or older continues to accrue additional absences after a school refers the student to a school-based or community-based attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the student to the county children and youth agency for possible disposition as a dependent child.

B. Citations and Proceedings

The designated district staff will file a truancy citation with the magisterial district judge where the student attends school. If the student’s school is outside of the district boundaries, then the citation will be filed where the student resides.

When a citation is filed against a student or person in parental relation to the student who resides in the same household as the student, the magisterial district judge will provide notice of the hearing to the school, person in parental relation, the student, and the county children and youth agency.

At the hearing, the school district must prove beyond a reasonable doubt that the student was subject to the compulsory attendance laws and was, without legal justification, habitually truant. The person in parental relation may demonstrate, by a preponderance of the evidence, that they took every reasonable step to ensure the attendance of the student at school.

Before entering a sentence, the magisterial district judge will permit the school district, the person in parental relation to the student, or the student to present relevant information, such as the student’s attendance since the citation was filed, to assist the judge in making an informed decision regarding an appropriate sentence.

A person convicted of a violation of the compulsory attendance laws may be sentenced to pay a fine for the benefit of the school, sentenced to perform community service, or required to complete an appropriate course or program designed to improve school attendance.
If within a three-year period a student or person in parental relation is convicted of a second or subsequent offense, the court must refer the student to the county children and youth agency for services or possible disposition as a dependent child under the Juvenile Act.

The designated district staff will not file a citation against a student or person in parental relation for a subsequent violation of compulsory school attendance if:

1. A proceeding is already pending against the student or person in parental relation and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the student or person in parental relation to appear before the court and the warrant has not yet been served.
2. A referral for services has been made to the county children and youth agency under this subdivision, the agency has not closed the case, and the educational entity has not consulted with the county children and youth agency prior to filing the petition.
3. A petition has been filed alleging that the student is dependent due to being habitually truant, relative to juvenile matters, and the case remains under the jurisdiction of the juvenile court.

C. **Fines**

For the first offense, the fine may not exceed $300, together with court costs.

For the second offense, a person in parental relation may not be fined more than $500, together with court costs.

For a third and any subsequent offense, a person in parental relation may not be fined more than $750, together with court costs.

D. **Failure to Comply with Penalties**

If a person in parental relation fails to comply with the penalties imposed, that person may be sentenced to jail for up to three (3) days if the court determines that the person in parental relation had reasonable ability to comply with the penalty and that noncompliance was willful.

If a student fails to satisfy the penalties imposed:

1. Such act will not be considered delinquent but may result in a dependency determination under the Juvenile Act.
2. The magisterial district judge may send the record of conviction to the Pennsylvania Department of Transportation.
   a. If the Department of Transportation receives such a record, it is required to take action against the student’s operating privileges. The Department will suspend for ninety (90) days the operating privilege of any student upon receiving a certified record that the student was convicted of violating the compulsory attendance requirements. If the Department receives a second or subsequent conviction for a student’s violation, the Department will suspend the student’s operating privilege for six (6) months.
b. Any student whose record is received by the Department and who does not have a driver’s license will be ineligible to apply for a driver’s license for the time periods specified above. If the student is under sixteen (16) years of age when convicted, suspension of operating privileges will commence for the time specified above.

Nothing in this section will be construed to apply to a person in parental relation whose child or children are in a home education program.

V. Related Attendance Issues

● Class Cut
  ○ Class attendance is mandatory. If a student cuts a class, the student will receive a “0” for all work completed or due at the time of the cut and be given a Saturday School Assignment. Any additional class cuts will result in suspensions.

● Excusal from class
  ○ Another teacher may not excuse students from a class without prior approval from both teachers involved.

● Excessive Classroom Absences
  ○ If a student is unexcused absent from 10 classes in a particular subject area in a marking period, the student may be withdrawn from the class and expected to make up the class at night or summer school. The transcript would indicate "Withdrawal Fail" for the course. Teachers should communicate with a student's family and administration after the 5th and 9th unexcused absence from class.

Late Arrivals

DEFINITIONS:

Late: Arrival to school after 7:30 a.m. Each student will have two un-penalized unexcused late arrivals per marking period.

Noncumulative late: Arrival to school after 7:30 a.m. due to illness with documentation provided by from a medical professional or parent, required court appearances, religious holidays or extreme emergencies as determined by the school administration. Late arrivals of this type will not count against the two un-penalized late arrivals for the marking period.

Excused late: Arrival to school after 7:30 a.m. with a note from a parent/guardian. Late arrivals of this type will not be counted against penalized late arrivals and allows the student to make-up any academic work that is missed.

Lateness Intervention Program: A unique intervention program designed to remediate chronic lateness to school and to class. Some strategies include interviews, parent conferences, behavioral contracts and community counseling.
PROCEDURES:

- If a student arrives after 7:30, he/she must report to and sign in at the student entrance, located at the band entrance near the lion statue, off of the main parking lot.
- Failure to report as required will result in a Saturday Detention. Students arriving without a valid written excuse will be considered cutting class and receive the commensurate disciplinary response.
- If a student is late due to the delayed arrival of a school bus, the lateness is excused.
- An accumulation of unexcused late arrivals could result in a notice of unlawful absence if a student is of compulsory school age. This is determined by converting the number of minutes late into a percentage or part of the school day missed (i.e. 25% or ¼, number of minutes late/total number of minutes in a school day.)
- Excessive lateness to school may also result in disciplinary action, including the possibility of suspension from school.

Remediation

Late arrivals are accrued for each marking period individually and not carried over to the next marking period. Students begin each marking period with 0 late arrivals.

- **First and second late arrivals**: Verbal warnings with valid, written excuse.
- **Third and fourth late arrivals**: After school detention for each occurrence.
- **Fifth and sixth late arrivals**: Saturday School Assignments for each occurrence with possible co-curricular sanctions. Students with parking permits will have a 5- day suspension of parking privileges for each occurrence.
- **Seventh late arrival**: 1-day out-of-school suspension, mandatory parent conference.
- **Eighth late arrival**: 1 day of out-of-school suspension and a required parent conference before readmission to classes. Thereafter, each late arrival will result in a day of out-of-school suspension.

Late Arrival to Class

- **First late arrival**: The teacher will confer with the student.
- **Second lateness**: The teacher will assign an after school detention and the parent will be notified.
- **Third lateness**: The teacher will submit a referral to the grade level principal that will assign a school detention and contact parents/guardians.

Guidance

College Night

Presentations offered by college representatives for interested students and parents, to provide information regarding post-high school education opportunities. Dates to be announced.

College Visitation

Prospective college students who are planning to visit a college campus should secure Penncrest’s College Visitation Trip Request Form, from the Guidance or Grade Level Office. The instructions on this form explain how a student can request excused absence and also include helpful tips to make the visit productive. **FORM MUST BE SUBMITTED TO THE GRADE LEVEL OFFICE AT LEAST 1-DAY IN ADVANCE OF ABSENCE.**
Counseling Services
Counseling services are provided at Penncrest on a grade-level basis.

The counselors are:

Mrs. Eaton: (A to Z Grade 9) 610-627-6207
Mr. Harple: (Grades 10-12, A-B) 610-627-6208
Mrs. Rice Spring: (Grades 10-12, D-K) 610-627-6211
Ms. Kerr: (Grades 10-12, Ca-Ck; L to Q) 610-627-6388
Mrs. Douglass-Garrett: (Grades 10-12, Cl-Cz; R to Z) 610-627-6209

Counseling is an attempt to personalize Penncrest for our students. Parents who have special concerns about their child’s progress are encouraged to contact the counselor. Counselors assist students in a variety of ways, some of which are indicated below:

● By providing confidential support for students to work through social and emotional concerns or other difficult situations related to their school life. Counselors encourage students to examine and identify their problems and to develop responsible strategies for problem solving.
● By discussing students’ educational concerns. Counselors can advise students in these matters, helping them to recognize their capabilities, understand their needs, develop positive attitudes, and focus on academic planning.
● By serving as a resource for information on graduation requirements, course selection, college options, career alternatives, etc. Counselors will provide guidance to foster students’ self-awareness, to enhance students’ decision-making skills and to assist students in assessing a range of opportunities.

To schedule an appointment, students should:

● Sign the counselor’s appointment book located in the Guidance Office. It is suggested that appointments be scheduled during a study hall if possible.
● Request an Appointment Pass from the Guidance secretary.
● Present the pass to the teacher, at the time and date of appointment. The teacher will sign and return the pass.
● Go directly to the appointment and give the pass to the Guidance secretary.
● Retrieve the pass from the secretary at the end of the appointment. Unless there is a serious emergency, no student should sit in the counseling office or see a counselor without a signed pass from a classroom teacher.
● Students are often referred to a counselor by principals, teachers, or parents. However, self-referrals - students who voluntarily seek the services of a counselor - are encouraged.

Financial Aid Nights
A program for juniors and seniors (and other interested students) and their parents where guest financial aid experts provide fundamental information on how to apply for financial help and grants and loans for college.

Homebound Instruction Request - A student who cannot attend school for reasons of physical or mental health may receive up to 5 hours per week of homebound instruction in core academic subjects (English/Language Arts, Mathematics, Science, Social Studies/History) if the period of time between the
onset of the illness and their ability to return to school extends beyond 10 consecutive days. If the period of absence is 10 days or less, the student’s parent(s)/guardian should contact the student’s elementary teacher or secondary guidance counselor in order to obtain materials and assignments. The reasons for allowing a student to receive homebound instruction in lieu of being physically present at school are defined by regulation as mental, physical, or other urgent reasons. However, the term "urgent reasons" shall be strictly construed and shall not permit irregular attendance. Homebound instruction is provided as a temporary excusal and cannot exceed three (3) months unless approved by the District and the Pennsylvania Department of Education. If an extension is not granted by either the school district or PDE, the student must return to school.

1) Requests for homebound instruction must be submitted in writing and appropriate documentation must be provided along with the request. Parents may request the appropriate form and instructions from their child’s guidance counselor.

2) Since the goal is to rehabilitate a student so that they can return to school, documentation of an illness/disorder must be submitted by an appropriately licensed professional for a specific type of excusal. For example, if a student suffers emotional/mental illness, the District requires that medical information be submitted to substantiate homebound instruction be prepared by a psychologist or psychiatrist. The District will evaluate the request for homebound instruction, review documentation, and determine if the request will be approved.

3) Documentation must indicate that the student is involved in ongoing treatment by an appropriately licensed professional to provide treatment in the area of the illness/disorder for which excusal is being sought. Frequent updates on the student’s progress, from an appropriately licensed professional, are a condition of continued excusal.

4) Documentation from the treating physician/licensed professional must include the nature of the illness, the way the illness interferes with school attendance, the treatment steps that will be undertaken to resolve the illness/disorder so that regular school attendance can be achieved, and the anticipated date the student will return to school. Open-ended requests for excusal will not be approved by the District.

5) Excusals that result in absence from school for a significant period of time may impact the student’s ability to acquire academic credit at the same pace as students with regular attendance. Individuals with extensive absences will be given the opportunity to repeat a course or engage in credit recovery alternatives based on the recommendations and approval of the building principal, guidance counselor, and/or Director of Pupil Services.

Homebound instruction for students with disabilities may be granted in the same manner as for students without disabilities. However, if the temporary condition that precipitated the excusal from attendance results in a change in the student’s placement, need for special education services, or specially-designed instruction, the student’s special education case manager or 504 coordinator will schedule a conference with the student’s parent(s)/guardian. A meeting to review the student’s IEP/504 plan is mandatory if the homebound instruction is to exceed one month, unless otherwise agreed upon by the building principal.

Identification for Exceptional Students
As required under the Individuals with Disabilities Education Act (IDEA), the district provides special education services for students who are found eligible and in need of these services. If you believe that your child may be eligible for special education services, please contact your child’s guidance counselor or school psychologist. Parents may request that their child be evaluated to determine if they have a disability by sending a written request to the building principal.

Students who are evaluated and found to be eligible and in need of special education services may
receive specially-designed instruction and accommodations through an Individualized Education Program (IEP). Concerns about your child's learning should be discussed with the classroom teacher, building principal, or school psychologist.

**Student Records**
Regulations of the State Board of Education on Pupil Records, the Family Educational Rights and Privacy Act of 1974, the Confidentiality Standards for Special Education, and Rose Tree Media School Board Policy call for certain academic records to be maintained for one hundred years after a student’s high school graduation. To facilitate storage, most records are scanned and saved to disk for retention. This transcription usually occurs two years after the date of graduation. Unless otherwise notified within one year of a student’s graduation, the Rose Tree Media School District will assume that the parents and eligible students approve of this destruction of records (e.g. cumulative folder and contents which are no longer relevant to or necessary for the provision of educational services).

**Transcript Policy**
- Students may request an “unofficial transcript” for their personal use; e.g. to take to college interview.
-Student’s Health Records - The original health records can be obtained from the school nurse after graduation and until two years later when they are destroyed.

**Tutorial Services**
Both the NHS and MAT (Mu Alpha Theta, a national mathematics honor society) provide tutorial services for students during 9th period on Tuesdays, Wednesdays and Thursdays from 2:30 p.m. to 4:00 p.m. Students wishing to avail themselves of these services should see their guidance counselor.

**Testing**
Penncrest High School administers or is a Test Center for the following standardized tests that help students evaluate their scholastic achievement and aptitude. Penncrest High School Code Number is 392287 for all national testing.

- **ACT (11th and 12th Grade)**
- **PSAT/NMSQT (10th & 11th Grade)**
  Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test This test will be administered to all 10th and 11th grade students during the school day.
- **SAT (11th & 12th Grade)**
  Scholastic Aptitude Test (College Boards). A college admissions exam offered on three dates during the school year at Penncrest High School. Refer to the PHS calendar on the PHS Website for dates.

Penncrest Test Center Number for College Boards is 39-416. Special testing dates can be arranged for handicapped students.

- **Subject Tests (College Boards - SAT II)**
  College Placement Exams offered in October, December and June on the same dates as SAT. Recommended for 12th graders as needed.

- **Advanced Placement Exams (A.P.)**
  For exemption from college courses. Recommended for students taking advanced placement courses. Please refer to the PHS website for a schedule of testing dates.
Keystone Exams
State assessments for specific content areas are administered to students who are enrolled in the courses for the exams. Please refer to the PHS website for a schedule of testing dates and times.

Withdrawal from Penncrest
If your family moves from the Rose Tree Media School District or for some other reason you wish to withdrawal from Penncrest High School, you should take the following steps: Discuss with your counselor, then:

1. Secure a form from your counselor when you are leaving and give the name and address of your new home or school within the area to which you are transferring. Parent signature required on this form.

2. When the above form is completed, secure from the guidance office a yellow withdrawal form to be signed by your teachers indicating that you have accounted for all books, locks or other obligations.

3. Return the signed withdrawal form to your grade level office. All obligations must be met before a transcript will be forwarded to another school or before employment papers, references, or any other types of papers will be issued. Parents of Special Education students should also contact the School Psychologist to release psychological testing for the new school.

4. At the completion of the above steps you will be given a transfer form to take to your new school from the guidance department.

Working Papers
The Child Labor Law requires that you obtain an employment certificate before you begin full-time or part-time work. This is true until you are 18 years of age or a high school graduate. You must be at least 16 years old and have a job in order to secure a general employment certificate for full-time work. You must be at least 14 years old in order to secure a part-time or vacation certificate for work done after school or during vacation - including summer vacation time.

If you live in the Rose Tree Media School District and plan to work in Pennsylvania, apply at the Main Office. Hours are 7:30-2:30 daily and 7:30 a.m. to 2:30 p.m. Monday thru Thursday during the summer.

Bring a proof of age such as a birth certificate, baptismal certificate or passport.

If you are 16 years old, upon completion of the necessary form, your employment certificate will then be given to you to be used until you are 18 years of age. This is a Transferable Work Permit for full or part-time work you will complete a white application form. At age 14 or 15 you are limited to 18 hours per week (part-time), except during summer vacation time when 40 hours per week is the limit. At this age you are prohibited from working before 7:00 a.m. or after 7:00 p.m.

At age 16 or 17, when school is in session, you are permitted to work 28 hours per school week, Monday through Friday, plus eight additional hours on Saturday and eight additional hours on Sunday. You may not work more than eight hours per day or work after 12:00 p.m. During vacation, you may work up to 44 hours per week.

Warning: Part-time employment during the school year may have an impact on a student’s achievement and co-curricular participation. Recent research suggests that student employment in excess of 15 hours per week during the school year may adversely affect high school students’
academic performance and investment in school, especially among students who begin working when they are sophomores and juniors.

**Student Discipline**

**Code of Conduct**
A set of General Principles Guiding Student Behavior in the Rose Tree Media School District:

1. Respect yourself and others.
2. Speak kindly and avoid physical violence.
3. Respect personal and school property.
4. Strive to understand and respect differences among each other.
5. Conduct yourself in a safe and orderly manner.
6. Comply with all School Board policies, local, state, and federal laws.
7. Take responsibility for your education.
8. Avoid disruptive dress and behavior.
9. Be honest and kind in your actions and words.

**Academic Integrity at Pennerest High School**
Penncrest is continuing to emphasize the importance of respect. Respect has to do with understanding and appreciating the differences among people, as well as acting with integrity within the school and community. To help students and parents understand the school’s expectations for integrity in academic life, the Pennerest faculty has produced the following set of principles and examples of violations. We hope you will find them helpful.

**Principles of Academic Integrity**
Penncrest High School is a community of learners dedicated to the pursuit of knowledge. Essential to this pursuit is the belief that authentic learning is a process marked by integrity, honesty, and collegiality.

**The Pennerest community identifies an academically honorable student as one whom:**
- produces original work for each exercise, each assignment, and each course.
- conscientiously identifies sources.
- facilitates an atmosphere of support for academic integrity.

**The honorable student:**
- completes homework assignments independently according to the instructor’s guidelines
- submits work once
- provides an accurate report of research
- properly cites borrowed sources, ideas, and information
- places borrowed words in quotation marks
- reports breaches of integrity (test security, individual or group behavior, etc.)
- consults with the instructor to clarify questions of academic integrity
- accepts personal responsibility for all aspects essential to completing a given assignment
Violations of Academic Integrity*: The following is a list of the various types of violations of academic integrity that most commonly occur. Violations are “those activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student’s performance.”

Students should be aware that they are NOT to engage in any of these practices:

Cheating: These violations are pretty obvious. Using a cheat-sheet, unauthorized use of an electronic device, copying answers from another student, or changing answers on an exam, are all forms of cheating.

Plagiarism: Taking credit for the work (research, words, or ideas) of others constitutes plagiarism. This includes copying a classmate’s or brother’s paper, as much as copying from a published source. Even using someone’s ideas without citation is a violation. In other words, if someone at your lunch table has a great analysis of the book you’re reading for English class, you shouldn’t use her ideas in your paper.

Fabrication: Handing in a lab report with falsified results, citing a book that you didn’t really read, making up statistics that “conveniently” support your thesis—all bad! Padding a bibliography may seem trivial, but it’s another example of academic fraud—bottom line remains, don’t do it.

Multiple Submission: This means turning in a paper more than once. You shouldn’t turn in an English paper from 10th grade to your 11th grade Humanities teacher. If you intend to do this, you must receive permission first. It may be worth asking, but chances are you’ll be asked to write another essay.

Misrepresentation of Academic Records: Altering grades (on a computer, in a teacher’s roll book, or on a paper report card or transcript) is incredibly dishonest. So is claiming to have participated in a particular sport or activity on your college application if you didn’t do so. It just isn’t worth it: no future school or employer will want someone who is known to engage in this sort of record tampering.

Facilitating Academic Dishonesty: This means don’t help your friends to cheat. Allowing someone to copy off of your test or homework assignment is cheating. If they get caught, you’re both going to get punished. “Friends don’t let friends copy homework."

Unfair Advantage: This category of malfeasance includes: obtaining a copy of an exam before it’s given; obtaining information about what is included on an exam before it has been given to your particular class, or to you; sabotaging another student’s work; and obtaining extra time for a paper or exam with a fictional excuse. Refrain from any of these ideas, please.

* These terms and definitions are largely taken from the University of Pennsylvania’s “Guide to Academic Integrity,” produced by Penn’s University Honor Council. We gratefully acknowledge our debt to Penn for this list.


**Dress Code**

Standards for attire in school prepare students for the same standards in the workplace. All students are expected to dress in a manner that reflects pride in self, in family, and in school. Further, students’ dress and grooming are primarily the responsibility of students and their parents. Parents and school authorities have an obligation to counsel students about dress and grooming and to adopt practices that will be conducive to establishing a favorable atmosphere for learning free from distractions, considering the health and safety of students, and modeling the standards of the workplace.

**Standards for Dress and Grooming**

1. Students should dress in such a way as to not present a risk to themselves or others. For this reason, protective eyewear must be worn in laboratory classes and footwear must be worn at all times. Spiked jewelry, apparel or accessories are prohibited. No headwear, or sunglasses may be worn indoors without prior administrative approval.

2. Students should dress in such a way as to not distract from teaching or learning.

**Shirts/Tops**

Examples of inappropriate dress that are prohibited include, but are not limited to:

- Low-cut or revealing tops
- Bare midriff or bare shoulder attire such as halter, spaghetti strap, tank or tube tops, muscle shirts, mesh and see-through tops
- Sleepwear/Pajamas

**Pants/Shorts/Skirts**

Examples of inappropriate dress which are prohibited include, but are not limited to:

- Pants and shorts worn lower than the hip resulting in exposure of undergarments or inappropriate exposure of the body.
  - **Excessively short skirts, or shorts.** All shorts, skirts, and slits in skirts must touch the bottom of the fingertips when the arms are resting at the sides.
- Cut-offs and clothing with holes that result in exposure of undergarments or inappropriate exposure of the body.
- Sleepwear/Pajamas/Lounge Pants

3. Students should dress in such a way as to not offend or intimidate. Examples of prohibited attire include but are not limited to:

- T-shirts with inflammatory symbols or statements or clothing bearing words or images that may be offensive.

4. Students should not dress in a manner that advocates illegal or anti-social behavior. Examples of prohibited items include, but are not limited to clothing, patches, buttons, pins, jewelry, and backpacks that:

- Have sexually suggestive writing/pictures
- Advocate violence
- Advertise or promote the use of tobacco, alcohol, drugs
- Have double meaning wording or obscene language/gestures
- Are disrespectful
- Satanic in nature
The aforementioned examples are not all inclusive. The administration and school district reserve the right to deem other forms of attire or items unsafe or inappropriate, as may be necessary.

**Dress Code Implementation**

Students found to be in violation of the policy will be sent to their appropriate grade level office and asked to change into appropriate clothing. Parents or guardians will be called. If the student is unable to change parents/guardians will be asked to bring appropriate clothing to school. The student will not return to class until the appropriate clothing is worn. In addition to changing clothes, the following disciplinary steps will be taken:

1. **1st offense-** Change of attire/ Warning
2. **2nd offense-** Change of attire/ After-School Detention
3. **3rd offense-** Change of attire/ Saturday School Assignment
4. **4th offense-** Change of attire/ Out-of-School Suspension

1. The administration will serve as the arbiter of the appropriateness of student dress.
2. Appeals must be presented in writing to the Principal or his designee.
3. The administration reserves the right to establish and enforce dress requirements for special occasions.

**Personal Electronic Mobile Devices**

It is important to recognize the significance of personal electronic mobile devices in society, work, and school. Mobile devices have the potential to contribute to the educational experience, while, at the same time, their use poses a risk for personal distraction, class disruptions, and issues of academic integrity. The effective and appropriate student management of these devices is paramount not only to the smooth operation of the high school, but also to the successful transition to the world outside of high school. To that end, students should adhere to the following expectations for the use of personal electronic mobile devices at Penncrest High School. In addition, students should review and follow the expectations as described in School Board Policy 815, Acceptable Use of Internet, Computers and Network Resources.

**Classroom:**
- The use of personal electronic devices in the classroom is at the discretion of the classroom teacher.
- The use of the devices in the classroom should be for academic purposes only.
- Students who fail to follow teacher expectations risk confiscation of the device for the class period and/or a discipline referral.
- Excessive violations may result in additional disciplinary action by the grade level administrator.

**Hallway:**
- Due to potential safety issues, the use of personal electronic devices in the hallways during class transitions is strongly discouraged.

**Cafeteria:**
- Students are permitted to use personal electronic devices in the cafeteria during their lunch periods.

**Locker Rooms:**
- Due to the video/camera capabilities, the use of personal electronic devices is strictly prohibited in locker rooms.

**Emergency Drills and/or True Emergencies:**
- Students are not permitted to use personal electronic devices during these events.

**Fighting** A fight is defined by any physical contact between students that may or may not result in injury. Refer to student discipline Code.

1st Offense: Administrative mediation with students. Minimal 3-day out of school suspension, contact State Police.

2nd Offense: Administrative mediation with students. Minimal 5-day out of school suspension, contact State Police, consideration for recommendation for a pre-expulsion hearing with the Superintendent.

3rd Offense: Administrative mediation with students, 10-day out of school suspension, contact State Police, recommendation for a pre-expulsion hearing with the Superintendent.

**Theft** Refer to student discipline Code.

The following procedures will occur if a student is found in the possession of item(s) that have been reported stolen or a theft has been verified:

- Administrative investigation
- State Police may be contacted
- Minimal 3-day out of school suspension
- Restitution of the item or the cost of the item

- **Cafeteria Theft:**
  - Food and beverages should not be taken out of the cafeteria nor should any items be eaten outside the cafeteria. *All items must be paid for prior to leaving the food court area. Failure to do so will be considered retail theft and will result in restitution and possible out of school suspension.*

**Weapons** Refer to Board Policy 218.1

Students found in possession of a defined weapon will be subject to the following disciplinary procedure:

- A minimum 10-day out of school suspension
- School administrators will contact the State Police
- Recommendation to the Superintendent for a pre-expulsion hearing

**Drug Awareness**

Refer to School Board Policy 227
Attachment to School Board Policy 227

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community.

It is district policy, through counseling, teaching, extracurricular activities, and the use of community resources, to prevent and/or intervene in the use of drugs and alcohol by our students. It is intended that a strong and consistent student, faculty, and administrative effort will serve to educate and rehabilitate, as well as to deter chemical abuse and dependency.

**Co-Curricular Activities** - Those activities that are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall ordinarily be marked by student participation of the initiation, planning, organizing, and execution and shall be available to all students who
voluntarily elect to participate, except that where eligibility requirements are necessary or desirable, the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable. For the purpose of this policy, Band, Chorus, and Orchestra are treated as co-curricular activities, and the teachers of these courses will provide alternate assignments for any performances from which students are excluded subsequent to the enforcement of our drug and alcohol policy.

**Cooperative Behavior** - The willingness of a student to work with staff and school personnel in a reasonable and helpful manner.

**Confidential Communication** - Communication between students and counselors, students and the nurse, students and the school psychologist, and students and the core team which shall be deemed private and protected by law unless the student consents to the disclosure of information.

**Core Counselor** - Professional person hired or contacted to work with students and staff on issues of drug and/or crisis counseling.

**Core Team** - An interdisciplinary group of school personnel who are specially trained to identify, intervene and refer students who are having school problems due to involvement with drugs and/or are demonstrating other associated problem behaviors.

**Distribute** - To sell, deliver, pass, share or give any drug as defined by this policy, from one person to another or to aid in the attempt.

**Drug** - Shall include any alcohol or malt beverage; any controlled substance, chemical, or medication for which a prescription is required; any illegal, abused substance or look-alike which is intended to alter mood. Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, hashish, cocaine, crack, glue, anabolic steroid, and any capsules or pills not registered with the school nurse and given in accordance with policy. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

**Look-Alike Drug** - A substance purposefully made to appear to be a drug.

**Mimic** - To copy, imitate closely, resemble closely.

**Paraphernalia** - All equipment, products and materials of any kind that are used or designed for use in growing, manufacturing, converting, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a drug defined by this policy.

**Possession** - To hold or have on one’s person, with or without attempt to distribute, any drug determined to be illegal by this policy.

**Probable Cause** - A legal term used to describe the amount of evidence necessary for the police to conduct a search and seizure.

**Reasonable Suspicion** - A standard of evidence less than “probable cause” necessary for a school to initiate an in-house investigation.
School-Related Activity - All events, trips, programs, projects, etc., whether on or off school property, sponsored, supervised, or financed by the school or school district.

Searches - School officials have the right to conduct searches and have broader latitude than law enforcement officials. A search may be conducted to protect the health, welfare and safety of the students and the educational process.

A clear situation in which a school official may conduct a search is the school official’s right to search a student’s locker. Lockers are the property of the school and the school has an obligation to ensure that they are used properly.

STAR - Student Teacher Assistance and Referral – Title of Springton Lake Middle School’s and Penncrest High School’s core team.

Uncooperative Behavior - Any resistance or refusal, either verbal, physical or passive, on the part of a student to comply with a reasonable request or recommendation of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative student behavior.

Use - To ingest, inject, smoke or otherwise cause a drug to reach the bloodstream or digestive tract. The Board prohibits the use, possession, or distribution of any drug on school property, or at any school-sponsored event. Further, this policy prohibits participating in, or attending school-related activities under the influence of drugs. Violations of this policy will result in disciplinary actions up to and including expulsion.

The following minimum co-curricular 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, student is subject to a thirty (30) calendar-day ban from co-curricular activities following a violation of the drug and alcohol policy.

2. For a second violation, student is subject to a sixty (60) calendar-day ban from co-curricular activities following a violation of the drug and alcohol policy.

3. For a third violation, student is subject to a ninety (90) calendar-day ban from co-curricular activities following a violation of the drug and alcohol policy.

4. For a fourth violation, student is subject to a one-year ban from co-curricular activities following a violation of the drug and alcohol policy.

At the conclusion of one (1) calendar year, the student may appeal to the building principal for reinstatement.

The district reserves the right to use those measures deemed necessary by the administration to control substance use and abuse, even if the same is not provided for specifically in the policy or guidelines.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected and no
confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent/guardian unless the best interests of the student can be served only by doing so.

The Superintendent or designee shall prepare rules for the identification, amelioration and control of drug abuse and implementation of this policy in the schools.

**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.

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.

**Violations**
Students charged with violating this policy shall be subject to the procedures in the Penncrest Student Handbook.

NOTE:
Penncrest students who are in violation of the Drug Awareness Policy are subject to a 10-day out-of-school suspension and a 30-day suspension from co-curricular activities.

**Disciplinary Response to the Use of Unauthorized Substances/Nicotine Products**
Refer to student discipline Code.

**Vaping**
The act of inhaling vapor produced by a vaporizer or electronic cigarette. The vapor is produced from a material such as an e-liquid, concentrate, or dry herb.

**Vaporizer**
A vaporizer is an electric device that turns vaping material into vapor. A vaporizer usually consists of battery, main console or housing, cartridges, and atomizer or cartomizer. The battery generates the
power for the heating element in the atomizer or cartomizer, which contacts the vaping material and transforms it into vapor for inhalation.

- Oils in vaporizers may or may not contain nicotine
- Oils in vaporizers may or may not contain concentrated forms of THC.

**Dabbing**

THC extracted into an oil can be evaporated into a sticky “goo” or “wad” that is placed and smoked in a vape.

**Rationale**

Vaporizers present a complex challenge because they are capable of delivering nicotine and THC into the body, but testing for these chemicals is not always readily available. Therefore, vapes fall in a gray area between a nicotine product and drug paraphernalia. School Board Policy 227 clearly defines the school district’s position on the use of illegal drugs. If a device found in the possession of a student contains THC, the disciplinary response will be in accordance to Policy 227 that deals with illegal drugs. If a device found in the possession of a student contains nicotine only, the discipline response will be as described below.

**Nicotine**

Possession and use of nicotine products on school grounds, including vaporizers, cigarettes and smokeless tobacco products

- Minimal 3-day out-of-school suspension
- Restorative Education
- Automatic referral to STAR program

**Illegal Drugs/Illicit Drugs**

Refer to School Board Policy 227  Attachment to School Board Policy 227

Possession and/or use of illegal/illicit drugs (prescription and other), including vaporizers containing THC

- Student will be suspended for minimum of 3 school days
- Principal’s hearing
- Up to a 10-day out of school suspension
- Restorative Education
- Automatic referral to STAR program
- Consideration for a co-curricular ban
- Contact local law enforcement

**Bullying/Cyberbullying**

Refer to School Board Policy 249

**Purpose**

The School Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying at any time creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.
Definitions
Bullying means an intentional electronic, written, verbal or physical act or series of acts by a district student directed at another district student or students, at any time, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening school environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Authority
The School Board prohibits all forms of bullying by district students. The School Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The School 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.

Delegation of Responsibility
Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.
All reports of incidents of alleged bullying should be reported to the principal, the Superintendent and his/her designee.

The Superintendent or his/her designee shall ensure that this policy is reviewed annually with students.

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

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

1. School Board’s Bullying Policy.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.
4. The Student Discipline Code, which shall include disciplinary responses to behaviors related to this policy, shall be reviewed annually with students.

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

Interplay With Other School District Policies
Nothing in this policy shall prevent school employees from enforcing or imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

Education
The School 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 For Violations**

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

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

**Nondiscrimination in School and Classroom Practices**

Refer to School Board Policy 103
Attachment 103

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

The district strives to maintain a safe, positive learning environment for students that is free from discrimination. Discrimination is inconsistent with the educational and programatic goals of the district and is prohibited on school grounds, at school sponsored activities and on any conveyance providing transportation to or from a school entity or school sponsored activity.

The district shall provide all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extra curricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and requirements.

The board encourages students and third parties who believe they or others have been subject to the discrimination to promptly report such incidents to designated employees.

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

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

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment
Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal and nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap or disability when such conduct is:

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

Sexual Harassment

Sexual Harrassment is a form of discrimination on the basis of sex and is subject to this policy. For the purposes of this policy, sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as a basis for educational or other program decisions affecting a student; or.
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services, or treatment; or
4. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant’s position would find that it unreasonably interferes with the complainant’s performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school related environment such that it unreasonably interferes with the complaints access to or participation in school or school related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

**Delegation of Responsibility**
In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources as the district’s Compliance Officer.

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

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

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

Each student shall be responsible to respect the rights of all other students and district employees and to ensure an atmosphere free from all forms of harassment.

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

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that she/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.
4. The Compliance Officer will notify the complainant and the accused of the progress at appropriate stages of the procedure.

**Complaint Procedure – Student/Third Party**

**Step 1 – Reporting**
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 this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

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

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

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

**Step 2 – Investigation**

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

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

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

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

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.
The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district’s investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

**Step 3 – Investigative Report**

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

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

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

**Step 4 – District Action**

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

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

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

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

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

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

**Student Expression**

Refer to School Board Policy 220

**Purpose**

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

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

**Definitions**

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

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

*Nonschool materials* means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.
Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

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

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

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

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

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

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

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

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

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

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

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

**Discipline for Engaging in Unprotected Expression**

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

**Distribution of Nonschool Materials**

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

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

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

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

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

**Posting of Nonschool Materials**

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

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

Review of Student Expression

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

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

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

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

Delegation of Responsibility

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

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

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

Student and Parent/Guardian Loan Agreement for Chromebooks

Introduction:

Rose Tree Media School District fully understands the importance of technology to the educational process and has incorporated that technology into its curriculum. As part of the high school resources in 2019-2020, Penncrest High School is assigning a Chromebook laptop to each student in grades 9 through 12.

Rose Tree Media School District retains sole right of possession of the device and network resources, and grants permission to the student to use the technology according to the guidelines set forth in this document as well as Board Policy 815: Responsible Use of Network Resources. Moreover, Rose Tree
Media administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed hardware or software. In order to ensure that such devices are used for educational purposes only and that no abuse of the technology privileges occur, please read this document carefully.

Overview:

The following guidelines and procedures are necessary for each student and parent/guardian to understand in order to help make the Chromebook implementation a success.

A. Terms of Loan

The Rose Tree Media School District will issue a Chromebook laptop and power cord/charger to students upon compliance with the following:

- Submission of signed Student and Parent/Guardian Responsible Use and Loan Agreement for Chromebooks.
- Rose Tree Media School District retains ownership of the issued Chromebooks.
- For any apps that are required for class use, RTM will manage the distribution of those apps.
- A student’s possession of the Chromebook terminates no later than the last day of school or when deemed appropriate by the school.
- The Chromebook and all accessories must be returned in working order when a student withdraws from Penncrest High School.

B. General Care of the Chromebook

- Do not do anything to the Chromebook that will permanently alter it in any way.
- Each Chromebook has several identifying labels - the asset tag and the student name. Under no circumstances are students to modify, remove, or destroy these labels or ID features.
- Do not write, draw, paint, place stickers or labels, or otherwise deface your Chromebook.
- Never put weight, such as a pile of books, on top of a Chromebook, as it may crack the screen.
- Don’t leave papers on keyboard when closing the lid.
- Liquids, food, and other debris can damage the Chromebook. Avoid eating and drinking while using the Chromebook.
- Take care when inserting and removing cords or other peripherals to avoid damage to the ports and cables.
- Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage to the Chromebook and/or battery. If your Chromebook has been in a cold or hot environment for a long period of time, let it reach room temperature before using it.
- Chromebooks should be closed when being carried.

C. Cleaning Your Chromebook

Students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid, spray, or water to clean the screen or other parts of the Chromebook.
- Wash your hands often to avoid any oil or debris build-up on the glass.
D. General Use of the Chromebook
● Students are required to bring the Chromebook to school each day with a fully charged battery. Students who do not have the assigned Chromebook at school will still be responsible for turning in the day’s assignments.

E. General Security
● Never leave the Chromebook unsecured. Chromebooks should be locked in a designated area or secured in a locker when not in use.
● Students are expected to maintain the security of the Chromebook even during after-school activities.

F. Internet Access / Filtering in School
● District-wide networks are equipped with a technology protection measure to help ensure students are protected as reasonably as possible from inappropriate online content.

G. Internet Access / Filtering at Home
● Rose Tree Media School District will not provide Internet access for home use. Internet access can be found at all public libraries and some public spaces. If you need Internet access, Comcast also offers a home Internet Essentials Program at reduced rates for those who qualify. See http://www.internetessentials.com/ or call 1-855-846-8376.
● Away from school, or the school district, the district-issued device has Internet protection measures via an installation of Securly. You cannot uninstall or disable this software as it is a forced Chrome extension. This extension allows the district to filter the Chromebooks from any location.

H. Damage, Loss, or Theft
● Responsibility for Damage:
  ○ The student is responsible for maintaining a 100 percent working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged. In the event of damage, the student / parent will be billed for the cost of the damage or the replacement cost of the Chromebook.
  ○ There will be a $25 charge for the cost of the first repair each school year. This does not apply to warranty repairs.
  ○ If subsequent repairs are required during the school year, the student/parent will be charged the fees determined by the cost of the replacement parts and labor, not to exceed $200 per repair.
  ○ If the Chromebook is damaged beyond repair, the student will be responsible for a replacement cost of $200.00.
● Responsibility for Loss:
  ○ In the event the Chromebook is lost or stolen, the student / parent will be billed for the cost of the Chromebook in order to secure a replacement. Replacement cost is $200.00.
● Actions Required in the Event of Damage or Loss:
  ○ Student should report the problem immediately to the Library...
Responsible Use of Network Resources

Refer to School Board Policy 815

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

The district provides students, staff and other authorized individuals with access to the district’s computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

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

Definitions
The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

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

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

53
2. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;

2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and

3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Hacking** - Refers to the act of gaining unauthorized entry or attempting to gain unauthorized entry into a computer system for the purpose of:

1. Determining the data structure and security restrictions of the computer system.

2. Making unauthorized changes in the data structure and security restrictions of the computer system.

3. Making unauthorized use of services provided by the computer system to share information regarding all of the above with other unauthorized users.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;

2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and

3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

**Authority**

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

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

The Board declares that computer and network use is a privilege, not a right. The district’s computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district’s Internet, computers or network.
resources, including personal files or any use of the district’s Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district’s Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Harassing or discriminatory.

2. Bullying.

3. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student’s use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

**Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Student user agreements shall also be signed by a parent/guardian.
Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response.

Guidelines
Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety
It is the district’s goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.

2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

5. Restriction of minors’ access to materials harmful to them.

**Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.

2. Commercial or for-profit purposes.

3. Nonwork or nonschool related work.

4. Product advertisement or political lobbying.

5. Bullying/Cyberbullying.

6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.

9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.

10. Inappropriate language or profanity.

11. Transmission of material likely to be offensive or objectionable to recipients.

12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.

13. Impersonation of another user, anonymity, and pseudonyms.

14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.

15. Loading or using of unauthorized games, programs, files, or other electronic media.

16. Disruption of the work of other users.

17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

18. Accessing the Internet, district computers or other network resources without authorization.

19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

21. Engaging in the practice of hacking in order to bypass computer and network security for any purpose whatsoever.

**Security**
System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student's or employee's name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Employees will be responsible for safeguarding passwords and held accountable for the unauthorized or negligent disclosure of this information.

**Copyright**
The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

**District Website**
The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

**Consequences for Inappropriate Use**
The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other
networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

**Weapons**

Refer to School Board Policy 218.1

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

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. The term *weapon* shall also include items that are replicas or look-alike weapons, whether or not actually capable of inflicting bodily injury and whether or not sold as toys, if the item could by virtue of its appearance or the manner in which displayed cause reasonable apprehension of bodily injury or a threat to a safe or orderly school environment.

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker; under the student’s control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

The Superintendent or his/her designee shall report the discovery of any weapon prohibited by this policy to the student’s parents and to local law enforcement officials.

The Superintendent or his/her designee shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

The Superintendent or his/her designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.
Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year, as required.

Students and staff shall be informed concerning this policy at least annually.

The Superintendent, who shall prescribe special conditions or procedures to be followed, may make an exception to this policy.

Weapons under the control of law enforcement personnel are permitted.

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

Health

First Aid and Emergency Cards
No care will be given in school beyond first aid for accidents and illness under written standing orders of the school physician.

Emergency cards are mailed home during the summer and are to be filled in completely and signed by a parent or guardian and returned the first week of school. Emergency cards must have written authorization for further care and names of physicians and other persons to be called in an emergency. Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin) will only be given if the “yes” box has a check mark. Parents are requested to arrange necessary transportation when a student needs to go home. The school will immediately call for an ambulance in case of serious emergency. No student may leave the school for health reasons without prior authorization of the principal or school nurse. Emergency cards are on file in the health office.

Students who fail to return completed emergency cards may be subject to disciplinary measures.

Health Services
In accordance with the PA School Code Article 14, the following health services are provided:

School Nurse Services
A full time Certified School nurse is available at Penncrest High School during school hours (7:25 a.m. – 2:55 p.m.) providing acute/chronic health care for students. The Certified School Nurse provides health counseling, supplemental health instruction to staff/students as needed and serves as a school resource person in matters related to health issues. The Certified School Nurse maintains the student health record, is responsible for health screening and monitors immunization and 11th grade physical examination compliance.

Health Screenings
All students have height, weight, and vision screening every year, plus hearing screening in the 11th grade. Written reports of unsatisfactory findings are sent to parents by mail or with the student. Parents are requested to return referrals promptly to the school nurse after the student has been seen by
an appropriate healthcare provider.

**11th Grade Physical Examinations**

Pennsylvania State Health Law requires a physical examination by a health care provider for all 11th grade students. Any report of a physical examination performed within a year of the beginning of 11th grade is acceptable. Written report of this examination is due at the beginning of the school year and must include a current immunization history. If a physical examination will be performed at a future time, parents/guardians must provide a note with the future date. With written parent/guardian permission, students who do not receive a physical examination from a health care provider may be examined by the school physician. Students who do not have a physical examination report, documented appointment for a physical examination report in the future or written permission to be examined by the school physician, will not be able to attend the homecoming dance, prom or receive a parking pass for senior year.

**Medical Excuses**

All students restricted from school activities, including physical education, must present a note from a healthcare provider describing the condition and advising the kind and length of restriction. Medical notes are required for five-day absences and for students with repeated absences. Parents are urged to notify the grade level office about students who may be absent for more than two days. Permanent excuses must be renewed at the beginning of school each year. For further information on medical excuses see the nurse.

**Administration of Medications**

Refer to School Board Policy 210

**Purpose**

To administer physician-prescribed and over-the-counter medication necessary to maintain a student's health and well-being during the school day.

**Authority**

The Board adopts this policy to provide a safe and uniform means of distributing medication to students.

**Guidelines**

All prescription medications must be in a pharmacist's labeled container marked with the student's name, name of physician, date of prescription, name and telephone number of pharmacy, and name of medication, dosage and frequency of administration. Sample medications will be administered only with a physician's note.

Nonprescription medication must be in its original packaging. It will only be administered according to the package directions for age and weight. Only FDA approved medications (prescription and nonprescription) shall be administered.

The parent/guardian or designee should bring the medication to school. The parent/guardian must complete the Rose Tree Media School District Student Medication Authorization Form. Medication must be delivered directly to the nurse, school principal, or his/her designee.

Epipens and inhalers may be carried by the student with appropriate instruction and permission from the physician. Refer to School Board Policy 210.1

Written instructions from the physician and the parent/guardian are required. This should include the date, student's name, name of medication, dosage, times of administration, and length of time to be
administered in school and physician's and parent's/guardian's signature. If the student is to receive the medication for an extended period of time, the nurse may ask the parent/guardian or physician to complete a more detailed form which would include the above information as well as diagnosis, possible side effects and special instructions for administration of the medication.

Upon receipt of the medication, the school nurse initiates a Medication Administration Record. Documentation must indicate the name of the student, name and dosage of the medication, date and time of administration and the name of the individual administering the medication. The school nurse must record the amount of medication initially received from the parent/guardian. On the Medication Administration Record, the nurse will record the time, date and his/her initials each time the medication is administered.

The nurse will instruct the child and other staff members about the procedure for obtaining the medication during the school day.

The nurse will alert appropriate school staff to possible side effects of medication which need to be reported.

For students on long-term medication, the nurse may have conferences with parents/guardians regarding the student's response to medication.

All medications are to be stored in a locked cabinet in a secure area. Medications requiring refrigeration are stored in the refrigerator in the school health room.

Parents/Guardians are permitted to come to school to administer a medication to their child.

**Visits to the Health Suite**

Students must obtain a pass from the teacher in order to visit the Health Suite during school hours, except for lunch. No student will be seen without a pass except for emergencies. Between classes, students must report to their next class before going to the Health Suite except in case of emergency.

**Naloxone(Narcan nasal spray-a type of Naloxone)**

Refer to School Board Policy 823

Naloxone(brand name Narcan) is available in the health office at Penncrest High School and is to be administered by the certified school nurse(when the certified school nurse is at Penncrest High School) when needed. Narcan is a medication approved by the Food and Drug administration to prevent drug overdose by opioid medication such as heroin, fentanyl, morphine and oxycodone. Naloxone is the first line treatment for opioid overdose and reverses the effects of the opioids, namely decreased/absent respirations.

**Signs/symptoms of an opioid overdose:**

- A known history of current narcotic or opioid use or fentanyl patches on the skin or needle in the body
- Unresponsive or unconscious
- Not breathing or slow/shallow respirations
- Snoring or gurgling sounds(due to partial upper airway obstruction)
- Blue lips and/or nail beds
- Pinpoint pupils
● Clammy skin

When responding to a suspected drug overdose, students/staff should do the following:

● Call for staff to help
● Call for medical help immediately (Dial 9-1-1) and
● Call for the school nurse x6213
● If a staff member is CPR certified and neither the school nurse nor Emergency Medical Services (EMS) have arrived, begin rescue breathing/CPR

PA State Law provides protection from civil liability from criminal prosecution for persons who report a suspected overdose using their real name and remain with the overdosing person until the school nurse, EMS (Emergency Medical Services) or law enforcement arrives. PA State Law also provides protection from criminal prosecution for the person whose overdose is reported.

PA State Law provides protection from civil liability for persons who report overdoses or approved persons who administer Naloxone in overdose emergencies in schools.

**Student Life- School Practices and Procedures**

**AHERA Notification**
RTMSD has engaged Eagle Industrial Hygiene Assoc., Inc., to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently re-inspect every three years all students and staff accessed areas for the presence of both friable and non-friable asbestos containing materials (ACM) and to develop an Asbestos Management Plan from the information developed from the building inspections. All accessible areas of the facility were inspected for asbestos-containing materials. The Management Plan provides a description of the amount, type, location and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan, subsequent Inspection Reports and applicable response action documentation is available for review by parents, teachers, employee organizations, short-term workers or other applicable interested parties in the school offices during business hours.

**Appointments**
Parental appointments with the principal, assistant principals, or guidance counselors can be made by contacting the secretaries in their respective offices.

Students appointments should be made after school hours or during study halls whenever possible.

**Cafeteria**
Food and beverages should not be taken out of the cafeteria nor should any items be eaten outside the cafeteria or seating area immediately outside of the cafeteria.

All students are required to place trash in the containers. Nothing is to be thrown in the cafeteria.
Students may not go to other areas of the school during lunch without a pass. Students may not leave the building during lunch, except to eat at the tables in the rotunda area. Students may only attend the lunch period to which they are assigned, unless they have been given permission to do otherwise. Students who violate this rule are subject to disciplinary measures.

During lunch periods, students may not use the cafeteria as a thoroughfare to access other areas of the building.

During the first week of school, free and reduced price lunch forms will be made available to students. These forms explain eligibility requirements. For additional information contact the Director of Food Services at 610-627-6220.

The Rose Tree Media School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to ensure District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

**Chaperones**

Refer to School Board Policy 916

The following is additional information for Penncrest High School please read School Board Policy 916 to learn more about becoming a chaperone in the Rose Tree Media School District.

Student safety is our paramount concern. **RTMSD requires FBI and PA State criminal background checks and child abuse clearance of school volunteers and chaperones with unsupervised access to children.** The District also requires that volunteer chaperones be at least 21 years of age and physically capable of participating in planned activities and providing needed supervision.

**Chaperone responsibilities and training**

One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs. Provide guidelines and behavior expectations (included below) for chaperones.

**Guidelines for Volunteer Chaperones**

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal/designee.
1. All school rules apply at District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District’s supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

2. In order to comply with District policy, during District sponsored events, volunteer chaperones:
   - May not use, sell, provide, possess, or be under the influence of drugs or alcohol
   - May not use tobacco in the presence of, or within the sight of, students
   - May not possess any weapons
   - May not administer any medications, prescription or nonprescription, to students unless professionally trained and previously approved by the District.

3. **Students must be supervised** at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must be under your supervision at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students’ needs.

4. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Student behavior is your responsibility, however, student discipline is the responsibility of the school district employees sponsoring the trip. Report any discipline infraction to an employee as soon as possible. Never engage physically with a student unless it is to prevent them, or someone else, from immediate harm. Ensure that students do not get involved in extra activities not pre-approved.

5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

6. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.

7. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rules, etc.). Know who is first aid trained, where the first aid kit is, supervising staff member’s cell phone number, and who has the copies of parental permission slips with emergency phone numbers and medical information.

**Proper supervision has four basic components:**

● Presence and attentiveness: Be available to students at all times. Do not become distracted from duties. Chaperones must be physically and mentally able to participate in the activity as needed.

● Student behavior monitoring and intervention: Chaperones must be knowledgeable of and consistently willing to enforce school rules and policies. Chaperones must be comfortable restricting students from leaving the group, from roughhousing, horseplay, or other inappropriate behaviors; and willing to take appropriate action when rules are not followed or a student is in danger.

● Hazard surveillance and intervention: Chaperones need to be risk-conscious (prioritizing attention into the areas where accidents are most likely to occur), checking the areas visited, and appropriately addressing hazards.

● Responding appropriately to emergencies: Chaperones must be able to properly handle
emergencies that occur to reduce potential injury and damage.

**Dances**

School dances should provide a healthy, safe and enjoyable atmosphere for all students, faculty, and community members in attendance. Students in attendance at such events represent their school, community, and family. In order for students to attend school sponsored dances a contract must be signed, and submitted to the appropriate grade level offices. This form will be distributed, signed, and collected during homeroom the first day of school. Students without record of signing this form will not be permitted to attend dances. The contract is below.

**Expectations for School-Sponsored Dances/Semi-Formals and Proms**

- Students who owe obligations will not be permitted to purchase tickets to their semi-formal dances or proms.
- Dances begin at 7:00 pm and end at 10:00 pm. Students will not be permitted entrance to a dance after 8:30 without prior approval from an administrator.
- Students who have been **suspended during the week of a dance** may forfeit the privilege of attending the dance.
- All students must pass a breathalyzer upon entering the dance. Students found under the influence of alcohol or drugs will be subject to the disciplinary consequences as outlined in the student handbook. Police and parents will be notified.
- All bags will be searched upon entrance.
- Coats and other items not kept on the student’s person should be checked in the “coat room”.
- Penncrest High School is not responsible for lost or stolen items. Personal items of significant value should not be brought to a dance.
- Students who choose to leave the dance before its conclusion will not be permitted re-entrance. Refunds will not be given to students who leave early.
- Guest forms for dances are available **on-line** and in grade-level offices. PHS students may bring only one guest. These forms must be completed and submitted no later than two days before the scheduled dance/semi-formal/ prom. Forms will not be accepted at the door. Guests will not be permitted entrance if the form is not submitted in the prescribed time frame. Guests must be enrolled in a high school program. Exceptions may be made with administrative approval for Homecoming Dances and Proms.
- All school rules apply during the dance.
- Sexually suggestive dancing will not be tolerated.
- Students must face each other when dancing.
- Hands should be visible at all times and should remain on shoulders or waist only.
- **We trust that the students, as outlined above, will successfully meet the expectations. However, in the event the group behaviors at a dance are deemed inappropriate, the administration reserves the right to end the dance and send students home without refund.**

The following lists additional general guidelines for dances that must be adhered to by all students:

- PHS students who have earned three or more suspensions during any academic year are not permitted to attend dances/proms.
- PHS students must attend school on the day of the dance. Any student who, due to extenuating circumstances, is absent from school must have administrative permission
to attend.

- Appropriate school dress must be worn to all dances. The PHS administration reserves the right to determine what dress is appropriate. For dances with special requirements (ties, etc.), students who do not adhere to the dress guidelines will not be admitted.

**Distribution of Literature and Materials on School Property**
Non school-associated individuals or groups are prohibited from distributing literature and material unless prior approval of the superintendent is obtained.

**Early Closing**
On occasion, weather conditions may become severe enough to warrant the early closing of schools. Other emergency situations such as a power failure or loss of heat could also make it necessary to dismiss students before the end of the school day.

**Fire Drills**
Signs are posted in every room. Pupils should acquaint themselves with directions in each of their classrooms. Teachers will appoint a person to close windows and doors. Pupils should conduct themselves in an orderly manner and proceed in single file outside the building. All fire signals are a continuous ringing of the fire alarm.

**Food Delivery**
No outside food delivery service for students during the academic school day will be allowed. Deliveries will be refused by security, and will not be allowed to enter the building.

**Fundraising**
An application to engage in fundraising will be completed each spring on behalf of any organization wishing to raise funds the following year. The Inter-Class Council will review these applications and recommendations will be made to the Principal.

Some of the priorities that will be taken into consideration are:
1. The number of students who will benefit
2. How the money will be used
3. The amount of money needed
4. Other possible sources of income
5. Past practice (traditional activities)

**Law Enforcement Cooperation**
The School District regularly cooperates with law enforcement officials to ensure the safety of students and staff in School District facilities. As part of that cooperation, the School District has entered into a Memorandum of Understanding with the Pennsylvania State Police. As part of that Memorandum, the School District cooperates with the State Police regarding incidents that necessitate interviewing victims and witnesses of alleged or potential crimes committed on School District property or at School District-sponsored events. When State Police conduct any interviews of students who are either victims or witnesses to an alleged or potential crime, the School District attempts to contact either a parent or guardian to inform the parent or guardian about the interview. When such interviews take place, a School District representative will be present for the interviews. If a parent or guardian wants to be contacted by the School District before the interview takes place, in order to obtain permission for the State Police to interview his/her child, the parent or guardian must send a written notice to the
appropriate grade level administrator at the beginning of each school year.

**Library**
The library at Penncrest has two main functions: research and recreational reading. These functions are best fulfilled within a quiet, reflective atmosphere. In order to make that possible, there are certain norms that must be enforced in the library.

The most important ones are as follows:
- Persons in the library are expected to work quietly, so they will not disturb the research or reading of others.
- Persons in the library are expected to ask librarians for assistance if they need to find some information and are unable to do so.
- Persons in the library are expected to use the facilities with care so that others may use them in the future.
- Persons taking out books are expected to return them on time. Library materials will be denied to students who have overdue items or fines.
- The library is open from 7:00 a.m. to 4:00 p.m. each school day. Passes are needed by those students coming from a class or study hall, and may be obtained from the teacher in charge of study hall or class.
- Photo ID must be shown when any materials are signed out or renewed. Books for the stacks circulate for two weeks and may be renewed unless needed by other students. Reference books and special reserve books are to be used in the library during the day, but may be borrowed for overnight use at 2:30 p.m. The fine for overdue books is five cents per school day. Pupils are expected to pay the replacement price for damaged or lost materials.

The Library Committee recommends that there be consistent punishment of those who violate the Code of Conduct. The following violations will be considered for being temporarily or permanently banned from the library:
- Committing acts of vandalism
- Bringing food into or eating in the library
- Disrupting others
- Not fulfilling obligations on overdue books

**Lockers**
As a result of the Coronavirus and out of an abundance of caution for our students, lockers will not be assigned for the 20-21 school year.

Each student is issued a locker in the corridor for coats and books. **This locker is school district property and is loaned for student convenience.** School authorities may search a student’s locker upon reasonable assumption that the locker contains materials that threaten the health, welfare and/or safety of students. School officials may make periodic locker inspections at any time without warning.

**THE SCHOOL DISTRICT DOES NOT CARRY INSURANCE TO PROTECT THE LOSS OF STUDENTS’ VALUABLES OR MONEY.**

Therefore, for their protection, students should:
- Keep lockers locked at all times. Keep their combinations secret.
Keep valuables and large sums of money at home.

Report any locker damage or repair needed to their grade level office immediately.

Lost and Found
If an item is found and the owner can be identified, the item will be sent to the grade level office and returned to the student. If it cannot be identified, the article may be in the “lost and found” located in the Main Office. It is suggested that students not bring valuable items or large amounts of money to school.

Night School
Penncrest offers Night School at a cost to participants, to meet the special needs of seniors and some underclassmen. Through this program, students can retake failed courses to recover credits toward graduation. Courses are not for original credit and the completion of a Night School course has no impact on a student’s GPA. A team consisting of the night school principal, the applicant’s guidance counselor and the principal or the principal’s designee, determines selection for participation in the Night School program.

Obligations
Students are required to reconcile any obligations when notice is received. Records are kept of student obligations and reminders are mailed home.

- Sophomores owing obligations will not be permitted to purchase tickets to the Sophomore Semi-formal until obligations are reconciled.
- Juniors owing obligations will not be permitted to purchase tickets to the Junior Prom until obligations are reconciled.
- Seniors owing obligations will not be permitted to purchase tickets to the Senior Prom, purchase a parking permit or be given tickets to Graduation until obligations are reconciled.

Parent Complaint Procedure
Parents should contact the teacher with whom the issue exists as the initial attempt to address an issue. If after talking with the teacher and determining that the issue is unable to be addressed effectively, the parents should contact the grade-level principal’s office or other appropriate supervisor and arrange a meeting with the person about whom you have a complaint.

Parent-Teacher Group (PTG) Meetings
Please refer to the PHS School Calendar and the Principal’s Weekly Wrap-up for dates and times of meetings.

Parking
Because of space limitations, only seniors will be initially eligible to register for a parking permit. See Appendix B – Registration Form.

- Seniors may drive to school after their car is registered. In order to register your car, you must obtain a form from Mrs. Del Casale in the main office.
- Underclassmen may not drive to school. Students who violate this rule by using another student’s parking permit will receive detention and will face a two-week (10 school day) suspension of parking privileges when eligible to receive a parking permit. Students who transfer parking permits are subject to a two-week (10 school day) suspension of parking privileges and a detention. A second offense will result in the permanent loss of parking privileges.
● Driving to school is a privilege and students may lose this privilege if they are in the car during the day, leave the grounds during the day, have other behavioral problems, drive recklessly on or in front of school grounds, are suspended, or have excessive unexcused lateness.

● Students with obligations will not be permitted to register for a parking permit until the obligations are reconciled.

● **Students are prohibited from going to their cars during the school day unless they have permission from their grade level administrator.**

● It is recommended that students do not drive to school in inclement weather, particularly on days of snow or on days when snow is predicted, or days when there is a delayed opening due to weather conditions.

● A parking permit must be displayed in the authorized place on the car. Careful driving is essential on the way to and from school and particularly on school property. The speed limit is 15 miles per hour on school property.

● The school reserves the right to tow any unauthorized vehicles. Students who park in local neighborhoods surrounding the school are subject to towing.

● Parking is a privilege that should not adversely impact a student’s punctual arrival at school. Students who do drive and who, as a result, habitually arrive late during any marking period, risk forfeiting their driving as follows:
  ○ 5th lateness- 1-week suspension of parking privileges
  ○ 6th lateness- 1 additional week suspension of parking privileges
  ○ 7th lateness- loss of parking privileges for the remainder of that marking period
  ○ The suspension period may extend into the beginning of a new marking period, when the late arrivals occur towards the end of any given marking period.
  ○ Students who have accrued five (5) late arrivals in two (2) marking periods will lose their parking permits.

The fees collected for parking permits will be deposited in a special school account which will be drawn upon to fund expenditures that promote the general welfare of the school community and student body, as approved by the Principal.

_The PHS Administration does not support students parking at the Promenade at Granite Run. Students parking at that location do so at the risk of being towed._

**Passes**

No student may be in the hall without a pass including date, time, and teacher’s signature. Students are expected to show passes as requested by staff. Failure to do so may result in disciplinary action.

**Posters & Publications**

All posters and printed materials should be constructed artistically, neatly and legibly. They should give all necessary details and **have the prior approval of the administration** in order to be posted. Posters should be put on glass in the stairwells or cafeteria only. Posters must be removed when the event is over.

**Proms**

Students must have signed the “Dance Contract” in order to attend a Prom. See Appendix C – Dance Contract

All guidelines and expectations for dances apply to Proms. Please refer to the section for “Dances”
section of the handbook for complete details.

**Remaining After School**
As a result of the Coronavirus and out of an abundance of caution for our students, lockers will not be assigned for the 20-21 school year.

Students are not to remain after school except for supervised activities. Activity buses are provided for students who remain after school for after school activities only on Tuesday, Wednesday and Thursday. Students should not be on school property in the evening unless attending a supervised activity. Students in the building after school must stay in the main rotunda until transportation arrives. Failure to remain in the main rotunda will result in the loss of the opportunity to remain after school.

**Request for Custody Agreements**
In cases of separation or divorce, it is important that the school is aware of any agreements made between parents regarding access to their children while they are attending Pennerest High School. We ask that any such agreements be forwarded to the principal’s office.

**School Buses**
Bus transportation is provided for many students. Buses run regularly before and after school. In addition, the district provides activity buses for Penncrest students participating in activities that meet after school, students with detentions, and students who have stayed for extra help, library, or computer room work. These buses run only on Tuesdays, Wednesdays, and Thursdays at 4:15 p.m.

**The following are regulations for bus riders:**

**Before boarding:**
1. Be on time at the designated bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching the bus stop.

**While on bus:**
1. No smoking.
2. Keep hands and feet inside the bus at all times.
3. Assist in keeping the bus safe and sanitary at all times.
4. Keep loud talking, laughter, and unnecessary confusion to a minimum.
5. Treat bus equipment as you would valuable furniture in your own home.
6. Never tamper with bus or equipment.
7. Do not leave books, lunches, or other articles on the bus.
8. Keep books, coats, and all belongings out of the aisles.
9. Help look after the safety and comfort of the smaller children.
10. Do not throw anything out of the bus windows.
11. Do not leave seat while bus is in motion
12. Do not engage in horseplay or fighting.
13. Be courteous to fellow pupils and bus drivers.
14. Be absolutely quiet when bus is approaching a railroad-crossing stop.
15. Don’t disturb the driver.
Leaving the bus:
1. Wait until the bus comes to a complete stop before leaving the seat.
2. Don’t linger in streets.

Failure of bus to come:
1. Wait at the bus stop approximately 15 minutes past the designated pickup time.
2. Return home and contact the transportation office-610-627-6477, so that alternate transportation arrangements can be made.
Failure to comply with these regulations may result in loss of riding privileges and other disciplinary sanctions. Students who lose riding privileges will be expected to supply their own transportation.

School Closing and Delayed Opening Announcements
Radio number 542 has been assigned to the Rose Tree Media School District for school closing and delayed opening announcements. The number, not the name of the school district, will be given. Please make note of this number so that you will recognize it when it is announced. All Vo-Tech schools use number 469. Stations broadcasting announcements by number are: KYW, WCAU, WDAS, and WPEN.

School Insurance
School insurance may be purchased early in the school year. In the event it becomes necessary to file a claim, a claim form should be obtained from the main office and forwarded promptly to the company.

School Property
Students are expected to protect and care for school property including facilities (lockers, etc.), equipment, and materials. Students have a responsibility to refrain from any activities that might result in damage. Students who participate in any reckless or negligent behavior or act of vandalism that results in damage to the building/property are subject to disciplinary sanctions and are accountable for financial restitution. In cases of vandalism criminal charges may be brought against the student(s).

Further, unauthorized use of our interior or exterior facilities for non-school events or activities is prohibited. Activities deemed dangerous or inappropriate, such as use of portable grills, tailgating, etc. are not permitted.
Any use of PHS facilities or property must be approved by the PHS administration.

Searches

**Locker Searches** - Students are assigned lockers based on a temporary, revocable license for use. A condition to license is that periodic locker inspections will be made by school authorities. School authorities may search student lockers and seize illegal materials and stolen items. School authorities may search a student’s locker upon reasonable assumption that the locker contains materials that threaten the health, welfare and/or safety of students. School officials may make periodic locker inspections at any time without warning.

**Personal Searches** - Students and/or their personal effects (purse, book bag, etc.) may be searched when a school authority reasonably suspects that the student possesses illegal, unauthorized or stolen materials.

**Automobile Searches** - Senior students enjoy the privilege, not the right of, parking their
vehicles on school premises. School authorities will conduct routine student parking lot patrols and inspections of the exteriors of students’ automobiles on school property. Student vehicle interiors may be inspected when a school authority reasonably suspects that illegal, unauthorized or stolen materials are contained inside.

**Student Assistance Program (STAR Team)**

Penncrest High School’s Student Assistance Program (STAR Team) is a multidisciplinary team that includes teachers, administrators, nurse, and counselors. The team is trained to understand and work with adolescent chemical use, abuse, and dependency. The team’s primary role is to identify, refer, and intervene when student’s chemical use, abuse, possession and/or distribution is suspected. Referrals to the STAR Team may be made by teachers, parents, counselors, fellow students or other concerned adults, as well as self-referral by students. In addition to identifying, intervening, and referring students for help, the STAR Team provides in-school education support groups concerning drug/alcohol use and abuse issues.

**Student Body Activities Account (S.B.A.)**

Monies collected from the student assigned vending machine(s) will be deposited to the S.B.A. account. Funds will be drawn from this account for activities that promote the general welfare of the student body and school community as approved by the Inter-Class Council. Such expenditures may include, but are not limited to: student scholarships, special programs, facilities enhancement, and student recognition.

**Student Government Constitution**

The Student Government Constitution discusses the functions of all class officers, election procedures, etc. A copy of the Student Government Constitution is available in the grade-level offices. To be eligible as a candidate for class office (President, Vice-President, Secretary, Treasurer, or Senators-at-Large) students must have earned grades of “C” or better, maintain good attendance, and have earned no suspensions during the school year of the election in which they plan to run. Elected officers must sign a pledge to obey all rules of Penncrest High School and will be removed from office due to violations of school policy as stated in the I.C.C. Constitution.

**Telephone**

In cases of emergency only, students may request permission to use grade level office phones. Students may not use classroom phones except with express permission from the classroom teacher. Students are not called out of classes to receive calls unless it is an emergency situation. The school number is 610-627-6200. Students may not use cell phones during the instructional day to receive or place calls.

**Visitors/Student Visits**

Guidelines governing visits during the school day by students are designed to preserve the integrity of our instructional programs, while at the same time recognizing the need to accommodate requests for such visitations. As such, the administration will only approve visits that have at their basis an educational rationale and which can be arranged in accordance with our established visitation schedule as follows:

1. Requests for visits by prospective students must be scheduled through the guidance department. Selected days on our calendar have been designated for such visits.
2. From time to time, community residents may host a student from another country who wishes to visit Penncrest in order to learn more about the culture of American schools. Requests for such visits must be scheduled through the offices of the assistant principals.
A minimum of one-week notice is required. In addition, visitors will be expected to complete official visitation request documents.

3. No visits will be permitted during the first two weeks of the school year, the last two weeks of the school year or the weeks prior to and following school vacations.

4. Teachers will have the option to deny permission for a visitor to attend their classes and to determine the level of visitor participation during class.

5. We believe that our primary focus is to foster an educational climate that supports instructional as well as safety related goals. Therefore, requests from students to bring friends or relatives to school as guests will not be authorized.

**Visitors to the Building**

- All adult visitors are required to report to the visitor’s entrance located at the front of the building to state the purpose of their visit and to obtain a visitor’s pass.
- Students from local schools will not be approved unless there are extenuating circumstances. Students may not bring younger children or graduates of other institutions to school.
- Legal action may be taken against any person present on school grounds or in the building who has not made the proper arrangements for visitations.
APPENDIX A

PRE-PLANNED ABSENCE REQUEST FORM

PLEASE REVIEW GUIDELINES ON THE REVERSE OF THIS FORM PRIOR TO COMPLETION

Name of Parent or Guardian (Print):________________________________________________________________
Address:______________________________________________________Phone:______________________
Student (Name, School and Grade):_________________________________________________________________
Siblings (Name, School and Grade):_________________________________________________________________

Reason for Absence (please choose one):
○ Grave illness in the family
○ Competition, performance or audition involving the student
○ Family event (graduation, religious ceremony or wedding for family member)
○ Educational trip or tour (complete education trip/tour box below)
○ Other (please specify reason)____________________________________________________________________

Date(s) of Absence:_______________________________________________________________________________
Brief description of absence (include location):________________________________________________________
________________________________________________________________________________________________

Educational trip or tour section
Educational value of trip:_______________________________________________________________________

Student(s) to be accompanied by a Parent or Guardian? _____Yes _____No
Student(s) to be accompanied by other adult (in lieu of parent or guardian)? _____Yes _____No
If “Yes”, what is the adult’s name?________________________________________________________________
Name of sponsoring organization, if any:_____________________________________________________________

I have read the school policy and guidelines on the attached and am aware of the responsibilities that I have
assumed or assigned to someone else. I further agree to abide by the stipulations as set forth in the policy.

Signature of Parent of Guardian_______________________________________________Date_________________

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED

FOR SCHOOL USE ONLY:
○ Date Request Received:____________________
○ Total Number of School Absences to Date:______________
○ Academic Status:_____________________________
○ Number of Days Absent for Pre-Planned Absence: Excused_________ Unexcused_________
Principal’s Decision: ___Approved ___Not Approved (Parent/Guardian will be contacted if NOT approved)
Principal’s Signature:_________________________________________________ Date_________________
APPENDIX B

PARKING TAG # ______

Penncrest High School Student Parking Registration Form

CAR REGISTRATION

This registration form must be returned completed by any senior wishing to use the parking facilities at Penncrest during school hours. A separate form is required for each vehicle you expect to drive. Along with the completed registration form you must have: Vehicle must be owned by the student or a family member

- Student's Valid driver's license
- Valid owner's/registration card
- Valid proof of insurance
- Check for $50.00 made out to: Rose Tree Media School District

Student Name______________________________________________________________________________

Address_____________________________________________________________________________ 

Phone # _______________________________________

Make & Model ______________________________Color___________License Plate #______________

Student Expectations for Parking at Penncrest High School

1. I will purchase and properly display the tag on the mirror of the car that I have registered.
2. This tag is non-transferable to any other driver. If another student uses this permit, parking privileges will be suspended and disciplinary consequences will be assigned in accordance with the Student Code of Conduct.
3. I will park my car only in the designated senior parking lot.
4. I will not go to my car unless permission is granted by the school principal or assistant principal. I will not allow others to go to my car or move my car during school hours.
5. I understand that there is a 15 MPH speed limit on the school grounds and I will operate my car at all times in the interest of courtesy and safety.
6. Excessive latenesses to school will result in the loss of my driving privileges.
   5th lateness – 1 week suspension of parking privilege
   6th lateness – 1 additional week suspension of parking privilege
   7th lateness – loss of parking privileges for the remainder of the marking period
7. A replacement fee of $20.00 will be charged to replace any lost parking tags.
8. I understand that by parking on RTMSD property, my vehicle is subject to searches. If unauthorized substances (such as nicotine products, drugs, alcohol, weapons) are in my vehicle, I am considered in possession of these items and am subject to disciplinary consequences as outlined in the RTMSD Student Discipline Code and PHS Student Handbook.
I understand that any violation of this agreement may result in suspension or revocation of my rights as a driver in addition to being assigned the commensurate disciplinary consequences. I have read and will follow additional regulations that appear in the RTMSD Student Discipline Code and PHS Student Handbook.

_____________________________________________   Date: ____________________________
Signature of Student

I give permission for my son/daughter to drive to school. I have read and understand the agreement which he/she has signed and understand the expectations for his/her compliance with the agreement.

_____________________________________________   Date _____________________________
Signature of Parent/Legal Guardian

APPENDIX C

PENNCREST HIGH SCHOOL
Dance Contract

School dances should provide a healthy, safe and enjoyable atmosphere for all students, faculty, and community members in attendance. Students in attendance at such events represent their school, community, and family. In order for students to attend the school sponsored dances this contract must be signed, and submitted to the appropriate grade level offices. This form will be distributed, signed, and collected during homeroom the first day of school. Students without record of signing this form will not be permitted to attend dances. Please refer to the student handbook for the full list of guidelines and regulations for dances.

Expectations for School Sponsored Dances/Semi-Formals and Proms

● Students who owe obligations will not be permitted to purchase tickets to their semi-formal dances or proms.
● Dances begin at 7:00 p.m. and end at 10:00 p.m. Students will not be permitted entrance to a dance after 8:30 p.m. without prior approval from an administrator.
● Students who have been suspended during the week of a dance may forfeit the privilege of attending the dance.
● All students must pass a breathalyzer upon entering the dance. Students found under the influence of alcohol or drugs will be subject to the disciplinary consequences as outlined in the student handbook. Police and parents will be notified.
● All bags will be searched upon entering.
● Coats and other items not kept on the student’s person should be checked in the “coat room”. Penncrest High School is not responsible for lost or stolen items. Personal items of significant value should not be brought to the dance.
● Students who choose to leave the dance before its conclusion will not be permitted re-entrance. Refunds will not be given to the students who leave early.
● Guest forms for dances are available on-line and in grade-level offices. PHS students may bring only one guest. These forms must be completed and submitted no later than two days before the scheduled dance/semi-formal/prom. Forms will not be accepted at the door. Guests will not be permitted entrance if the form is not submitted within the prescribed time-frame. Guests must be enrolled in a high school program. Exceptions may be made with administrative approval for Homecoming Dances and Proms.
● All school rules apply during the dance.
● Sexually suggestive dancing will not be tolerated.
  ○ Students must face each other when dancing.
  ○ Hands should be visible at all times and should remain on shoulders or waists only.

We trust that the expectations as outlined above will be successfully met by the students. However, in the event the group behaviors at a dance are deemed inappropriate, the administration reserves the right to end the dance and send students home without refund. Individual couples may also be asked to leave without refund should they violate the stipulations of the dance contract.

I have read this contract and agree to abide by all of the rules and guidelines and understand the consequences as described above.

_________________________ Grade:__________________________
Printed Student Name

_________________________ Date:__________________________
APPENDIX D

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

<table>
<thead>
<tr>
<th>LEVEL OF MISCONDUCT</th>
<th>EXAMPLES</th>
<th>PROCEDURES</th>
<th>DISCIPLINARY OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>Minor misbehavior on the part of the student committed on school property or in school-related activities which impede or interfere with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but may require the intervention of other school support personnel.</td>
<td>(List is not all inclusive) Littering Horseplay/ Pushing Classroom Tardiness Abusive Language/Behavior Chronic failure to complete assignments or carry out directions Classroom/Building/Bus disturbance Dress Code violations Failure to respect person’s property Violation of Code of Conduct</td>
<td>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</td>
</tr>
<tr>
<td>Level II</td>
<td>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions, which usually result from the continuation of Level I misbehaviors, require intervention on the administrative level because the execution of Level I disciplinary options has failed. Included are misbehaviors which do not represent a direct threat to the health and/or safety of others but whose educational consequences are serious enough to require corrective action.</td>
<td>Continuation of unmodified Level I misbehavior School Tardiness Truancy Using forged notes or excuses Disruptive Classroom/Building/Bus Behavior Cutting Class and/or Detentions Defiant failure to complete assignments or carry out directions of school personnel Obscene Language or Gesture Cheating, Lying and Misrepresentation</td>
<td>Repeated misbehavior requires a conference between the student, administrator and/or teacher. The administrator meets with the teacher, parents and student (as required). A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. The teacher must be informed of the administrator’s action.</td>
</tr>
<tr>
<td>LEVEL OF MISCONDUCT</td>
<td>EXAMPLES</td>
<td>PROCEDURES</td>
<td>DISCIPLINARY ACTIONS</td>
</tr>
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</tbody>
</table>
| **Level IV**        | Continuation of unmodified Level III misbehavior  
Possession, use, and/or transfer of weapons (Act 167)  
Sale and/or transfer of unauthorized substances (drugs, alcohol, tobacco products, chemicals, etc.)  
Major theft (includes possession and/or sale of stolen property)  
Arson in and around school buildings or on school buses  
Tampering with fire alarms and/or extinguishers  
False fire alarms and/or bomb threats  
Breaking and entering  
Assault/Battery  
Vandalism/Reckless driving on school property  
Any other criminal acts committed on school property or during school-related activities | Building administrator verifies offense, confers with staff involved and meets with student.  
The student is immediately removed from the school environment. The parents are notified.  
Law enforcement officials are contacted.  
A complete and accurate report is submitted to the Superintendent and to the Board of School Directors.  
A referral may be made to outside agencies. | Out of School Suspension  
Expulsion Proceedings  
Alternative Placement in/out of District  
Other Appropriate Board Action  
Restitution of Property and Damages  
Police Intervention |
| **Level III**        | Continuation of unmodified Level II misbehavior  
Fighting  
Threats and/or Extortion  
Chronic Cutting and/or Truancy  
Insubordination  
Harassment/Verbal or Physical  
Forgery (Official School-Related Documents)  
Stealing  
Possession and/or use of unauthorized substances (drugs, alcohol, tobacco products, chemicals, etc.) or its paraphernalia  
Vandalism/Graffiti  
Obscene Language/Gesture to staff | Intervention if appropriate.  
Refer to an administrator.  
Administrator begins disciplinary action by investigating the infraction and conferring with staff as necessary.  
Administrator meets with student, confers with parent about the misconduct and disciplinary action to be taken.  
Administrator keeps accurate record of offenses and disciplinary actions, and informs staff of them.  
In some cases, the police will be contacted regarding these major offenses.  
Specialized counseling and/or referral to outside agency may be necessary. | Removal from Class  
Alternative Programs  
In-School Suspension  
Out-of-School Suspension  
Work Detail  
Restitution of Property and Damages  
Expulsion Proceedings  
See "RTMSD Acceptable Use of Computer Networks/Internet Policy"  
Monetary Fines  
Counseling/Referral for Psychological Evaluation |
Appendix E

ROSE TREE MEDIA SCHOOL DISTRICT GUIDELINES FOR HANDLING DRUG OFFENSES

<table>
<thead>
<tr>
<th>VERIFIABLE INFRACTION AS DETERMINED BY SCHOOL ADMINISTRATION</th>
<th>IMMEDIATE ACTION/ BY WHOM</th>
<th>INVESTIGATION AND ADMINISTRATIVE ACTION/ BY WHOM</th>
<th>NOTIFICATION OF PARENTS/GUARDIANS/ BY WHOM</th>
<th>NOTIFICATION OF POLICE/ BY WHOM</th>
<th>DISPOSITION OF SUBSTANCE/ BY WHOM</th>
<th>FURTHER ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student voluntarily seeks help, information, or advice regarding drugs.</td>
<td>The staff member will respond in a confidential manner.</td>
<td>Staff member may ask core team to investigate.</td>
<td>Staff member notifies parent/guardian only with student permission.</td>
<td>No</td>
<td>NA</td>
<td>Staff member refers to school counselor, core team counselor, or core team member if appropriate.</td>
</tr>
<tr>
<td>2. Student is suspected of using or being under the influence of drugs.</td>
<td>Staff member will refer student to administrator.</td>
<td>Administrator may question student and may have student evaluated by school nurse and core team.</td>
<td>Administrator will notify parent/guardian of outcome of investigation. If suspicion is confirmed, guidelines under #5 and #6 will be followed.</td>
<td>No</td>
<td>NA</td>
<td>Administrator will refer student to core team if appropriate.</td>
</tr>
<tr>
<td>3. Student has a medical emergency related to drugs.</td>
<td>School nurse is called by staff member and follows established Health</td>
<td>Administrator investigates incident. This may involve a search of</td>
<td>Administrator notifies parent/guardian by phone.</td>
<td>Administrator or school nurse will notify police if safety</td>
<td>If drugs or paraphernalia are discovered, refer</td>
<td>Administrator will refer student to core team. Student required to meet with core team member.</td>
</tr>
<tr>
<td>ROSE TREE MEDIA SCHOOL DISTRICT GUIDELINES FOR HANDLING DRUG OFFENSES</td>
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</tr>
<tr>
<td><strong>VERIFIABLE INFRACTION AS DETERMINED BY SCHOOL ADMINISTRATION</strong></td>
<td><strong>IMMEDIATE ACTION/ BY WHOM</strong></td>
<td><strong>INVESTIGATION AND ADMINISTRATIVE ACTION/ BY WHOM</strong></td>
<td><strong>NOTIFICATION OF PARENTS/GUARDIANS/ BY WHOM</strong></td>
<td><strong>NOTIFICATION OF POLICE/ BY WHOM</strong></td>
<td><strong>DISPOSITION OF SUBSTANCE/ BY WHOM</strong></td>
<td><strong>FURTHER ACTION</strong></td>
</tr>
</tbody>
</table>
| 5. Student possesses, uses, is under the influence of drugs. First offense and is cooperative. | Staff member informs administrator and follows up with written statement. | Administrator investigates incident. This may include search of student, locker, and possessions. Student will be suspended for minimum of 3 days. Student will be referred to the principal for a hearing and Superintendent will be notified. | Administrator notifies parent/guardian by phone or in writing. Parent/Guardian must meet with principal prior to student's readmission to school. | Administrator may, at his/her discretion, notify police. | Administrator will place the substance in sealed envelope with description, time, and date written on envelope. Envelope is kept under lock. | A. Administrator will refer student to core team. Student must meet with core counselor or core team member. Parent/Guardian must have student assessed by a licensed drug and alcohol facility and comply with recommendations of facility. Copy of results of assessment and recommendation must be sent to core team.  
B. Loss of co-curricular privileges for 30 calendar days commencing from date of suspension. |

“Verifiable infraction” - a guilty plea, a guilty verdict, admittance to said infraction by the student, or determination by school administration.
6. Student possesses, uses, is under the influence of drugs. First offense and is uncooperative.

<table>
<thead>
<tr>
<th>IMMEDIATE ACTION/ BY WHOM</th>
<th>INVESTIGATION AND ADMINISTRATIVE ACTION/ BY WHOM</th>
<th>NOTIFICATION OF PARENTS/GUARDIANS/ BY WHOM</th>
<th>NOTIFICATION OF POLICE/ BY WHOM</th>
<th>DISPOSITION OF SUBSTANCE/ BY WHOM</th>
<th>FURTHER ACTION</th>
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<tbody>
<tr>
<td>Staff member informs administrator and follows up with written statement.</td>
<td>Administrator investigates incident. This may include search of student, locker, and possessions. Student will be suspended for minimum of 5 days. Student will be referred to the principal for a hearing and may be referred to the Superintendent.</td>
<td>Administrator notifies parent/guardian by phone and in writing. Parent/ Guardian must meet with principal prior to student's readmission to school.</td>
<td>Administrator will notify police.</td>
<td>Administrator will place the substance in sealed envelope with description, time, and date written on envelope. Envelope is kept under lock.</td>
<td>A. Administrator will refer student to core team. Student must meet with core counselor or core team member. Parent/Guardian must have student assessed by licensed drug and alcohol facility and comply with recommendations of facility. Copy of results of assessment and recommendation must be sent to core team. Failure of parent/guardian to have assessment will result in review by the Superintendent for expulsion. B. Loss of co-curricular privileges for 60 calendar days from date of suspension, determination by school administration.</td>
</tr>
</tbody>
</table>

7. A. Student possesses, uses, is under the influence of drugs. Second Offense.

- Staff member will notify administrator and follow up with written statement.
- Administrator investigates incident. This may include searches and a review of steps taken since first incident. Student will be suspended for 10 days. Student will be referred to the Superintendent and may be referred to the Board for expulsion.
- Administrator notifies parent/guardian by phone and in writing. Parent/Guardian must meet with principal prior to student's readmission to school.
- Administrator will notify police.
- Administrator will place the substance in sealed envelope with description, time, and date written on envelope. Envelope is kept under lock.


- Administrator will refer student to core team. Student must meet with core counselor or core team member.
- Loss of co-curricular privileges for 90 calendar days from date of suspension, determination by school administration.

*This action will remain in force to its full term. Violators who disenroll and later return to RTM will be prohibited from participating in co-curricular activities until they have met the conditions of the original disposition.*
8. **Student possesses, uses, is under the influence of drugs. Third offense.**

<table>
<thead>
<tr>
<th>VERIFIABLE INFRACTION AS DETERMINED BY SCHOOL ADMINISTRATION</th>
<th>IMMEDIATE ACTION/ BY WHOM</th>
<th>INVESTIGATION AND ADMINISTRATIVE ACTION/ BY WHOM</th>
<th>NOTIFICATION OF PARENTS/GUARDIANS/ BY WHOM</th>
<th>NOTIFICATION OF POLICE/ BY WHOM</th>
<th>DISPOSITION OF SUBSTANCE/ BY WHOM</th>
<th>FURTHER ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Student distributes or sells drugs.</td>
<td>Staff member informs administrator and follows up with written statement.</td>
<td>Administrator investigates incident. This may include a search of student, locker, or possessions. Student will be referred to Superintendent and to Board for expulsion. Student will be suspended pending outcome.</td>
<td>Administrator will notify parent/guardian by phone and in writing.</td>
<td>Administrator will notify police. Administrator will file charges.</td>
<td>Administrator will place the substance in sealed envelope, with description, time, and date written on envelope. Envelope is kept under lock.</td>
<td>A. Administrator will refer student to core team. Student must meet with core counselor or core team member. Parent/Guardian must have student assessed by licensed drug and alcohol facility and comply with recommendations of the facility. Copy of results must be sent to core team.</td>
</tr>
<tr>
<td></td>
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<td>B. Loss of co-curricular privileges for 1 calendar year from date of suspension, determination by school administration.</td>
</tr>
</tbody>
</table>

**ROSE TREE MEDIA SCHOOL DISTRICT GUIDELINES FOR HANDLING DRUG OFFENSES**
Notes:
1. Mimicking possession, selling or use of drugs, alcohol or mood-altering substances will be considered the same as the actual possession, selling or use of drugs, alcohol or mood-altering substances. This includes "look-alike" substances.
2. The only time professional staff should break a student's confidence without the student's consent is if there is a clear and imminent danger to the student or another person.
3. This policy requires reporting of all incidents not received in confidence.
4. Violations of the policy are cumulative through grades K-5, through grades 6-8, and through grades 9-12. Offenses that occur at one building level do not carry forward to the next.
5. Loss of co-curricular privileges prohibits student from any form of participation or attendance at said activity(ies).
6. During the calendar year immediately following the conclusion of a co-curricular suspension, a student may appeal to have his/her level of probation reduced by one level.
   Granting of an appeal would be based on the student's performance during that calendar year.