

**Juniata County  
School District  
Student  
Handbook  
2018-2019**

## BELL SCHEDULE

**8:15** Students go to Homeroom

**8:25/8:30 - 8:37** Homeroom

**8:40 – 9:23** Period 1

**9:26 – 10:09** Period 2

**10:12 – 10:55** Period 3

### Lunch A

**10:55 – 11:25** Lunch A

**11:28 – 12:11** Period 4

**12:14 – 12:57** Period 5

### Lunch B

**10:58 – 11:41** Period 4

**11:41 – 12:11** Lunch B

**12:14 – 12:57** Period 5

### Lunch C

**10:58 – 11:41** Period 4

**11:44 – 12:27** Period 5

**12:27 – 12:57** Lunch C

**1:00 – 1:43** Period 6

**1:46 – 2:29** Period 7

**2:32 – 3:15** Period 8

## **ACCIDENTS**

Every accident in the building, on school grounds, at practice sponsored by the sessions, or at any athletic event school must be reported immediately to the person in charge and to the school office.

## **ANNUAL NOTIFICATION OF PARENTS**

No students shall be required, as part of any applicable program, to submit a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or his family
- Sexual behaviors and attitudes
- Illegal, anti-social, self-incriminating and demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationship
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs) without prior written consent of the student (if the student is an adult or emancipated minor) or in the case of an unemancipated minor, without the prior written consent of the parent. Such a survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights under Section 123h ("Protection of Pupil Rights") and of the right to inspect all materials related to the survey, analysis, or evaluation. Additionally, in any covered programs, all instructional materials, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation or part of any applicable program shall be available for inspection by the parents or guardians of the children.

## **ARTICLES PROHIBITED IN SCHOOL**

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

Except for clear water bottles, no unopened beverages will be permitted inside the school unless it is after regular school hours. **No glass bottles are permitted.** Any canned beverages should be consumed during lunch periods and are required to stay in the cafeteria area only. Gym bags, backpacks and jackets are to be stored in the student lockers, and may not be taken into the classroom without permission.

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

## **ATHLETIC POLICIES**

No student will be permitted to practice or play without having a physical and obtaining parental permission on an eligibility form and submitting such a form to his/her coach. Practice or conditioning during off-season is NOT mandatory. No Sunday practices/games will be scheduled. The athletic uniform and school-issued equipment must be returned at the end of the season. For purpose of the policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games or events or sport exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district.

It shall be the policy of the Board to offer opportunities for participation in interschool athletic programs to male and female students on an as equal basis, in accordance with State and Federal regulations and school district fees. Board approved programs of interscholastic athletics shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

### **Eligibility Requirements**

Students who participate in any interscholastic activity must conform to the eligibility rules of the Pennsylvania Interscholastic Athletic Association, P.I.A.A. Some of the most important rules are as follows:

1. Maximum Age Rule: A students shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen (19) years, with the following exception: If the age of nineteen (19) is attained on or after July 1, the student shall be eligible, age-wise, to compete through that school year.
2. Amateur: A student must be an amateur in order to participate.
3. Transfer: Special rules applying to students, who transfer from one school to another, other than from the junior high school to senior high school, restrict participation.
4. Representation: The Juniata County School District will follow the guidelines of the PIAA for student participation.

### **Philosophy of Student Co-Curricular Activities**

The administrative staff and faculty recognize the value of a comprehensive program of co-curricular activities in the total developmental process of a student. As a result, the athletic and non-athletic activities are designed to assist with the physical, social, emotional and moral development of our students. The activities are also intended to provide for the development of a wholesome, competitive spirit, and a sense of pride and confidence through accomplishment. At no time are these activities to interfere with the primary educational function of the school district, or assume stature that is out-of-line with the objectives of the co-curricular program. The co-curricular program is an important and integral part of the total school program and is open to participation by all students. Through voluntary participation, the student gives time, energy and loyalty to the program. The athlete also accepts the training rules, regulations and responsibilities which are unique to a co-curricular program. In order to contribute to the welfare of the group, the student must willingly assume these obligations.

Participation in interscholastic athletics where students represent the school or in any other co-curricular activity is a privilege and student conduct and academics must be beyond reproach. The Code of Conduct for students involved in co-curricular activities does not supersede the "Code of Student Behavior" handbook, but will be used by sponsors and coaches to ensure that all students are involved in activities are treated uniformly and fairly. Each program may establish additional rules which apply specifically to that program, but these rules cannot supersede the items contained in this Code.\

### **Code of Conduct (General Regulations)**

1. Pennsylvania Interscholastic Athletic Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, and use of school equipment. Each coach or sponsor has the responsibility to know, to inform team members and parents, and to enforce school and P.I.A.A. regulations in these matters. The following P.I.A.A. rules, in regard to academic achievements, will apply to all students involved in activities whether they be athletic or non-athletic:
  - a. In order to be eligible for sports (and any student participating in extra-curricular activity) a student may not fail more than one subject. Upon notification of such failures such athletes may not participate until the aforementioned criteria is satisfied. (Incompletes count as failures)
  - b. At the end of the school year, the student's final grades and credits in the student's subjects, rather than the student's grades and credits for the last grading period, shall be used to determine the student's eligibility for the next grading period.
2. Any conduct by a student participant that is determined by the head coach or sponsor and school administration to be detrimental to the athletic or the co-curricular program, school or school district will result in counseling by the head coach or sponsor and a school administrator with possible suspension from the sport, activity and /or school.
3. Participants must travel to and from activities, away from Juniata County in transportation provided by the school district or other district-approved means. The only exceptions are:
  - a. Injury to a participant which would require alternate transportation.
  - b. Prior written note from participant's parent or guardian to the coach or sponsor for the student to ride with the parent or guardian.
  - c. Athletes will never be given permission to ride home with other students.
4. A display of unsportsmanlike conduct toward an opponent, teammate, official, coach or sponsor, or use of profanity during a practice or contest will result in counseling by the head coach or sponsor and possible suspension from the program. If this type of behavior occurs more than once, a student may be suspended from the program for the remainder of the season.
5. Unexcused absences from scheduled practices and /or contests may result in:
  - a. First Offense: Actions ranging from warning to 2 week suspension
  - b. Second Offense: Actions ranging from 2 week suspension to season maximum action.
6. Violations of the code of Student behavior that result in detention or suspension, other than possession and/or use of alcohol or illegal drugs, may result in:
  - a. Suspension from one (1) contest following the first violation.

b. Suspension from the program for the remainder of the season following the second violation.

ü **A student who is assigned to detention after school may report to practice only after the detention period is completed.**

ü A student who is assigned to in-school or out-of-school suspension may not participate in any activities after school or in the evening of each day of the suspension. For suspensions that carry from the end of the week to the beginning of the following week or extend over non-school days, the student will not be permitted to participate in any activity that is scheduled for those days.

7. Theft or malicious destruction of any school or individual's equipment or property is not to be tolerated:

a. First Offense- The individual may be suspended from the program for five (5) school days. At the end of this period, following counseling by the head coach or sponsor and a school administrator, a decision regarding further competition will be made.

b. Second Offense- Suspension from the program for the remainder of the season and a referral of the student to the school administration for appropriate disciplinary action.

### **School Attendance Requirements**

1. A student must be in school by the regular established time schedule in order to participate in an activity that day. The principal has the discretion to review extenuating circumstances and to make a determination on an individual student basis. Sports participants must be in school at the **beginning of first period** to be eligible for practice or interscholastic competition that day. Acceptable exceptions include medical appointments; drivers permit application or exam, college or trade school visitation, and funeral, if the student returns or leaves during school time.

2. If a student is absent on a day prior to a non-school day(s) and the competition is on a non-school day, the student must bring the coach or sponsor a signed statement from the parent or guardian explaining the reason for the absence. It is recommended that the coach or sponsor call the parent or guardian regarding the absence.

3. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's doctor.

### **Use or Possession of Alcoholic Beverages or Illegal Drugs**

Use or possession of alcoholic beverages, or illegal drugs by co-curricular participants is strictly prohibited. Separate and apart from the consequences for such behavior under the Student Discipline Code, students may be excluded from participation in co-curricular and/or interscholastic athletic activities for forty-five (45) school days to one hundred eighty (180) school days, in addition to referral to the SAP team for appropriate assessment.

Before any suspension provided under these rules shall take effect, the student shall be verbally advised of the alleged violation by the head coach or sponsor and the student will have an opportunity to explain.

1. The coach or sponsor will then make a recommendation, if any, to the appropriate administrator.

2. The appropriate administrator will then notify the student of the penalty after consultation with the head coach or sponsor.
  3. The student may request a meeting with the building principal for purposes of reviewing the circumstances and the penalty. The student's parents shall be notified of such a meeting and will be permitted to attend.
  4. The decision of the building principal shall be final.
- The rules and regulations in this Code shall apply to any violations, on and off school premises, during the season of participation where the violations can be determined. Additional rules or regulations from the head coach or sponsor must be cleared by the administrator in charge. Any additional rules and regulations must be in writing and on file in the appropriate office.

### **Attendance Policy**

The following reasons for absences are valid:

- Illness
- Death in the immediate family (three-day limit unless extenuating conditions exist)
- Absences approved in advance with school principal
- Emergency medical or dental attention
- Authorized religious holidays

The school may require a doctor's excuse if it is deemed advisable. If a student accrues 10 days of absences during the school year they will be required to furnish a doctor's excuse for each additional absence. A student has three days upon return to school to turn in the excuse. After that time, the absence will be considered illegal. After four (4) illegal absences have been accumulated, students will be notified of a truancy elimination meeting, possible fines and/or legal action that will be taken if they incur additional illegal absences.

Family vacations (5 days total) that are taken during the course of the school year will be coded as excused, if parents have completed the vacation approval application form 10 days in advance. Educational tours and trips will not be approved during PSSA or Final exam testing windows.

Students who are 17 and older, who are not subject to the compulsory attendance provisions of the Pennsylvania School Code, shall be allowed a maximum of three days of unexcused absences without penalty during a school year. Following three days of unexcused absences, written notice of such violations will be given by the administration to the student and parent. All subsequent unexcused absences must be made up through detention at the rate of 5 1/2 hours for each unexcused day incurred.

The principal's decision concerning unexcused absences shall be final, and all unexcused absence time must be made up prior to grade promotion or graduation.

### **PASSES FOR LEAVING SCHOOL**

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If you leave the building because of illness or any other emergency, you must sign out. Failure to follow the proper procedure will be considered an unexcused absence.

## **TARDINESS**

Students must be in their assigned room by morning late bell or they will be considered tardy. Upon a student's second tardy, he/she will be assigned detention time so each subsequent tardy. After four tardies, a student will be notified that all future tardies must be accompanied by a doctor's excuse, or each tardy will be considered as one-half illegal day. If you arrive late to school, sign in immediately. All students who are participating in any extra-curricular activity must be in school by the beginning of first period in order to attend practice, events, performances, or field trips that day. If you arrive after 9:30 AM, it will be considered an absence rather than a tardy! If you arrive late to class, your teacher will require you to get your planner signed from the office. If you have been detained in the office, or by a teacher, get your planner from the person who detained you before going to your next class. A student who is not at school by the beginning of first period cannot participate in any extra-curricular activities without a valid excuse approved by the Principal.

## **EARLY DISMISSAL FROM SCHOOL**

Early dismissal will be granted for the same reasons permitted for legal absences. Students are encouraged to schedule appointments with their doctor or dentist after school hours. However, when emergencies demand, the appointment should be made as early or as late in the school day as possible. To be dismissed early, students should bring a written note signed by a parent or guardian requesting permission to leave and state the reason, plus the name of the doctor or dentist and time of appointment. Dismissals prior to 2:15pm will be considered a half-day absence.

## **CAFETERIA**

The Juniata County School District is committed to exploring and developing a wide variety of educational opportunities for its students. To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purpose of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs.

To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price:



Students are expected to:

- \* Deposit all lunch debris in wastebaskets
- \* Return all trays and utensils to the dishwashing area
- \* Leave the tables and floor clean for others
- \* **Get principal's prior approval before bringing food from outside vendors into the cafeteria**
- \* No food or beverages may be taken from the cafeteria.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all iPads, books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows, or does other damage to school property or equipment will be required to pay for the damage done or replace the item.

### **CLOSING OF SCHOOL**

In the event it becomes necessary for school to be closed due to inclement weather or emergency circumstances, an announcement will be made to local TV and radio stations along with an announcement through our One Call system. Please do not call school officials, radio stations, or television stations!

### **COMPUTER NETWORK USAGE AGREEMENT**

Computers are available for student use and are to be considered a learning instrument, a research tool, and a privilege to use. This privilege may be revoked by the principal if students violate the usage agreement. Students who wish to make use of any computer labs, including those who are enrolled in a computer class, must have an "Acceptable Use Agreement for Use of the Computer Networks" signed by the student and their parent/guardian and returned to one of the computer instructors prior to using a computer for any purpose. Those without a signed agreement will not be permitted to use the school's computers. Attempting to circumvent the filter will result in a loss of computer privileges.

### **TECHNOLOGY**

Refer to the iPad handbook which can be found on your child's iPad. In the handbook it is explained what is your responsibility.

### **Consequences of Inappropriate Use**

- The network user, whether student or employee, shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts and will be required to repair the hardware and/or software at his/her expense.
- Failure to follow the procedures and prohibitions of the Acceptable Use Policy may result in the loss of the privilege of access to the computer network and/or Internet. Other appropriate disciplinary procedures may take place, as needed.
- A user account may be disabled without prior notice.

- Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution, including the state police.

#### Electronic device Guidelines

- Students are permitted to use devices as phones only before 8:00 a.m. and after 3:15p.m., otherwise they need to visit the office to use their phone.
- Students are only permitted to use devices silently in between classes in the hallways, study hall, lunch periods, and in class only when permitted by the teacher.
- Photographing staff and students without their knowledge is prohibited
- Violation of the electronic device policy will result in automatic detention with progressive discipline being applied for repeat offenses.

### **CRITERIA FOR NATIONAL HONOR SOCIETY**

**Please see your school guidance counselor for more information.**

### **DANCE POLICY**

The basic purpose of dances is to provide students an opportunity to participate in wholesome recreation. The following rules will govern dances:

- Dances will be scheduled as junior high only or senior high only.
- Dances must be approved in advance by the principal with a special events form.
- All dances must have four chaperones
- Once students leave the dance they are not permitted to re-enter.
- All guests must present photo ID and be registered at least 1 week prior to the dance.

### **DISCIPLINE PLAN** (STUDENT CODE OF DISCIPLINE AND RESPONSIBILITIES)

#### **I. Philosophy**

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

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

1. Recognize the inherent qualities of each individual.
2. Promote self-discipline and prevent, rather than treat, problems.
3. Cultivate the welfare of the individual and the school as a whole.

4. Foster a close relationship between parents, students, and staff. The importance of parent, teacher, student, and administrative cooperation cannot be underestimated. The function of this discipline code is to create a fair and consistent means of handling infractions of school regulations that interfere with the teaching and learning processes or that endanger others. This discipline code results in progressive penalties for students' misbehavior. It is the obligation of all students to become familiar with the discipline code and the rules and regulations of the classroom teachers. Pleading ignorance of these codes and rules does not excuse students from the consequences associated with unacceptable behavior.

**Consequences for Misbehavior:**

**Verbal Warning or Reprimand by a school official**

**Student Conference with school officials**

**Parental Contact/Conference**

**Parent/Student/Administrator Conference**

**Loss of privileges** for a designated period of time (i.e. parking, attendance at school-related events, participation in activities, trips, eating lunch in the cafeteria)

**Detention-** a student may be required to report before/after the normal school day as assigned by an administrator. Students must be on time. Detention begins promptly at the assigned time. Students will be expected to complete work during this detention time. Students will be permitted to serve their detention with a teacher should they bring a pass from the teacher to the detention monitor. It is the responsibility of the student to arrange his/her own transportation home. A minimum of a twenty-four (24) hour notice will be given to the student unless parental permission is granted. If problems arise in detention, a referral may be made to the Principal or Assistant Principal will intervene. If a student misses an assigned detention, the student will receive one day of out-of-school suspension.

**Out of School Suspension-** The removal of the student from school for a designated period of time. The student will take textbooks home, and have lessons provided by the student's instructors to be picked up at school at a designated time. All assignments are due upon the day of student's arrival back to school. Students on Out-of-School Suspension are not permitted to be on school property during school hours on the dates of suspension without prior administrative approval. Failure to comply with this notice could be considered trespassing and result in the involvement of law enforcement officials.

**Expulsion-** usually follows or occurs during suspension. It will be in accordance with Pennsylvania State Code.

**II. Student Responsibilities**

Each student will be issued this student handbook. IT IS EACH STUDENT'S RESPONSIBILITY TO REVIEW THIS BOOKLET WITH HIS/HER PARENT(S) OR GUARDIAN(S). If a student and/or his /her parent(s)/guardian(s) have any questions regarding student rights and responsibilities, please contact a school administrator.

1. Be honest and truthful.
2. Maintain behavior that provides an environment that does not interrupt the education of other students.
3. Be well groomed- students should not wear attire that causes a disruption to the school environment or poses a risk to the health and safety of the other students. See clothing policy.

4. Comply with all state and local laws.
5. Recognize that all rules and regulations in the school will be in effect until notice is given of changes.
6. Respect all property, including that of the school, staff, students, teachers, and bus contractors.
7. Attend school promptly and daily, unless excused, and be on time to all classes. A student is not permitted to leave school grounds unless the principal has granted prior permission.
8. Be considerate of others.
9. Adhere to a hands and feet off policy, which means no kicking, hitting, pushing, shoving, or fighting. This also means that public displays of affection will not be permitted.
10. Refrain from inappropriate and profane language.
11. Responsibilities and expectations for school also apply on the bus to and from school.
12. Complete class tasks promptly, neatly, and accurately; obey classroom rules. Satisfactorily complete all courses of study prescribed by state and local authorities.

### **III. Parent/Guardian Responsibilities**

A cooperative effort between the home and school is necessary if students are to achieve their highest potential.

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

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

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

### **Bullying**

The Juniata County School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education

the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

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

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

Bullying, as defined in this policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated school bus stop or at any activity sponsored, supervised or sanctioned by the school. The Board and staff shall not tolerate any bullying on District grounds or at any school activity on or off campus. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

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

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

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

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

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

#### **Investigation Procedures:**

Upon learning about a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents and school staff review of school records; and identification of parent and family issues.

**Education:**

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

**Consequences/Intervention:**

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

**GUIDELINES FOR STUDENT CONDUCT INCLUDE THE FOLLOWING:**

Discipline infractions have been outlined into three levels.

**LEVEL I (INCLUDE, BUT ARE NOT LIMITED TO)**

The classroom teacher, building principal, or assistant principal shall assign disciplinary consequences for Level One violations.

- INAPPROPRIATE BEHAVIOR – actions and/or behavior or lack of actions and/or behavior that are disruptive to the overall operating process of a school building. Failure to comply with restrictions and/or standard operating procedures would be an example.
- CHRONIC TARDY TO CLASS OR TO HOMEROOM – arriving to class or to homeroom after the late bell.
- LOITERING / LOCKER VIOLATION – any action by a student which is determined by a staff member to be disruptive or inappropriate while in the hallway or locker room(s). Students who are spending an inordinate amount of time passing from class to class shall be determined to be loitering.
- TEASING/BULLYING FELLOW STUDENTS – considered as name calling, inappropriate jokes, or causing another student to feel uncomfortable based on a fellow student's actions or statements.
- FAILURE TO FOLLOW DIRECTIONS OR CLASSROOM RULES – any classroom rule either written or verbal in which the student fails to follow. Teachers are given the privilege of creating their own classroom rules.
- HORSEPLAY – student actions and/or behavior which is rough or boisterous play.
- DISRUPTIVE BEHAVIOR – actions and/or behavior or lack of actions/behavior that cause an interruption in the teaching/learning process. All students have the right to a quality education; any actions/behaviors that deny others the opportunity to a quality education are unacceptable.
- MISUSE OF HALL PASSES – any unauthorized use of a hall pass.
- DISRESPECTFUL BEHAVIOR (Student to Student) – defined as behaviors that are exercised to belittle, embarrass, and/or degrade any student.
- PROFANITY – the use of swear words or word or of gestures which are determined inappropriate.
- DRESS CODE VIOLATION – any means of dress or grooming which violates the district dress code and/or is an interruption to the educational process, is a safety concern, or is a health concern.

## **LEVEL II (INCLUDE, BUT ARE NOT LIMITED TO)**

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

- CHEATING / LYING or PLAGIARISM – the act of an instance of fraudulently deceiving, copying other's work, or being untruthful.
- COMPUTER / INTERNET VIOLATIONS – downloading any software without permission from an instructor; use of email accounts; alter official documents, files, or program in any manner; search inappropriate websites; use JCSD equipment inappropriately, be disrespectful, slander anyone, or use inappropriate language; play computer games unless given permission by an instructor (NOTE: Computer games must be educational in nature); loan your account or password without permission from a computer instructor; any other violation stated in the JCSD Computer Network Agreement.
- CUTTING A CLASS / LUNCH / STUDY HALL – any unauthorized leave of absence during the school day shall be charged with one full day unlawful / unexcused absence. Students will be awarded a grade of zero (0) for all class work for the unlawful / unexcused day.
- MISCONDUCT IN CAFETERIA or ASSEMBLY – any student behavior which a staff member determines as inappropriate, unsafe, or disruptive to the educational process.
- LEAVING CLASS WITHOUT PERMISSION – an overt act to leave a class or designated area without verbal and/or written permission.
- DISRESPECT TOWARDS STAFF MEMBERS – behaviors that are exercised to belittle, embarrass, or defy the authority and/or degrade any employee of the district while they are exercising their authority.
- INSUBORDINATION – an overt act of being disobedient to an authority/staff member or not following a directive from an authority figure.
- DRESS CODE VIOLATION – any means of dress or grooming which violates the district dress code and/or is an interruption to the educational process, a safety concern, or a health concern.
- POSSESSION, DISTRIBUTION or USE OF TOBACCO PRODUCTS – smoking and possession or use of tobacco including cigars, cigarettes, pipes, snuff, and chewing tobacco. The Board of School Directors of the Juniata County School District recognizes that smoking or use of other forms of tobacco presents a health hazard that can have serious consequences for both the smoker and non-smoker. Therefore, the possession or use of tobacco by pupils is prohibited in school buildings, school busses, school vehicles, on school district property, and during school-sponsored activities. Violation of this policy will result in prosecution under the provision of Act 145 of 1996, and shall, upon conviction, be sentenced to pay a fine and court costs. Parents may be informed of the violation, and a parent conference will be scheduled if deemed necessary.
- DISORDERLY CONDUCT (§5503 Crimes Code of PA) – conduct with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk.

· Also considered as creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

1. Engaging in fighting or threatening or in violent or tumultuous behavior.
2. Making unreasonable noise.
3. Using obscene language or making an obscene gesture.

**LEVEL III (INCLUDE, BUT ARE NOT LIMITED TO)**

All Level Three infractions shall be referred to the building principal for disposition of discipline. These shall include Out-of-School Suspension, Alternative School, and Recommendation for Expulsion, and Referral to Law Enforcement. Administrators shall: (1) Suspend the student from school; (2) Contact the Director of Pupil Services of a Level III violation; (3) Referral to the school psychologist and/or counselor; and, (4) Set up a meeting with the parent/guardian of the student who has committed a Level III violation (this may occur after the punishment has been administered). The administration holds the right to apply any or all levels of disciplinary action at their means.

· VANDALISM – destruction of personal property.

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

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

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

· THEFT / SALE or POSSESSION OF STOLEN PROPERTY (§3901-3928 Crimes Code of PA) – to withhold property of another permanently or possesses, intentionally receives, or retains property which has been stolen.

· GANG ACTIVITY – an affiliation to a non-school sponsored secret subversive society which has selective membership standards other than academic or school related. Gang activity such as recruitment, the showing of gang colors, markings, or gang clothing shall be prohibited.

· ETHNIC INTIMIDATION (§3901-3928 Crimes Code of PA) – a person commits an offense if with malicious intention, refers to another person in an intimidating manner which reflects their race, color, religion, or national origin.

· ACTS THAT ENDANGER SELF OR OTHERS – acts which are unjustifiable and are in disregard for the safety of self or others but fall short of breaking the law.

· SIMPLE ASSAULT (§2701 Crimes Code of PA) – if a person knowingly attempts or intentionally, knowingly, or recklessly causes bodily injury to another; negligently causes bodily injury to another with a deadly weapon; attempts, by physical menace, to put another in fear of imminent serious bodily injury. This is considered a misdemeanor of the first degree.



- AGGRAVATED ASSAULT OF STAFF (§2702.5 Crimes Code of PA) – attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, or other employee in any public or private school while acting in the scope of their employment relationship to the school.
- TERRORISTIC THREATS (§2706 Crimes Code of PA) – a person is guilty of a misdemeanor of the first degree if he/she threatens to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise cause serious public inconvenience, or in the reckless disregard of the risk of causing such terror or inconvenience.
- INSTITUTIONAL VANDALISM (§3307 Crimes Code of PA) – an act when a person knowingly desecrates as defined in section 5509, vandalizes, defaces, or otherwise damages any school, educational facility and/or grounds adjacent to and owned and occupied by the school system. Vandalism of any personal property located in school facilities and/or grounds are also included in this section. Institutional vandalism is a misdemeanor of the second degree unless costs exceed \$5,000.00, in which it becomes a felony.
- POSSESSION or DISTRIBUTION OF WEAPON or DANGEROUS INSTRUMENT – weapons shall include, but are not limited to firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs; or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons. Section 1317.2A of Act 26 of 1995 indicates: A school district shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Under Section 1317.2C then Superintendent may recommend discipline short of expulsion on a case-by-case basis.
- CRIMINAL MISCHIEF (§3304 Crimes Code of PA) – is damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means.

### **DETENTION POLICY**

For more serious offenses, the result will be an assignment of detention; and the student must abide by all of the following detention guidelines set forth in the following policy. Students must take his/her detention on the night they are assigned or face further punishment. *If a student misses a scheduled detention session they may be suspended one day.* Only under extenuating circumstances will exceptions be made by the administration. Once assigned detention, the student's parent/guardian may be contacted, and a record will be kept on file of the student's time. Accumulated detention hours should not carry over from year to year. In addition, students must have all detention hours made up in order to achieve grade promotion or to graduate. If a student has accumulated hours at the end of a school year, that student will not be promoted to the next grade level until all hours are made up. Any student with outstanding detention hours will not be permitted to participate in any extracurricular activities and also a loss of parking permit until detention is completed. Administrators reserve the right of discretion and assignment.

### **THE PROCEDURE FOR DETENTION HALL IS AS FOLLOWS:**

1. All students should be seated and ready to begin work.
2. Students will not be permitted to sit next to another student (if possible).
3. The detention monitor will take roll and discuss detention rules and regulations with the students.
4. Students will not be allowed to talk or communicate with others during detention.
5. Students must bring schoolwork, textbooks, and notebooks to detention.
6. Students must ask permission to get out of their seats, sharpen a pencil, or get paper.
7. Students may not leave the room during detention.

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions.

### **GRADING**

A serious attempt is made at all times to evaluate, in the best possible manner, the progress of students. The following grading system has been devised for that purpose:

- |           |                                                                         |
|-----------|-------------------------------------------------------------------------|
| 90 to 100 | -Excellent; on a letter grade basis, this would be an A.                |
| 80 to 89  | -Above average; on letter grade basis, this would be a B.               |
| 70 to 79  | -Satisfactory; on a letter grade basis, this would be a C.              |
| 60 to 69  | -Barely meets requirements; on a letter grade basis, this would be a D. |
| Below 60  | -Failure; on a letter grade basis this would be an F.                   |

Incomplete –Incomplete work; on report card, this would be recorded as an I. Students cannot graduate with an incomplete in any subject. Students may not be promoted to the next grade level if they have an incomplete in any subject at the conclusion of the school year.

Required –Student has not achieved a percentage grade equal to or above 50%. Student must complete class work as assigned by teacher to earn a minimum of 50%. Must complete assigned work within ten school days from end of the nine weeks' marking period; on report card, this would be recorded as an R.

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit counselor should contact the guidance counselor to arrange an appointment.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have their school-issued pass(iPad using QR code).

## **HEALTH SERVICES**

Students becoming ill during the school day should report to the nurse. Students must bring a pass from the teacher who has excused them from class. If there is a necessity to go home, the nurse will inform the parent and the student will be released from school. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes missed. Students using prescribed medication are required to follow the medication policy.

## **MEDICATION POLICY**

Students are not permitted to bring medication to school. If a student brings medication to school, it will not be administered. Parents will be notified. The parent/guardian shall be responsible for bringing the medication to school and signing both a medication Verification Form and a Medication Authorization Form. Prescription medication must be accompanied by a written order from the prescribing physician, or it will not be administered in school. Medication must be brought to school in the original, labeled container. Do not send medications in plastic bags or envelopes; the medication will not be administered. In the event that the student is no longer taking the medication or at the end of the school year, the parent/guardian is responsible for retrieving any unused medication. If the parent does not collect the medication within one week following termination of the order or within one week beyond the close of school, the medication will be destroyed.

## **HONOR ROLL**

An Honor Roll will be published at the end of each 9-week marking periods. The grade requirements are as follows:

*Distinguished Honor Roll*- To qualify for this honor roll, a pupil must have a 90% or above in all subjects with a cumulative average of 95%.

*Regular Honor Roll* – To qualify for this honor roll, a pupil must have a combined average of at least an 80% with no grade lower than an 80% in any subject.

## **LOCKERS**

Each student will be assigned a locker. Periodic inspections will be made by the Principal to see that they are kept neat and orderly. Use only the locker assigned to you, and keep it locked at all times. All personal items and books, when not in use, are to be kept in the lockers. Do not tamper with another locker or give your combination/key to another person. All lockers are and shall remain the property of the Juniata county School District. At East Juniata, keys are available in the office for a deposit, refundable at the end of the school year, when the key is returned.

## **LOCKER AND VEHICLE INSPECTIONS**

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. School officials may

conduct random, periodic, or sweeping searches. Students should not expect privacy regarding items placed in lockers because school property is subject to search at any time.

#### Searches

- The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers and cabinets for storage purposes.
- It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.
- Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object that is prohibited by law, board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.
- The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.
- The board authorized the administration to conduct random searches of lockers at any time.
- Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by the administration, concerning the contents of this policy.
- The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion.
- School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the student or the school population.
- Students shall assume the responsibility for maintaining the security of their lockers.
- Prior to an individual locker search, the student shall be notified and given an opportunity to be present.
- Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

#### **MAKE-UP WORK**

Students who are absent for any reason will be required to make up all missed work. A day's absence does not excuse a student from responsibility for all class work on the day of return. Grades will be withheld if makeup work is not turned in, and may lead to failure if the situation is not remedied. It is the student's responsibility to obtain all make up work from teachers immediately upon return to school. Students may obtain assignments by calling the school office. Assignments may be picked up after 3:15 pm.

## **NON-DISCRIMINATION STATEMENT**

### **NOTICE OF NON-DISCRIMINATION**

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

### **AVISO DE NO DISCRIMINACIÓN**

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

## **NON-DISCRIMINATION COMPLAINT PROCEDURE**

### **Student/Third Party**

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

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

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

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

### **Appeal Procedure**

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

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

### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the Principal by telephoning the school office.

### **PARKING REGULATIONS**

Eligible students are permitted to park on school grounds for a fee. The following guidelines must be met in order for students to drive to school:

- Students must have a valid PA driver's license.
- All vehicles must be parked in designated area on school property.
- Students must pull into parking spaces.
- Students should not return to cars without permission, during school hours.
- The maximum speed limit on school property is 15 miles per hour.
- A parking permit must be displayed on the back window of the vehicle driven. Other vehicles in the household that may be driven must also be registered.
- Students should record all license plate numbers on the parking application.
- If vehicles are bought or traded during the year, students must register the new vehicles.
- The Administration reserves the right to revoke the permits of any student at any time.
- Reckless driving may be referred to Pennsylvania State Police.

### **PHYSICAL EDUCATION**

Physical education is required unless excused by written request of the family physician.

### **PROMOTION AND GRADUATION**

Promotion is based upon the numbers of credits earned. To be classified as a sophomore a student should have earned a minimum of five and one-half (5.5) credits; to be a junior, eleven (11) credits; and a senior, sixteen (16) credits.

Graduation required satisfactory completion of (23) acceptable credits. Prospective graduates must earn four (4) credits in English, three (3) in Mathematics, three (3) in Science, four (4) in Social Studies, one (1) in Technology. Students select from additional courses from those approved for credit toward graduation by the school district, including approved vocational

education courses. Students (class of 2019 and beyond) also must score proficient or better on the Algebra, Biology and Literature to graduate. Students who do not pass the Keystone must complete the Project Based Assessment provided by the Pa Dept. of Education. At the junior high level, students must pass three of the four major subjects or pass two major subjects and three minor subjects, to be eligible for promotion to the next grade level. Students will not be promoted to the next grade level if they have an incomplete in any subject at the conclusion of the school year, or if they have other unfulfilled school obligations.

### **REPRESENTING THE SCHOOL ON A DAY OF ABSENCE**

A student who is absent cannot represent the school in any form during evening events, unless permission has been secured from the principal.

### **SALE OF PRODUCTS**

The district has a policy prohibiting the sale of any article during school hours. Students should not bring articles to school to sell. This regulation does not apply to sales by school organizations that have been approved by the Juniata County School Board.

### **STUDENT VALUABLES**

Students are cautioned not to bring valuables or large amounts of money to school. Students, not the school, are responsible for their personal property. The school is not responsible for lost or stolen items.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner can claim them.

### **TEXTBOOKS**

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook is lost, it is to be paid for according to the following schedule:

A New Book	100% of cost price
A One-Year Old Book	80% of cost price
A Two-Year Old Book	60% of cost price
A Three-Year or Older Book	40% of cost price

### **VISITORS**

Anyone wishing to see any member of the faculty or student body must first report to the office and sign in. This is to be done as a matter of protection not only for the faculty members but also for the student body. Any visitor accompanying students **must** have permission from the Principal to visit classes.

## **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transferring is as follows:

- Secure authorization for withdrawal or transfer note from parents or guardian.
- Obtain appropriate forms from the guidance office.
- Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
- Take the completed forms to the Guidance office for final clearance.
- Parents must report to the school and sign a release form in order for students to transfer or withdraw from school.

## **DRESS CODE**

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

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

## **STANDARDS OF CONDUCT ON THE BUS**

The use of the school bus by students is a privilege that may be denied to violators of the established rules. The school bus is an extension of the classroom. Students must obey all rules of conduct in the interests of common courtesy and safety. Behavior rules are as follows:

Rules of Conduct:

1. Get on and off the bus only when it has fully stopped.
2. Pass in front of the bus to cross the highway.
3. The bus driver must assign seats.
4. Take your seat promptly and remain seated and facing forward during the ride to and from school.
5. Keep the aisle clear at all times.
6. Keep your head and hands inside the bus. Do not throw anything out the windows.
7. Do not eat, drink, or chew gum on the bus.



8. Do not use or display tobacco products.
9. Do not use abusive, vulgar, profane or obscene language.

The bus driver has the right to call for silence at any time.

Installed audio equipment is permitted under the control of the driver. This is the preferred method of playing music on school buses. Individual radios, tape players, etc., with headsets are permitted with the consent of the bus driver and contractor. Students should respect the property of the bus contractor. Do not leave any kind of debris on or cause any physical damage to the bus. Students may be required to make restitution for damage to the bus.

### **DRUG AND ALCOHOL POLICY:**

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

#### Goals of the Policy:

1. To assist the student who may become involved with drugs to find help.
2. To prevent the exposure of the school population by those persons who willfully and repeatedly use or bring drugs into the school or to its sponsored activities.

#### This policy will be in effect:

1. For all students enrolled in the Juniata County School District.
2. On school property at any time.
3. Traveling to or from school or any school-sponsored activity in vehicles under the supervision of the school.
4. At any school-sponsored activity off school property, (athletic contests, music activities, field trips, etc.)

#### Drugs

Under this policy, drugs are defined as any chemical substance that produces physical, mental, emotional, or behavioral changes in the user.

#### For purposes of this policy, drugs shall mean:

1. All dangerous controlled substances prohibited by law, including anabolic steroids;
2. All "look alike" drugs;
3. All alcoholic beverages;
4. Tobacco and tobacco products; Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, vapor pen, electronic cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.
5. Any drug paraphernalia;
6. Any prescription or patent drug, except for which permission to use in school has been granted. Drugs prescribed by a physician are permitted in the school health room; however, students are encouraged to bring drugs to school only when the physician indicates the need to take the prescribed medication during school hours.

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

**STUDENT ASSISTANCE REFERRAL**

A Student Assistance Program has been created to work with this policy. Any teacher, parent, or student can refer a potential or actual substance or emotional difficulty to the Juniata County School District Student Assistance Program (SAP). The SAP Program is an identification, intervention, and referral team. Students can give a referral to a SAP member.

**Special Note to Concerned Students**

Any student who may be concerned about his/her own involvement with drugs may seek help from the Principal, school psychologist, guidance counselor, nurse, or other designated members of the school staff. The student is assured that all information is kept confidential.

**Situations and Responses:**

The following situations are typical of those that may occur in school or at school-sponsored events. They are intended as guidelines.

<b>Situation</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Disposition of Substance</b>	<b>Discipline</b>	<b>Notification of Police</b>
Situation wherein a student demonstrates obvious symptoms of possible drug use. (Staggering, slurred speech, dazed appearance, etc.)	Standard health and first aid.	Principal or delegated authority	Available to medical personnel	Dependent on circumstances - may require counseling	No
The student is caught with a small amount of drugs (amount typical for personal use)	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with required counseling	Possi

for the first time)					
The student is caught for the first time with a small amount but is uncooperative	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with possible recommendation for expulsion. Required counseling	Likely
The student is caught again in possession of a small amount of drug substances	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with the possible recommendation for expulsion. Required counseling	Yes
The student is caught in possession of a large amount of a drug substance (more than for personal use, indicating the intention to sell or distribute)	Principal is involved and substances will be taken	Principal or delegated authority	Turn over to police	Suspension 3 to 10 days with possible recommendation for expulsion. Required counseling	Yes

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

## **August 2017**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

### **Evaluation Process**

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

### **Consent**

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

### **Program Development**

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

### **Confidentiality of Information**

The School Districts, Intermediate Units and Charter Schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage,

disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

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

<b>INTERMEDIATE UNIT</b>			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming 814-542-2501 Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-3195	Forbes Road School District 814-685-3865 Forbes Road High School Ms. Maria Scott-Bollman 159 Redbird Drive Waterfall, PA 16689	
Huntingdon Area School District Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Jill Condo 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District 717-248-0148 Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	
Mount Union Area School District 814-542-2518 Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066		Southern Fulton School District Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District 814-447-5520 Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730		Corrections Education 814-658-4024 Trough Creek Youth Forestry Camp #3 Ms. Cheryl Casner 4534 Tar Kiln Road James Creek, PA. 16657	
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>			
Tuscarora Intermediate Unit 11 Ms. Donna Waleski 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
<b>CHARTER SCHOOLS</b>			
New Day Charter School Mr. Joshua Hicks	814-643-7112	Stone Valley Community Charter School Dr. Kim Connelly	814-667-2705

-256 South 5th Street. Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059	13006 Greenwood Road Huntingdon, PA 16652
<b>PRISONS</b>	
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104 Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

### **McKinney-Vento Homeless Assistance Act**

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

#### Definition of Homelessness

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

#### Homeless Students' Rights

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

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

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment just because school records or other enrollment documentation is not immediately available.

- Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before- and after-school programs; vocational education; Title I; and other programs for gifted, talented and disadvantaged learners.
- Your child may have a right to transportation services to and from school.
- Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.
- If you do not agree with the educational placement of your child, you and your child have the right to receive prompt resolution of any dispute.