

**TULPEHOCKEN AREA  
HIGH SCHOOL**



**STUDENT HANDBOOK  
2024-2025**

**-Expect-**

**-Believe-**

**-Achieve-**

**TULPEHOCKEN AREA HIGH SCHOOL ALMA MATER**

Dear Tulpehocken High,  
Surrounded by the hills.  
Yours sons and daughters sing your praise  
Each voice with rapture thrills.

**Chorus**

Hail Tulpehocken High  
We hail the Trojans true,  
And always raise our voices  
To Tulpehocken gold and blue.

2

Dear Tulpehocken High,  
Our hearts will honor you.  
As through the years  
We'll always sing of colors gold & blue.  
(Chorus)

3

Dear Tulpehocken High,  
Where friends are always true.  
We will be loyal, pledge our love,  
And long remember you.  
(Chorus)

**CODE OF ETHICS FOR STUDENTS OF THE  
TULPEHOCKEN AREA HIGH SCHOOL**

Adopted by the Executive Board of the Student Council

In order to uphold the reputation of my school and to make it the best of its kind, I pledge myself:

1. To show at all times respect for authority and my fellow students.
2. To conduct myself in the halls, classrooms, cafeteria, and auditorium in such a way that I, as well as my teachers, visitors, and administrators, can be proud of my self-restraint and good manners.
3. To help my school achieve a good attendance record by being regular and punctual in attendance every day.
4. To help my teachers help me by showing an interest in learning and by being well prepared for work at all times.
5. To show respect for the scholastic achievements of others while striving to improve my own study habits and grades.
6. To demonstrate good sportsmanship whether my team is a winner or loser.
7. To show a good spirit by supporting the activities of the approved school organization.
8. To show civic pride by doing all I can to help those less fortunate than I.
9. To demonstrate pride in my school by doing my part to keep it clean.

I pledge myself to be a credit to my home, school, and community.

(Adopted June, 1972)

**POLICY ON EQUAL OPPORTUNITY**

It shall be the policy of the Tulpehocken Area School District not to discriminate on the basis of race, color, national origin, religion, sex, age, disability or protected handicap in its education programs, activities, or employment policies or practices. This complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Adopted-June 22, 1993

Effective-July 1, 1993



### **TULPEHOCKEN AREA SCHOOL DISTRICT MISSION STATEMENT**

When we expect the most of ourselves and our community and we believe in the inborn ability of all children to attain the knowledge and skills necessary to realize their full potential in life, we will achieve great things.

#### **Board of Education**

Mr. Kyle Batz, President  
Mr. William Palmer, Vice-President  
Mr. Chris Heck, Treasurer  
Mrs. Kristan Rissmiller, Secretary  
Mr. Chris Beitler  
Mrs. April Klopp  
Mr. Rusty Fox  
Mr. Matthew Hetrick  
Mr. Carl Kauffman

#### **Central Administration**

Dr. Andrew Netznik, Superintendent  
Dr. Denis Quirk, Assistant Superintendent  
Mr. Thomas Kowalonek, Chief Financial Officer  
Mr. Taylor Charles, Assistant to the Superintendent for Student Services  
Mr. Matthew Shirk, Chief Operating Officer  
Mrs. Caitlyn Brice, Director of Special Education  
Mrs. Jill Bergman, Director of Food Services  
Mr. Trevor Brown, Director of Athletics, Student Activities and Community Relations

#### **Building Administration**

Mr. Christopher Hamrick, Principal  
Mrs. Kristen Parsons, Assistant Principal

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## Tulpehocken Area High School Faculty

### Agriculture Department

Ms. E. Mahoney  
Mrs. A. Garber

### Art Department

Mrs. K. Overlay

### Business Department

Mr. J. Bernat

### Computer Science Department

Mr. D. Molhoek

### English Department

Mrs. R. Aldrich  
Ms. S. Behm  
Mr. R. Mosely  
Mrs. A. Gassert

### Family and Consumer Science

Mrs. J. Kiene

### Foreign Language Department

Mrs. M. Taylor  
Mrs. A. Minnich

### Library

Mrs. L. Baxter

### Gifted

Mrs. Luann Snyder

### Technology Education

Mr. J.D. Ricapito

### Math Department

Mrs. L. Bragg  
Mr. B. Ingraham  
Mrs. J. Levering  
Mr. R. Neiswender  
Mrs. K. Schweigert

### Music Department

Mrs. J. Gross

### Science Department

Mr. L. Hartman  
Mrs. E. Padovani  
Mrs. S. Weidenheimer

### Social Studies Department

Mr. M. Mulholland  
Mr. M. Minnich  
Mr. C. Schies  
Mrs. J. Patricola

### Nurse

Mrs. K. Reedy

### Guidance

Mrs. S. Yenser, Grades 9-10  
Mrs. A. Troutman, Grades 11-12

### TVA/TVB Coordinator

Mrs. E. Kindoll

### Health, Physical Education, Driver Education

Ms. A. Falco  
Mr. B. Johnson  
Ms. E. Moore

### ISS

Mr. G. Beard

### Special Education Support

Mrs. H. Baer  
Ms. M. Bartek  
Mrs. E. Miller  
Mr. T. Moyer  
Ms. J. Moyer  
Ms. M. Bartek  
Mr. D. Herr  
Mr. L. Hirn



# TULPEHOCKEN AREA SCHOOL DISTRICT

## 2024-2025 SCHOOL CALENDAR

Schools/Offices Closed	Professional Learning Day – Staff Only	Early Dismissal Days	First & Last Day of School
<b>JULY '24</b>	<b>AUGUST '24</b>	<b>SEPTEMBER '24</b>	<b>SEPTEMBER '24</b>
<b>OCTOBER '24</b>	<b>NOVEMBER '24</b>	<b>DECEMBER '24</b>	<b>DECEMBER '24</b>
<b>JANUARY '25</b>	<b>FEBRUARY '25</b>	<b>MARCH '25</b>	<b>MARCH '25</b>
<b>APRIL '25</b>	<b>MAY '25</b>	<b>JUNE '25</b>	<b>JUNE '25</b>

Virtual Flexible Instructional Days – Utilize for Snow Make-up Days

<b>AUGUST</b>	S-4/T-7
<b>19</b>	New Teacher Induction Day
<b>20-22</b>	Staff Professional Learning Day – Staff Only
<b>23</b>	New Teacher Induction Day
<b>26</b>	<b>First day of school</b>
<b>30</b>	Labor Day: <b>Schools Closed</b>
<b>SEPTEMBER</b>	S-20/T-20
<b>2</b>	Labor Day: <b>Schools Closed</b>
<b>OCTOBER</b>	S-22/T-23
<b>14</b>	Staff Professional Learning Day: <b>No School for students</b>
<b>NOVEMBER</b>	S-19/T-19
<b>25-27</b>	<b>Early Dismissal</b> for Students Parent Conferences
<b>28-29</b>	Thanksgiving Day – <b>Schools Closed</b>
<b>DECEMBER</b>	S-14/T-14
<b>2</b>	Thanksgiving Day – <b>Schools Closed</b>
<b>20</b>	<b>Early Dismissal</b>
<b>23-31</b>	Christmas/Winter Holiday Break – <b>Schools Closed</b>
<b>JANUARY</b>	S-21/T-22
<b>1</b>	Christmas/Winter Holiday Break: <b>Schools Closed</b>
<b>20</b>	MLK Jr Day - Staff Professional Learning Day: <b>No School for students</b>
<b>FEBRUARY</b>	S-19/T-19
<b>14</b>	<b>Early Dismissal</b> for Students Staff Professional Learning Day
<b>17</b>	Presidents' Day – <b>Schools Closed</b>
<b>MARCH</b>	S-21/T-21
<b>14</b>	<b>Early Dismissal</b> for Students Staff Professional Learning Day
<b>APRIL</b>	S-19/T-19
<b>4</b>	<b>Early Dismissal</b> for Students Staff Professional Learning Day
<b>17-21</b>	Spring Holiday – <b>Schools Closed</b>
<b>MAY</b>	S-21/T-21
<b>23</b>	<b>Early Dismissal</b> for Students Staff Professional Learning Day
<b>26</b>	Memorial's Day – <b>Schools Closed</b>
<b>30</b>	<b>Last Day of School – Early Dismissal Commencement Ceremony</b>
<b>JUNE</b>	S-0/T-2
<b>2</b>	Staff Professional Learning Day
<b>3</b>	Staff Professional Learning Day

Calendar Board Approved: March 19, 2024

### HOMELESS YOUTH



## **Education for Homeless Youth**

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

### **What is the definition of a “homeless youth” under McKinney-Vento?**

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

### **What living situations fit the definitions of homeless youth under McKinney-Vento?**

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks, public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

### **To contact our district liaison for homelessness, please direct all questions or inquiries to:**

Mr. Taylor Charles, Assistant to the Superintendent for Student Services

Tel: 717-933-4611, ext. 1021

Email: [tcharles@tulpehocken.org](mailto:tcharles@tulpehocken.org)

### **Our Coordinator of Student and Family Support Services is also available to help with resources and needs.**

Kierstan Edris, Coordinator of Student and Family Support Services

Tel: 717-933-4611, ext. 2026

Email: [kedris@tulpehocken.org](mailto:kedris@tulpehocken.org)

## **Tulpehocken Area High School**

	<b>HIGH-(B Lunch)</b>		<b>HIGH-(C Lunch)</b>
<b>A</b>	<b>7:40-8:20</b>	<b>A</b>	<b>7:40-8:20</b>
<b>1</b>	<b>8:23 - 9:03</b>	<b>1</b>	<b>8:23 - 9:03</b>
<b>2</b>	<b>9:06 - 9:46</b>	<b>2</b>	<b>9:06 - 9:46</b>
<b>3</b>	<b>9:49 - 10:29</b>	<b>3</b>	<b>9:49 - 10:29</b>
<b>4</b>	<b>10:32 - 11:12</b>	<b>4</b>	<b>10:32 - 11:12</b>
<b>5</b>	<b>11:15 - 11:55</b>	<b>5</b>	<b>11:15 - 11:55</b>
<b>B</b>	<b>11:58 - 12:28</b>	<b>6</b>	<b>11:58 - 12:38</b>
<b>6</b>	<b>12:31 - 1:11</b>	<b>C</b>	<b>12:40 - 1:11</b>
<b>7</b>	<b>1:14 - 1:54</b>	<b>7</b>	<b>1:14 - 1:54</b>
<b>8</b>	<b>1:57 - 2:37</b>	<b>8</b>	<b>1:57- 2:37</b>

### 2 Hour Delay

<b>Students Arrive</b>	<b>9:30</b>
<b>1/HR</b>	<b>9:39-10:09</b>
<b>2</b>	<b>10:12-10:42</b>
<b>3</b>	<b>10:45-11:15</b>
<b>5</b>	<b>11:18-11:48</b>
<b>6a</b>	<b>B Lunch: 11:51-12:21</b>
<b>6b</b>	<b>C Lunch: 12:24-12:54</b>
<b>7</b>	<b>12:57-1:27</b>
<b>8</b>	<b>1:30-2:00</b>
<b>PM Announcements</b>	<b>2:00-2:04</b>
<b>4</b>	<b>2:07-2:37</b>

**\*BCTC return at 11:15**

**BCTC students will report to the auditorium 4<sup>th</sup> period.**

**Teacher collaboration 2:37-3:00**

**Teacher dismissal 3:00**

## Early Dismissal Schedule

### HS Early Dismissal Schedule

(Nov 20,21,22; Feb 16;May 24 -2023-2024)

**1<sup>st</sup> Bell – 7:30**

**7:40 - 7:45 AM Announcements**

1 – 7:45 - 8:03

2 – 8:06 – 8:24

3 – 8:27 – 8:45

4 – 8:48 – 9:07

7 – 9:10 – 9:29

8 – 9:32 – 9:51

5 – 9:54 – 10:24

<b>“B” Lunch – 10:27 – 10:57</b>
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6 – 11:00 – 11:30
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6 – 10:27 – 10:57
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<b>“C” Lunch – 11:00 – 11:30</b>
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***Dismissal – 11:30***

\*Classes = 18/19 mins (periods 5 & 6 = 30 mins)  
NO ADVISORY PERIOD

### 3 Hour Delay Schedule

#### High School

<b>Students Arrive</b>	<b>10:30</b>
<b>HR Warning</b>	<b>10:41</b>
<b>1/HR</b>	<b>10:42-11:02</b>
<b>2</b>	<b>11:05-11:25</b>
<b>3</b>	<b>11:28-11:48</b>
<b>5</b>	<b>11:51-12:21</b>
<b>6a</b>	<b>B Lunch: 12:24-12:54</b>
<b>6b</b>	<b>C Lunch: 12:57-1:27</b>
<b>7</b>	<b>1:30-1:50</b>
<b>8</b>	<b>1:53-2:13</b>
<b>4</b>	<b>2:17-2:37</b>

**\*No BCTC- They will report to the auditorium for period 1, 2, 3, 4 to be accounted for instead of general study halls.**

**PM Announcements in between 8<sup>th</sup> and 4<sup>th</sup> period.**

**Schedule for the Last Student Day  
May 30, 2024**

**(16 Minute Periods)**

Student Arrival	7:30
Period 1	7:40 – 8:02
Period 2	8:05 – 8:21
Period 3	8:24 – 8:40
Period 4	8:43 – 8:59
Period 5	9:02 – 9:18
Period 6	9:21 – 9:37
Period 7	9:40 – 9:56
Period 8	9:59 – 10:15
Dismissal	10:15

**ATTENDANCE**

### School Hours:

High School 7:40 AM - 2:37 PM

### Emergency School Closing Information

In the event school is closed because of inclement weather or other emergency, you will be contacted through our parent communication program (Instant Connect). An announcement will be made on the local radio and television stations, posted on the Tulpehocken Area School District website at [www.tulpehocken.org](http://www.tulpehocken.org), and on the Tulpehocken Area School District hotline at 610-488-6286. Parents/guardians are asked not to call the school district for information, but instead utilize one of the sources listed above to retrieve information. Please keep in mind that it is important that changes to your phone number or address be reported to the school immediately so your child's emergency contact information remains current. To change emergency information, you can contact your child's school office or our Child Accounting staff at 717-933-4611.

Radio: Y-102 & WIOV (I-105)

Television: WGAL 8 & WFMZ 69

### School Hours

Students should not arrive at the building before 7:30 AM. The school day begins promptly at 7:40 AM, at which time students are expected to be in their classrooms and ready for the day. Dismissal is at 2:37 PM.

### Late Arrival

Students are considered tardy if arriving to their classrooms after 7:40 AM. Students should be dropped off at the office if arriving after this time.

- Students arriving before 9:30 AM will not be marked absent for the day, and no excuse blank will be issued. Tardy minutes will accumulate, and the student will be issued an unlawful absence when the total is equal to a school day.
- Check with the teacher(s) to see what was missed by the absence.
- If a student has an early dismissal after 1:00 PM, the time will not count as an absence, but minutes will accumulate over multiple absences. This may result in an absence if the time missed is equivalent to a school day.

### Attendance Responsibilities and Regulations

#### A. STUDENT RESPONSIBILITIES

1. Attend school regularly.
2. When returning to school after an absence, a written excuse signed by the parent/guardian must be returned to the main office.
3. Check with your teachers to determine missed work that needs to be completed.
4. Be aware of the school attendance policy and the consequences of noncompliance.

## B. PARENT RESPONSIBILITIES

1. Make sure that the student attends school regularly following the Pennsylvania Compulsory School Attendance Law. Don't keep a student home for a minor ailment, especially if the student has a poor attendance record, and do not write false excuses for the student.
2. Following an absence, send a signed excuse note with the student the day they return to school, or complete the online absence form, which includes the student's name, grade, dates of absence and reason for absence. If a note is not received within three (3) school days, the absence will be considered unexcused/unlawful.
3. Be aware of the school attendance policy and the consequences of noncompliance.
4. Be aware of the student's obligation to make up for missed work.
5. Provide appropriate information and/or documentation to the nurse's office regarding known medical problems which might require a student to be periodically absent from school.

### School Attendance Reporting

If for any reason your child or children is/are absent from school one or more days, a call to the building he/she attends must be made. Calls to 610-488-6286 x.2099 must be made by 10 a.m. or earlier. If a call is not received by the hours indicated above, a call to a student's parents or guardian will be made by the school to determine the reason for his/her absence.

Upon returning to school after an absence, a written excuse must be submitted to the child's classroom teacher. If a child is absent more than three (3) consecutive days, a written doctor's excuse must be submitted to the child's classroom teacher or the office. NOTE: The communicable disease of chicken pox is exempt from this requirement.

### EXCUSED ABSENCES

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

#### Excused Absences

The following are examples of excused absences per Board Policy 204:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory
3. Quarantine
4. Family emergency
5. Recovery from accident

6. Required court attendance
7. Death in family
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation
11. Non-school-sponsored educational tours or trips, if the following conditions are met:[3][29]
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care, and other forms of educational instability

#### Examples of Unexcused or Unlawful Absences

The following are examples of unexcused or unlawful absences:

1. Student or parent oversleeping
2. Mechanical problems with vehicles.
3. Missing the bus.
4. Routine babysitting.
5. Failing to turn in an excuse within three (3) days of return to school.
6. Failing to turn in a doctor's excuse for an absence of more than three (3) consecutive days following an illness.
7. Truancy/skipping class and/or leaving school grounds without lawful excuse.
8. Refusing to come to school.

9. Working during school hours at a job that is not part of the high school co-op program.
10. Missing school in excess of ten (10) days per school year without a doctor's excuse for each subsequent absence.
11. Taking an educational trip without following the educational trip guidelines (see Educational/Vacation Trips).
12. Being absent for reasons other than those listed under Excused Absences. Unexcused absences are considered unlawful for students who are of compulsory school attendance age, which is from the time they begin first grade (no later than age eight) until the time they reach the age seventeen years.

#### Attendance Procedures for Excessive or Unlawful Absence

If the attendance regulations are to be effective in reducing unnecessary student absenteeism, student absence must be monitored and related to appropriate school responses.

1. After ten (10) days of cumulative absence, a letter of notification from the building principal will be sent to the parent/guardian. At which time, a doctor's note for all future absences will be required and will be outlined in the letter of notification. If a doctor's note is not presented within three (3) days of the student's return to class, the absence will be declared unexcused or unlawful.
2. After the fourth (4th) unlawful absence, as per the Pennsylvania Department of Education (PDE), the Coordinator of Student & Family Support Services will contact the parents to develop a truancy elimination plan.
3. Parents of students with three (3) or more unlawful absences will be issued a first notice.
4. Upon six (6) or more unlawful absences, parents will be referred to the district magistrate to be charged with violation of the Compulsory School Attendance Law.

#### Education/Vacation Tours and Trips

Requests by parents to have their children excused from school for educational/vacation trips must be evaluated under the authority of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School Sponsored". Failure to get pre-approved may result in the absences being declared unexcused or unlawful.

1. An educational trip form must be submitted for vacations, trips, hunting, non-school sponsored sports competitions, and non-FFA/4H agricultural experiences.
2. The maximum of five (5) days permitted may be used for one (1) trip or a few small trips, however, only a total of five (5) days per school year will be permitted unless approved by the Superintendent or designee. No days may be carried over to the following school year.
3. Any days beyond the maximum of five (5) will be considered unexcused or unlawful. Any additional days beyond these could result in citation.
4. A written request for a student to be excused for an educational/vacation trip must be submitted to the building principal no less than ten (10) school days prior to the trip.



5. The following will be taken into consideration by the principal in granting permission for the trip: the student's academic standing; the student's attendance record; the effect the absence will have on the student's educational welfare; exceptionality of the request.
6. Permission may not be granted for trips/tour during the district's standardized testing period, the state's testing periods and the secondary school examination periods.
7. Decisions may be appealed to the Superintendent or designee.
8. Students will work with their teacher to complete all missed assignments.

#### Absences and Making Up Work

**If a student is absent, before 9:00 AM a parent/guardian should call 610-488-6286, ext. 2099 to report the absence.** The regulations about making up work shall apply whether the absence is for a special rehearsal, for illness, for representing the school in athletics or music, for religious holidays, or for family trips. In other words, missed work, tests or quizzes shall be made up regardless of the reason for the absence. **Students cutting classes or who are truant from school are permitted to make up class projects, labs, or examinations missed during their absence, but their grade may be reduced.**

**It is the student's responsibility, not the teacher's, to initiate the make-up activities.**

Students who know they will be absent from class(s) must see their teacher(s) in advance about missed work. The student has the responsibility for making arrangements with his/her teachers to take care of work, tests, or projects missed because of an excused absence. Unless special arrangements are made with the teacher, the time period is not to exceed double that of the absence. (Example: A student that is absent for 2 days must make up the work within 4 days after returning to school). Teachers do have the discretion in setting time limits on quiz/test make-up when circumstances warrant more time.

A student suspended from school is responsible for the material covered during the absence.

#### Attendance Guidelines

Students between the ages of six and twenty-one years are entitled to a free and appropriate education. Students who are less than seventeen years of age are subject to the compulsory school attendance law, and must attend school. The responsibility for placing the student in school rests initially with the student's parent or guardian.

Unnecessary absences should be avoided. When the reason for a student's absence is questionable, or when the attendance pattern of a pupil is irregular, a statement from a physician may be required by the principal in addition to the excuse blank signed by the parent. Student(s) absent from school due to illness or who have an unexcused/unlawful absence are not to attend or participate in any extra-curricular activity, dances or sporting events on the day of absence or any following non-school days.

- Students arriving before 9:30 AM will be marked tardy.
- Students arriving after 9:30 AM will be marked with a half day absence.
- Students with an early dismissal after 9:31 AM, but before 1:01AM will be marked with a half day absence.

When the Berks Career and Technology Center is closed, students are expected to be present at the home school. When TASD is closed and the BCTC is open, students are expected to ride the bus and attend at BCTC.

### College Visits

Juniors and seniors are encouraged to visit schools they are considering for post-secondary study. Students must present a note signed by a parent/guardian at least one day in advance of the visit. Upon returning to school, the student must present a card from the college indicating the time and date of the scheduled appointment. Failure to do this will result in an unexcused/unlawful absence and an appropriate disciplinary measure. Seniors may have up to 4 college visits.

### Late Arrival (Tardy)

Students are expected to be in their homeroom at 7:40 AM. Students who are late to school MUST report to the main office to turn in the approved lateness excuse at which time tardiness is recorded and a late slip is given to the student. Athletes or students involved in other activities may be required to have a medical excuse for lateness on the day of, or the day after, an evening school activity in which the student has been involved. Repeated tardy to school may result in the following:

- **4 to 10 days tardy** - A student who has exceeded 3 days tardy will be given lunch detention for each time he/she is tardy. Any student of compulsory attendance age that reaches 10 or more days of tardies will be issued a truancy citation
- **11 to 14 days tardy** - A student who has exceeded 10 days tardy will be given an after school detention for each time he/she is tardy
- **15 plus days tardy** - A student who has exceeded 15 days tardy will be given in school suspension day(s) for each time he/she is tardy. In addition the student will lose his/her ability to park on school property and will forfeit the right to participate in prom for the remainder of the year.
- **21 plus days** - A student who has exceeded 21 days tardy will result in out of school suspension and the student will forfeit his/her privilege to participate in sports, all school activities, and attend all dances, including the Homecoming Dance and the Prom, for the remainder of the school year.

### Early Dismissal

Students will not be dismissed from school unless a **written** request is registered in the office. Students will be released to the parent or approved guardian only after being signed out in the office and approved by the administration. The request must be presented the day of early dismissal or day preceding the dismissal. When reason warrants an early release, a student should bring a note from his or her parents requesting the release. The purpose of the early dismissal must be clearly stated in the note. Senior High students dismissed after 9:30 a.m. will be counted present for the morning session, but must return for the afternoon session to have the day count. Junior/Senior High students dismissed after 1:01 PM, will be counted present for the entire school day. Frequent requests for early dismissal are subject to administration approval. Students who are leaving for an appointment and driving themselves must have a note from their parent/guardian specifically stating that their child can drive to the appointment. Students sent home sick by the nurse will be excused. Students who contact their parent/guardian directly because they are sick, without seeing the nurse will be unexcused.

### Moving from the District

When a student is moving to another school district, he/she must get a release form in the guidance office, have all teachers sign it, return all materials and books before records will be transferred to another school.

### Truancy

Following three (3) days of unlawful absence, parents/guardians shall be notified in writing. School officials shall initiate action against parents/guardians of students who have accumulated in excess of three (3) days of unlawful absences. Chronic truancy could result in loss of driver's license, home visits, and possible failure for the marking period due to missed work.

A student must be in school in order to attend an after school or evening extra-curricular activity.

Any student who is truant, cuts classes or leaves school without permission will receive a "0" for the classes missed.

### Truancy Policy

Pennsylvania Act 29 states that a parent/guardian who fails to ensure that their children attend school can be ordered to pay a fine not exceeding \$300.00 and to pay court costs, or be sentenced to complete a parenting education program, or up to six (6) months community service. A parent will not be convicted if they show that they took every reasonable step to ensure attendance of the child at school. A child who is at least 13 years old and fails to attend school, or is habitually truant from school without justification commits a summary offense and may, upon conviction, be sentenced to pay a fine not exceeding \$300.00, community service, or be assigned to an adjudication alternative program. Act 29 also provides that children convicted of the newly created summary offense will be subject to a 90 day suspension of their driving privileges. A second conviction will result in a six (6) month suspension period. Unlicensed youth will be restricted from acquiring these privileges when they apply during the aforementioned period of time.

## **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

### Absence Prior to or After an Event

Any student who has an unexcused absence from class(s) shall be ineligible to participate in any athletic activity/activities that school day.. For an absence to be excused, a written note signed by a physician/dentist/etc. must be presented to and approved by the principal or designee. This approval must occur prior to a student's participation in an athletic activity. If an absence is due to illness, the student may not participate on the day of absence, or until the date specified on the written note. If an absence is due to injury, the student may not participate until the date specified by the physician. The athlete may, however, attend the game.

### Academic Eligibility (for athletes and others involved in extracurricular activities)

The Tulpehocken Area School District requires that students must pursue an approved district course of study and must meet the standards for academic eligibility as follows:

At the High School (grades 9-12) a student is declared ineligible to compete for 15 school days if he/she fails two subjects for the quarter. An athlete that fails two subjects in any given week is ineligible for the following week. Three weeks of ineligibility during the season will result in that student being removed from the team. Athletes may not attend practices or games during periods of ineligibility.

In accordance with section 1 of Article IX of the PIAA bylaws, the TASD will solicit status reports from all teachers of athletes on a weekly basis to determine academic eligibility. In cases in which a student's cumulative work from the beginning of the grading period does not, as of Friday, meet the standards provided for eligibility in accordance with those established by the

TASD, he/she shall be ineligible from the immediately following Sunday through the next Saturday.

#### Athletic Participation Guidelines

Pennsylvania Interscholastic Athletic Association (PIAA) rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each athlete has the responsibility to know the P.I.A.A. regulations in these matters.

Any legal infraction or conduct by a student athlete that is determined by the head coach and administration to be detrimental to the athletic program, school, or school district, will result in counseling with possible suspension from the athletic team for the remainder of the sports season.

A student found to be selling, providing, in possession of, or under the influence of drugs, alcohol, narcotics, tobacco products, or any unauthorized substance, will be dismissed from the athletic team for the remainder of the sports season. The student will face additional disciplinary action if the offense is under the jurisdiction of the Student Discipline Code. The student will also be referred to the Student Assistance Program.

All students are required to travel to and from athletic events away from Tulpehocken in transportation provided by the school district. A student may be transported by his/her parent/guardian or may drive himself/herself, if the parent/guardian presents a written request to the coach, athletic director, or principal that is approved.

Student athletes will show proper use of school facilities and equipment. Damage to any school/community property will be referred to the building principal and the student will be suspended from the athletic team for a period of time. Student athletes have an obligation for issued equipment and may not participate in the next sports season or any future season until all obligations have been cleared. The report card will be withheld until the obligation is cleared.

Student athletes are expected to display proper dress and personal grooming at all athletic events.

In order to participate, a student must be in school on time and for the full day of the event, as well as the school day after an athletic event unless an excuse from a medical provider has been given.

Student athletes have the responsibility to practice good citizenship and self-control at all times, and to comply wholeheartedly with the rules of the athletic activity. The deliberate violation of the rules and guidelines may result in possible suspension from the athletic team and disciplinary action.

Any additional rules or regulations from the head coach must be submitted to the athletic director for approval prior to the beginning of each sport season

The Student Discipline Code will be used in conjunction with the above guidelines.

#### Extra-Curricular Busing and Field Trips

To provide for the safety of Tulpehocken students, those returning from away athletic events and any other away extracurricular activities will not be dropped off from the bus or van at any point along the route except at their school of attendance.

A student is still permitted to go home from an away activity with his/her parent/guardian if the parent/guardian signs him/her off the bus roster. A student must have a signed note from his/her parent/guardian to travel home with another parent/guardian.

### **123.2. CONCUSSION MANAGEMENT POLICY**

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.

#### **Removal From Play**

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

#### **Return To Play**

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

## **DISCIPLINE CODE OF THE TULPEHOCKEN AREA HIGH SCHOOL**

### **General Regulations**

1. No student shall be in the building before 7:30 AM unless under the supervision of a staff member.
2. All students are expected to be in their homeroom by 7:40 AM
3. Students may not share lockers.
4. No students may leave the school grounds any time school is in session without first obtaining permission from the principal/designee.
5. All students are to be on time and prepared for class.
6. All students are to respect the rights and property of others.
7. All students should be polite and courteous to all people at all times.
8. All students should use appropriate language.
9. Students are not to wear hats or bandanas in the building.
10. Generally all school functions will end by 10:00 PM. Parents are expected to be waiting for their children at the end of the school activity. Students not picked up in a reasonable amount of time may be denied participation in future school functions.
11. Students are requested to carry a very small amount of money, and are responsible at all times for their own property. Valuables should not be left unattended, including the locker room. Lock all valuables. **School district is not responsible for lost or stolen items.**
12. All books are numbered and students are responsible for them.

13. No loitering on TASD property. If a student is found at the school after dismissal without an assigned activity, he/she shall be required to call the parent/guardian to be picked up. If contact is not made, the student will stay with an administrator until the parent is contacted or until transportation is arranged. **Students are to wait for their transportation in the high school main office lobby.**
14. No audio/video recording of class shall occur without permission of the teacher, or in the case of special education students, through their IEP.
15. All work done by students must be appropriate for an educational setting. Any work which condones violence, drugs, or is of a sexual nature will not be permitted or accepted for a grade. This includes, but is not limited to class work; computer generated projects, other projects, and/or performances.

### **Unacceptable Behavior:**

This list is by no means all-inclusive. It is virtually impossible to anticipate rules for all circumstances.

Rules will be made and employed for unforeseeable actions if the procedure for carrying out the rules does not violate the concept of reasonableness and the procedure is non-arbitrary.

- Sale, possession or use of a controlled substance, such as cigarettes, drugs, alcohol, etc.
- Cutting classes and deviating from scheduled assignments.
- Leaving school before dismissal or leaving instructional areas.
- Theft of any property belonging to the school, faculty, or other students.
- Willfully damaging or defacing school district property or the property of others.
- Setting fires in or around school buildings or on buses/vans. This includes possession of, or striking and lighting, matches/lighters.
- Littering, smoking, and any vandalism on buses/vans.
- Setting off any explosive or incendiary device, on school property or in buses, such as fireworks, smoke bombs, etc. or possession or sale of such articles on school property, or on a bus.
- Assaulting other students or any employee of the school district.
- Harassment of other students or school personnel. Following a person, abusive language, pushing or shoving, or conduct to frighten or intimidate another is harassment. This can result in legal prosecution.
- Harassment by address: Calling school employees or other students by telephone anonymously for the purpose of intimidation or abuse can result in legal prosecution.
- Forging parents' or teachers' names on school related documents and misrepresentation by telephone or other electronic devices.
- Extortion: Attempting personal gain through intimidation of others.
- Possessing any type of weapon or an object used as a weapon.
- Reporting by telephone, in writing, or in person, a threat known to be false.
- Profanity, obscene conduct, or offensive language.
- Fighting.
- Flagrant disobedience to a teacher.
- Yelling, running, horseplay, pushing, tripping, throwing objects, etc. (rowdy behavior).
- Incurability as evidenced by the inability to abide by specified school rules, in spite of previous disciplinary or rehabilitative efforts.
- Disrespect; lack of consideration.
- Students are permitted to carry containers carrying water. Glass bottles, cans are not permitted in the school building during regular school hours.

- Laser pointers are prohibited in the building during the school day and at after school activities. Radios, tape recorders, video recorders, cameras (including cellphone cameras/recorders) etc. must remain in the students backpack or school bag during the school day. (Violation of this rule will result in confiscation of the device by the principal or school administrator. Parents are required to retrieve the device from the school).
- Lying
- Cheating or plagiarism.
- Threatening other students or any employee of the school district.
- Public display of affection.

### **Computer Lab Rules**

1. No food, gum, candy, snacks, or drinks allowed.
2. No magnetic material may be brought into the lab.
3. No software, hardware, books, equipment, or accessories may be removed.
4. Keep the lab clean and neat.
5. Sit in assigned seats only.
6. Touch only your assigned computer.
7. Intentional and willful misuse (includes “hacking”), abuse, or destruction of school equipment including software may result in loss of lab privileges, restitution, or other disciplinary action.
8. Intentional and willful misuse of computers by conducting inappropriate searches may result in loss of computer access.

### **Cyberbullying and Bullying**

All forms of bullying and cyberbullying by school district students are prohibited. Anyone who engages in bullying or cyberbullying in violation of this Policy shall be subject to appropriate discipline. Students who have been bullied or cyberbullied shall promptly report such incidents to the designated employees. Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimating, threatening, or terrorizing another student, teacher or employee of the School District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student’s personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

The term “bullying” and “cyber bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying.

### **Complaint Procedure**

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a School District employee.
2. The School District employee will investigate the alleged conduct that occurred.

3. The School District employee will inform the principal/designee of the complaint. The principal or designee may become involved in the investigation.
4. After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension or expulsion.

**Disciplinary Infractions and Resulting Consequences**

**This list is by no means comprehensive as it is impossible to determine all offenses.**

**Appropriate judgments based upon the student's discipline history and/or the nature of the offense will be made.**



## LEVEL 1 OFFENSES

### Level 1: Conflicts with the orderly operation of the classroom/school

Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of school. These misbehaviors shall be handled by the staff member who observes the infraction. Repeated misbehavior becomes a Level II violation. An accurate record of the offenses and disciplinary action is maintained by the teacher.

#### Examples of Infractions

- Classroom / Hallway Misconduct – Sleeping in class; public display of affection
- Computer or Internet Violation
- Defiance or Disrespect;
- Disruptive Behavior (school & bus);
- Dress Code Violation
- Failure to Change for Phys Ed
- Failure to follow established procedures (school & classroom)
- Horseplay
- Improper Use of Vehicle; Parking Violation
- In Unauthorized Area
- Late to Class
- Late to School (at least 3 times / Quarter)
- Leaving Area without Permission
- Lying
- Other Minor Infraction
- Public Display of Affection
- Unauthorized use of Electronic Device
- Unexcused Absence

#### Disciplinary Options

- Verbal reprimand/ Warning
- Loss of privileges
- Lunch detention(s)
- After School Detention(s)

*Additional supports may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, mandatory counseling sessions, and/or a behavior contract.*

## LEVEL 2 OFFENSES

### **Level 2: Serious Misbehavior that Disrupts the Learning Environment**

Misbehavior, through its frequency or seriousness, tends to disrupt the learning climate of the school, but does not directly affect the health and safety of others. These infractions, which usually result from the continuation of LEVEL 1 misbehaviors, require the intervention of guidance counselors or personnel on the administrative level because the execution of LEVEL 1 disciplinary options have failed to correct the situations.

#### **Examples of Infractions**

- Continuation of LEVEL 1 infractions
- Academic Dishonesty/Cheating
- Altercation with another Student
- Continuation of unmodified Level 1 behavior
- Cutting Class
- Destructive Behavior
- Detention Violation
- Failure to Serve Detention
- Food Fight
- Forgery or False Representation
- Inappropriate Behavior and/or Language
- Insubordination
- Possession of Inappropriate Material
- Truancy

#### **Disciplinary Options**

- Continued loss of privileges
- After School Detention(s)
- Suspension (1-3 days)
- Referral for attendance citation

*Additional support may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, mandatory counseling sessions, and/or a behavior contract.*

## LEVEL 3 OFFENSES

### **Level 3: Unmodified behaviors in Level I and II as well as acts against persons/property which pose a risk to the health, safety, or welfare of others**

Acts directed against persons or property which may endanger the health or safety of the individual or others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school and may be referred to law enforcement agencies.

#### Examples of Infractions

- Continuation of unmodified LEVEL 1 and 2 infractions, multiple level 2 infractions
- Bullying, Harassment (including sexual), Intimidation, Racial/Ethnic Intimidation
- Continuation of unmodified Levels 1 or 2 behavior
- Minor Destruction of School Property/Vandalism (restitution will be required)
- Fighting (must be at least 2 people)
- Gambling
- Inappropriate/Abusive Language directed at staff
- Major defiance to administration
- Obscene Language/Behavior and Other Sexual Materials or Performances
- Possession of over-the-counter medication without authorization
- Reckless Endangerment
- Sexual Misconduct of any nature
- Theft; Receiving / Possession of Stolen Property
- Threatening Comments
- Tobacco or Paraphernalia Violation (includes a lighter)

#### Disciplinary Options

- Continued loss of privileges
- Suspension (3-10 days)
- Referral to law enforcement and citation

*Additional support may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, mandatory counseling sessions, and/or a behavior contract.*

## LEVEL 4 OFFENSES

### Level 4: Acts against persons/property which seriously endanger property/others

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. These acts are generally criminal in nature and are so serious that they always require administrative intervention, appropriate school board referral, and referral to law enforcement agencies. Disciplinary options have failed to correct the situations.

#### Examples of Infractions

- Assault on a student or staff member
- Bomb Threat
- Continuation of unmodified Levels 1, 2, or 3 behavior
- Disorderly Conduct
- Major Destruction of School Property/Vandalism (restitution will be required)
- Possession of a Weapon (knife, gun, any items used to do harm to another, etc)
- Possession, Distribution, Sale, and/or Use of Controlled Substance-Drug or Paraphernalia Violation; Look alike drug
- Possession, Use, or Under Influence of Alcohol
- Terroristic Threats

#### Disciplinary Options

- Suspension
- Placement in an Alternative Education setting
- Expulsion from school
- Referral to police
- Restricted privileges

*Additional support may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, mandatory counseling sessions, and/or a behavior contract.*

### Fighting

Students who either physically or verbally help to bring about or who participate in a fight are guilty of fighting. Students who do not become verbally involved or who do not physically fight back are not guilty of fighting and will not be punished.

Students involved in fighting are subject to a minimum of three (3) days out of school suspension and possible police notification. Police may issue citations for disorderly conduct or harassment. Parents will be required to attend a reinstatement hearing.

### Cell phones, pagers, cameras, electronic devices

Senior high students only are permitted to use cell phones during study halls, lunch, and in hallways between classes. Cell phones are not permitted to be used in any instructional areas. No phone calls can be made during the school day. Cameras should only be used in TASD buildings for school related purposes. Other electronic devices may be used prior to 7:30 AM and after 2:40 PM. **TASD is not responsible for lost or stolen items.** Disciplinary consequences will result if devices are used outside of these parameters.

Excessive violations could result in the cell phone being confiscated until the end of school day. Students may only use one earbud at low volume for safety reasons when walking in the hallways.

### Reasonable Force

Reasonable force may be used by teachers and school authorities under any of the following circumstances:

- \*To quell a disturbance
- \*To obtain possession of weapons or other dangerous objects
- \*For the purpose of self-defense
- \*For the protection of persons or property.

### Detention

When students are assigned detention, it is the full responsibility of the student and parent/guardian to arrange transportation home. Detention may be assigned by the principal or designee for any infraction of school rules. Failure to serve detention(s) by the assigned date will result in the loss of after school activity privileges and/or an in-school suspension.

### Detention rules:

- Students must be in the assigned room by 2:45 PM or they will not be admitted.
- Students must leave the building promptly by 3:35 PM and will be escorted as a group.
- Students must maintain absolute silence during detention.
- Students must complete assigned homework.
- If homework is complete, essays will be written during detention.

When detention is assigned, a student will have **five** school days to serve the detention. Students are required to make necessary arrangements to serve the detention(s) by the due date.

### Suspension

When a suspension exceeds three (3) days, the administration must offer an informal hearing to the parents within five (5) days. As needed, the administration may request a parental conference in the event that a violation does not result in suspension.

Whenever a violation of the law takes place, the proper law enforcement officers and/or agency may be contacted; in addition, school district disciplinary action will be enforced.

A student who is suspended (in school or out of school) is not permitted to participate in any school activities or functions on the day(s) of the suspension(s) and is not permitted on school property for out of school suspensions.

### In-School Suspension (ISS)

Disciplinary infractions that exceed detention as a consequence will require placement in the ISS area. ISS runs from 7:40 – 2:37 p.m. Students are required to bring lunch, or purchase lunch; work will be provided by classroom teachers. It is the student's responsibility to get all materials needed from their locker prior to reporting to the ISS room.

Tulpehocken Area School District believes that students should not be suspended out-of-school, except for serious offenses, or repeated violation of the discipline code.

### Driving and Parking Rules

The privilege of driving to school may be extended to students who meet the following requirements:

- All vehicles parked on the school grounds must hang a current school year tag on the rearview mirror. A fee of \$10.00 will be collected to cover the cost of registration. An additional fee will be collected for lost tags. All vehicles must be registered through the main office.
- Student parking is limited to the designated Student Parking Areas only. Between the hours of 7:30 AM and 3:00 PM, students must park in assigned parking spaces.
- All students must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
- There is to be no loitering in the parking lot or visitation of the same without permission.
- Vehicles must be locked.
- Improper use of any motor vehicles, such as unnecessary horn blowing, spinning of tires, racing of motors, etc., may result in loss of parking privileges on school grounds and/or police action. The speed limit on school grounds of 15 mph is strictly enforced.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.
- No students are permitted to enter their cars during the school day without special permission from the principal/assistant principal.
- Drivers are advised not to accept passengers who have not obtained written permission from their parents.
- Disciplinary action will be taken against students who attempt to leave the parking lot while the buses are exiting.
- All drivers are expected to follow the specific painted traffic pattern.

### Driving Violations (This list is not inclusive).

- Driving to Career and Technology Centers without permission.
- Late to school three (3) times when driving. Continued patterns of lateness to school may revoke driving privileges for additional days to be determined by the principal/assistant principal.
- Parking on school property during the school day with permission, or without displaying the school's registration decal.
- Parking on school property in unauthorized parking area(s).
- Parking on school property without school registration during the school day.
- Reckless driving to or from school or on school property; driving over the 15-mph speed limit; and/or failure to follow traffic flow pattern.
- Transporting another student from the school grounds during school hours without permission.

### **DRUGS/ALCOHOL/TOBACCO**

Educational programs and outside resources will be used to deter drug/alcohol/tobacco use in the TASD. Educational programs may include drug and alcohol assemblies, education in the curriculum, and counseling on an individual or group basis. **Other sources may include law enforcement agencies and the use of specially trained dogs to locate drugs.**

A student found to be in possession, or selling, or intent to sell drugs, alcohol, drug paraphernalia or look-alikes on TASD property or in vehicles, at school sponsored activities shall be taken immediately to the principal. The principal shall:

1. Notify the parents/guardian and police
2. Hold an informal hearing with the student, parents/guardian and teachers regarding further disciplinary actions.

If it is determined that the student is under the influence of drugs or alcohol, the student shall be suspended from school for a maximum of ten (10) days, referred to the Student Assistance Program and referred to an appropriate community agency. The student will also be suspended from all extracurricular, co-curricular, athletic activities and parking privileges for ninety (90) calendar days. It is mandatory that the student(s) involved comply with the recommendations that are suggested.

Should the evidence be substantiated, the school administration may recommend the student to the Board of Education for a formal hearing to determine if additional action should be taken by the School District. A second related incident shall result in recommendation to the Superintendent and Board of Education for further exclusion from school.

Possession or use of tobacco products on school property is prohibited.

### **Off-Campus Activities**

The Drug and Alcohol policy shall also apply to student conduct that occurs off school property and would violate the Code of Students Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

### **Controlled Substances**

Controlled substances shall include all, but are not limited to, the following:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic and non-anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants such as, but not limited to, glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in the school has been granted pursuant to Board policy.

**Distribution** shall mean the given, selling, or passing of unauthorized substances to another person(s) on school property, on school buses, at school-sponsored activities, or within the bounds of a designated drug-free school zone, or on the way to or from school.

**Possession** shall mean when a student is in possession of controlled substances found on the person of the student, in the student's locker, under the student's control while she/he is on school property being used by the school, at any school function or activity, at any school event held away from the school, or within the bounds of a designated drug-free school zone.

**Under the influence** shall include any consumption or ingestion of controlled substances by a student either before or during school hours or at any school-sponsored activities.

A student involved in the purchase, distribution and/or intent to deliver, possession and/or under the influence of a controlled substance shall receive the following discipline:

**First Offense** – Required notification of parent/guardian and an informal hearing held. The police shall be notified immediately and in no event later than forty-eight (48) hours. Out-of-school suspension for ten (10) school days. Required referral to Student Assistance Program. Required drug and alcohol assessment. Referral to alternative education or to the Board for discipline up to and including expulsion.

**If a suspension expulsion is rendered,** the principal shall also suspend the student from all extracurricular activities, co-curricular activities, athletic competition, and parking privileges for a period of ninety (90) calendar days. The ninety-day suspension may be reduced to a forty five (45) day suspension if the student immediately begins and continues through the Student Assistance Program. During this suspension period, the student may not attend or participate in any athletic events or extracurricular activities, including all practices, performances and competitions.

**Second Offense** – Required notification of parent/guardian. The police shall be notified immediately and in no event later than forty-eight (48) hours. Required drug and alcohol assessment and participation in counseling, rehabilitation testing or other programs as directed by the district. Out-of-school suspension for a subsequent ten (10) days pending a formal hearing with the School Board. The Superintendent shall recommend expulsion for a period of time up to and including permanent expulsion from the district. The principal shall also suspend the student from attending and participating in all athletic, extracurricular and co-curricular activities and shall rescind parking privileges for a period of one (1) year (365 days) from the date of the offense.

A student involved in the possession, distribution and/or under the influence of **non-prescription** drugs shall be subject to the following discipline:

**First Offense** – Students shall receive a warning and the principal shall review Policy 210 with the student and parent-guardian, with discipline that may be up to and including three (3) days of in-school suspension.

**Second and Subsequent Offenses** – Disciplinary consequences will be determined on a case-by-case basis and may include in-school suspension, out-of-school suspension and/or expulsion.

The use of certain types of prescribed and over-the-counter medication will be permitted according to the guidelines of Policy 210 Use of Medications. Nothing in this policy, the Drug, alcohol and substance Abuse Policy 227, is intended to nullify the provisions of Policy 210 Use of Medications.

**Steroids** – Any form of steroids are classified as a controlled substance and unless permitted for a student's valid medical purpose. Their possession, distribution and/or use shall subject that student to the same consequences as outlined above for the possession, distribution or under the influence of a controlled substance. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) prescribed by a physician for ongoing treatment of a diagnosed medical condition shall not be included as a steroid. The principal shall also suspend the student from attending and



participating in any athletic, extracurricular, and co-curricular activities, and shall rescind parking privileges for a period of one (1) year (365) days from the date of the offense. A second violation shall result in permanent suspension from all school athletics.

Incidents of possession, use and sale of controlled substances including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. In addition to the foregoing discipline guidelines, the Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular, or athletic programs resulting from violation of this policy, at the parent/guardian expense.

### **Reasonable Suspicion/Testing**

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but not limited to the analysis of blood, urine, or the administration of a Breathalyzer test.

### **TOBACCO POLICY FOR SMOKE FREE/TOBACCO FREE ENVIRONMENT**

Tobacco and other tobacco usage are prohibited on all school grounds at any time. Tobacco use is prohibited at all times by all persons in all District-owned facilities, on school buses/vans, and in all school district vehicles used in connection with school activities. The term tobacco also includes electronic cigarettes, and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals. PA School Tobacco Law (35 PS 12235 et.seq.)

### **USE OF BICYCLES AND MOTOR VEHICLES**

The board shall permit the use of bicycles by students in accordance with district rules and all state laws, provided that students have been granted permission by the building principal/designee and obtained parental permission to ride a bicycle to school.

The Board shall permit the use of motor vehicles by secondary students in according with district rules, provided that such students:

1. Are licensed drivers.
2. Have followed established procedures and obtained the required permit.
3. Have parental permission if minors.
4. Have been granted permission by the building principal/designee to drive a motor vehicle on school grounds.
5. Display parking pass.
6. Park in assigned parking spaces.

### **Late to Class**

Grade 9-12 students have three (3) minutes to pass from one class to another. Tardiness is any unexcused appearance of a student at class after the period bell sounds. If a student is more than three (3) minutes late to class, appropriate **disciplinary consequences** will be assigned. Students who are late to school, whether excused or unexcused, are responsible for collecting all work from the classes they missed. In addition, they are responsible for turning in any work that was due that day, before the end of the school day.

If you have missed all or part of a class, it is your responsibility to check with your teacher to find out what academic work you have missed. The missing of a class period(s) is considered a class cut.

### Public Display of Affection

Kissing, hugging, etc., are not permitted. Hand holding is the limit of physical contact permitted. Teachers have been asked to directly caution any couple anywhere in the high school building displaying this form of conduct. Refusal to comply with this rule, or insubordination, will result in detention, with continued displays resulting in suspension.

### Stealing

Any student(s) who either attempts to commit or commits a theft shall be subject to restitution, suspension, expulsion, and/or referral to the appropriate legal authorities. Additionally, any student who is found breaking and/or entering the school at an unauthorized time shall be subject to the above disciplinary action.

Theft shall include stealing property from students, members of the staff, and the school. Breaking and entering shall include the school buildings, lockers, desks, files, and/or other areas prohibited to students. Stolen or lost items are to be reported to the office immediately.

### Students Sent From Class

Any student who is sent from class at any time for violations of school regulations must report directly to the main office. Disposition of the offense will depend upon the discipline report from the teacher. In cases of severe discipline problems, students may face suspension and/or a hearing before the Tulpehocken Area School Board.

### Weapons

A **weapon** includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm (loaded or unloaded), replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury, including a bullet (loaded in a gun or loose and not loaded in a gun). Weapons are prohibited on TASD property, vehicles, or school-sponsored events. Any student violating this policy will force a hearing before the Tulpehocken Area School Board.

**Possessing** – A student is in possession of a weapon, including but not limited to, when the weapon is found on the person of the student; in the student's locker, under the student's control while 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; while the student is coming to or from school or any student who assists in another's possession of a weapon in any way or any manner. The Board prohibits students from possessing and bringing weapons or replicas of weapons into any school district buildings, onto school property; to any school sponsored activity and onto any public vehicle 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 expulsions shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

### **DRESS GUIDELINES**

All students are expected to wear appropriate and respectable dress while attending school. Clothing that disrupts or inhibits education or endangers the health, welfare, and safety of others is not permitted to be worn in school. Besides the normal acceptable mode of attire, the types of clothing listed below are either considered acceptable or unacceptable.

1. Wearing apparel which tends to create a disturbance in the academic atmosphere is not permitted. These include but are not limited to the following:

- shorts are permitted except, boxer shorts
  - the length of the shorts, skirts or dresses must be no less than mid-thigh length;
  - ribbed or spaghetti strap tank tops, tube tops; shirts exposing midriff or cleavage; unbuttoned shirts except at the neckline
  - shirts containing suggestive or “double meaning” statements; shirts advertising alcohol, drugs or tobacco
  - holes in pants are permitted but students must be fully covered from waist to short/skirt length.
  - extra-curricular activity uniforms with short skirts
  - cut off sleeves with exposed sides, cut t-shirts, or clothes tending to overexpose.
  - No spandex clothing is to be worn as outer clothing
  - No undergarments shall be exposed
  - No clothing displaying vulgarity or obscenities
2. For safety reasons, students with hair below collar-length must provide an appropriate hair covering for shops and laboratories, such as hairnet or a shortened nylon stocking cap, at the discretion of the teacher.
  3. For safety reasons, sleeves which may be hazardous in shops and laboratories are not permitted in these classes.
  4. No hats, durags (for hygienic purposes only), bandanas except on special days announced beforehand, are to be worn in the school building. Hoods on clothing must be kept down. This includes girls and boys.
  5. Coats are not worn to class unless directed by the teacher in charge. This would not include light denim jackets, vests or sweaters/sweatshirts, which may be worn.
  6. No chains are permitted in school. Metal spiked neck or wrist bands are prohibited. Safety pins or straight pins used on clothing or book bags are prohibited.
  7. No sunglasses.
  8. No pajama tops/bottoms.
  9. Any other clothing, make-up, paint, body piercing, jewelry, accessories that distracts from the educational environment and/or jeopardizes the health and safety of themselves or others. The decision will be at the discretion of the administration.
  10. Flip flops are permitted at the secondary level except in the following areas that require closed-toe shoes:
    - a. Assigned Science Lab Periods.
    - b. Agriculture Shop.
    - c. Technology Education Shops.
    - d. Physical Education Classes.
  - 11.

**VIOLATIONS OF THE DRESS CODE MAY RESULT IN THE FOLLOWING DISCIPLINARY ACTION:**

**First offense** – Warning – immediate change of clothing and notification of parents.

**Second offense** – Immediate change of clothing and notification of parents and an assigned detention.

**Third offense** – Immediate change of clothing, notification of parent, one day in-school suspension.

**Repeated offenses** – Immediate change of clothing, notification of parent, one day out-of-school suspension.

**Health Services Program**

Physical examinations are to be provided to all students in 11th grade. If a parent prefers, these examinations may be performed by the family doctor or dentist at the parent’s expense. Forms can be picked up at the schools and must be returned upon completion. Height and weight measurements and vision screening tests are given to all students in grades 9 – 12. Hearing screening tests are given to students in 11<sup>th</sup> grade and as needed in all other grades.

### **Over-the-Counter Medications**

**All medicines, including over-the-counter medications, require a physician's order** along with parental permission for any medication to be administered during school hours. All medications must be in the original container labeled with the child's name. The required parental permission note shall include the following: Child's name, name of medication, dosage to be given, time to be given, name of prescribing physician, date(s) medication to be given, and a permission note for the medication to be given with parental/guardian signature. A medication form can be picked up in the nursing office.

### **SAP POLICIES:**

The SAP program seeks to identify issues which pose a barrier to a student's academic success through a systematic approach-aiming to identify and remove barriers to learning. The programs are designed to intervene rather than treat and target crisis areas including mental health, behavioral issues, drug and alcohol use, and suicide.

At the core of both programs is a professionally trained team of school staff and community liaisons. The team members are intensively trained to:

- Recognize students in need
- Provide direction and support for identified students
- Refer identified students to appropriate community agencies and support programs
- Maintain communication with teachers, parents/guardians, and students
- Minimize disruptions in school caused by a student's personal needs/crisis

When a problem lies beyond the scope of the school, the teams will assist the parent and student in accessing supportive services within the community. Students can be referred to the program by teachers, parents, other students, or can refer themselves. All referrals and any information that is obtained by the team is strictly confidential and will not be released without student/parent permission. Furthermore, participation in the program is on a voluntary basis and the parent must be in agreement with the referral process in order for services to continue. A drug and alcohol specialist from a contracted agency will assist the Student Assistance Team. If a student or parent has a concern about another student, please feel free to relay the information to a member of the guidance department of SAP/ESAP teams.

### **SPECIAL EDUCATION PROGRAM**

The Tulpehocken Area School District uses the following procedures for locating, identifying, and evaluating specified needs to school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The District, as prescribed by the Pennsylvania School Code, routinely conducts screenings of a child's hearing acuity and visual acuity. Gross motor and fine motor skills, academic skills, speech and language skills and social emotional skills are assessed by classroom teachers on an on-going basis. School wide Level I and II screening is conducted two times yearly to identify possible special needs. (Level I and II screening includes grades, attendance, behavior, standard test scores, previous retentions, social/emotional concerns and health concerns). Specified needs from all of these screening sources are noted within the child's official file. These school records are always open and available to parents and only to school official who have legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with appropriate authorization, which involves written, signed permission by parents. Parents with concerns regarding their student may contact the building principal at any time to discuss his/her concerns. Communication with parents and exceptional students shall be in English or the native language of the parents. Special education services are available for children who meet the following eligibility categories listed in federal laws: Autism, Deaf-Blindness, Deafness,

Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impaired, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, and Visual Impairment.

Students who may be experiencing significant difficulties which directly hinder their learning may be referred to the Three Tier Intervention system. If a student is not making progress after implementation of intervention he/she may be referred for a special education evaluation. Before a formal assessment can begin, parents must give written permission. The assessment is comprehensive and may take up to 60 calendar days to complete. A multidisciplinary team made up of qualified professionals and the parents/guardians recommend whether the student is eligible for special education services based on meeting one or more of the strictly defined eligibility categories. If the student meets the eligibility criteria, a new team, the Individual Educational Program (IEP) team meets. The IEP team confirms eligibility and determines if the student is in need of specially designed instruction and recommends the type and amount needed. In order for the program change to occur, parents must sign a Notice of Recommended Educational Placement (NOREP). Information about parent rights, mediation or due process procedures, specific special education services and programs offered by the District and the District's Educational Records Policy are available upon request from the building principal in a child's school.

### **WELLNESS POLICY**

Tulpehocken Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. In addition to the providing foods through the National School Lunch and Breakfast Program which comply with Federal Nutrition Standards, Tulpehocken Area School District has adopted and enacted the Guidelines for Nutritional Standards for Competitive Foods (foods offered at school other than through the National School Lunch and Breakfast Program) under the District's Wellness Policy. These guidelines are set forth to offer more nutritious and healthy choices in ala carte foods, snacks and beverages; vending food, snacks and beverages, school store food, snacks and beverages; classroom parties; and holiday celebrations. For more information on the Guidelines for Nutritional Standards, visit [www.pde.state.pa.us](http://www.pde.state.pa.us) and search under Division of Food and Nutrition.

### **GENERAL INFORMATION**

#### **Accident or Injury**

The board may not legally assume responsibility for the payment of bills incurred as a result of treatment of accidents or injuries sustained on school property by patrons or pupils. In fact, Section 516 of the school code makes it illegal for the school board to accept such responsibility.

#### **Adaptive Physical Education**

If a student has a medical reason for not participating, a note must be presented from a doctor. If the student will miss more than two (2) weeks, he/she must obtain an adapted physical education form from the teacher and have it completed by a doctor and returned to the teacher within one week.

#### **Announcements**

The following regulations will apply to all P.A. and TTV announcements:

1. The administration reserves the right to edit or reject announcements.
2. No announcements may be made without the signature of a teacher or administrator.
3. All notices must be submitted in sentence form; short and to the point, to the main office for approval by noon one day in advance.

4. All general and athletic announcements will be made prior to dismissal at the end of each day to alleviate class interruptions.
5. It is each teacher's responsibility to maintain classroom silence in order for all students to hear the announcements made when the signal is sounded.

### Assemblies

1. All students must attend all assemblies unless excused by the principal.
2. Students are expected to pass to and from assemblies in a quiet and orderly manner.
3. No food or beverages are allowed at assemblies.
4. Be courteous with your applause.

### BCTC Students

BCTC students are **not** allowed to drive to the Career & Technology School except by special permission. A permission form is available at the BCTC, and must be signed by parents and an administrator.

- Students who miss the Career & Technology bus remain at the home school. They shall report to the office and be given a pass to report to ISS prepared for study until the BCTC bus returns.
- Senior BCTC students may go out on co-op if their instructor gives his/her permission and grades are passing.
- BCTC students with excessive absences will be withdrawn from the program.
- BCTC students must hand in excuse blanks to **both** the Career & Technology Center and the home school when absent from the morning session.
- Technology students who need an early dismissal shall report to the office with the note before leaving for the Career & Technology Center. All students must sign out in the office.
- Conduct on the buses shall be above reproach. Students can be withdrawn from the program for failure to conduct themselves properly on the assigned bus.

### Book Bags

Book bags may be used to bring and take books from school, but must be collapsible to fit into student lockers. Chains, trinkets, toys, etc. are to be kept inside book bags. Students are not permitted to use book bags during the school day unless the book bag is clear and easy to see through.

### Books and Supplies

School supplies and books are provided without charge by the district; however, they remain the property of the school district. Lost or destroyed books or supplies must be paid for by the student. Students are responsible for maintaining the condition of all textbooks issued to them. If the book is lost or stolen, the student **MUST** report the loss to his/her subject teacher and pay for the book. Additionally, if the book is defaced and/or damaged, the student must pay the replacement cost of the book. Obligations may result in loss of involvement in student activities and assemblies.

### **Cafeteria Rules and Regulations**

The following are examples of expectations in the cafeteria:

1. Glass containers/soda cans are not allowed in school for the safety of the children.
2. Walk to and from the cafeteria.
3. Obey lunchroom supervisors and be respectful at all times.
4. Always keep your table and floor area clean.
5. Never throw food or any other objects.
6. Never touch someone else's food.
7. Do not touch others.
8. Talk quietly at your own table **ONLY**.
9. Use appropriate table manners.
10. Clean table and area around you before leaving.

11. Remain seated until excused.
12. All food must be eaten in the cafeteria unless supervised by a teacher in the classroom.
13. No tapping or drumming on the tables.
14. No eating while in the lunch line.
15. No playing with food, mixing food, or attempting to eat with straw, etc.

**This list is by no means all-inclusive.**

#### Cafeteria

Secondary Lunch – \$2.90  
Soup and Salad Bar - \$3.05  
Reduced Lunch - \$0.40  
Breakfast all levels \$1.50  
Reduced Breakfast - \$0.30

#### Point of Sale

This computerized system allows your student to have a debit account for purchases of meals or individual items during the breakfast or lunch period. Every student memorizes their six-digit pin number and enters this number into the computer. Your student will also feel more at ease because of the confidentiality and because they are not required to carry cash on a daily basis. All students will have an established account, although you are not required to participate because the system still has the ability to act as a cash register.

If you want your student to participate in this program, you can deposit money into your student's account regardless of whether your student is free, reduced, or a full paying student. Money will be deducted when a student uses the account. Money may be deposited in the form of cash or a personal check (made payable to Tulpehocken Cafeteria) with a minimum deposit of \$15.00. Students approved for the free or reduced program have no deposit requirement. Students will be notified when their account balance goes below \$5.00. At the end of the year any money in a student's account will remain in the account for the following school year with the exception of seniors.

#### Cafeteria rules

1. Breakfast is available from 7:30 AM to 7:40 AM daily.
2. Breakfast ends at 7:40 AM. Students must immediately report to advisory period.
3. Students must buy a breakfast item from the cafeteria in order to attend breakfast.
4. Students are to enter the cafeteria through the doors at the north end of the cafeteria.  
No students may enter the food court from the cafeteria.
5. Every student must stay in the cafeteria until the end of the lunch period.
6. All items must be in clear view of the cashier. Disciplinary action will be taken against students who fail to comply with these guidelines. Items which are not paid for will be considered to be stolen and discipline guidelines will apply.
7. Read the bulletin board outside the cafeteria for pricing/menu.

### Cheating

Cheating may involve one or more of the following actions, but is not limited to:

1. To use the work of another person as your own or to supply your work to another student to use as their own.
2. To copy information from another student's test, examination, theme, book report, or term paper.
3. To plagiarize—plagiarism means using another person's idea, expression, or words without giving the original author credit.
4. Cheating includes the following: 1) having in your possession a copy of a test to be given or having been given by a teacher; 2) using the test or notes during a test or examination; 3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher.
6. To acquire a teacher's text or answer key so answers are available for your use.
7. Using a cell phone while taking a test.

Cheating will be proven against a student only if a teacher or administrator personally observes an act of cheating or a student admits to a teacher or administrator that he/she has committed an act of cheating. When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she may report the violation to the principal/assistant principal. A student will receive a zero on any test, quiz, or assignment on which he/she cheats and possibly face additional consequences.

### Dances

Dances are a privilege, not a right. School dances may be held as long as they are restricted to those activities which are dance related and behavior is of decent and proper decorum. The school and the chaperones are not responsible for any items lost or stolen while at the dance.

### Grades 9-12 Regulations:

1. School dances must be planned prior to the beginning of the school year unless approved by the principal. Dances will begin no earlier than 7:00 PM and end no later than 10:00 PM.
2. Dances are restricted to TASD students, grades 9-12, and their guests. Students who want to bring a guest must complete the guest form, include a copy of the guest's ID and obtain principal approval. Guests must show ID when paying to enter the dance.
3. Dances are limited to students in grades 9-12 and graduates under the age of 21.
4. Students with obligations may be refused permission to attend.

**All school rules, policies, and discipline codes apply to all dances.**

### Dual Enrollment College Program

Qualified TASD students may earn college credits while currently enrolled in high school. Qualified students may take college classes for credit at Albright, Alvernia College, Commonwealth University of Pennsylvania, and Kutztown during the school day or evening hours. These students must provide transportation and are responsible for all costs. Withdrawal from a dual enrollment course after the drop/add period will result in the student receiving a Withdraw Failure (WF) on transcript.

### Emergency Care Policy

In the event of a sudden illness or accident, the school has the responsibility for:

1. Giving immediate care
2. Notifying the parent/guardian



3. Advising or assisting with transportation of student to home or health care facilities, possibly via local ambulance
4. Guiding the parents to a source of care if appropriate

### English as a Second Language (ESL)

Students whose first language is not English may qualify for ESL classes, which are designed to enable students to become competent in listening to, speaking, reading, and writing English.

### Excused from Class or Study Halls

To be excused from study hall for reason other than library work, the following applies:

1. The student must obtain in advance, a pass from the teacher in charge of the activity/room where the student wishes to work. The teacher giving the pass is responsible and must be present with the student. No student or group of students shall work in an area unsupervised.
2. This pass must be presented to the study hall teacher who will initial it and excuse the pupil after he/she has signed the sign-out sheet.
3. Health Room Policy
  - a. Students may be excused to go to the health room by **obtaining a properly signed pass from the classroom teacher**. If the nurse is not in her office the student should immediately return to the classroom.
  - b. A pass **must** be presented to the nurse upon arrival at the health room and she will sign the pass in order for the student to return to the classroom.
  - c. The nurse will make the determination if the student needs to go home and the nurse will notify the main office.

Any student abusing library or other privileges shall have the privileges revoked for a period of time to be determined by the nature of the offense.

### Field Trips

1. Field trip permission forms signed by parents/guardians must be turned in before students are permitted to go on a field trip.
2. Students must remain with the school group at all times. Each student must return to the school by the same means of transportation by which they left.
3. While on a field trip, students are representatives of their school. Therefore, all school rules including dress code apply.
4. If a parent does not allow a student to participate in a field trip, that student must report to school. His/her teacher will assign work for that day.
5. If, in the opinion of the field trip organizer and in consultation with the principal, the student has not completed the necessary classroom work and/or has been a habitual behavioral problem, and/or is receiving a failing grade, participation in the field trip activity may be denied.
6. All pupils will report to the announced location for attendance checks and morning exercises.
7. Pupils will remain in the same seats throughout the trip unless directed otherwise by the teacher.
8. No glass containers or drinking on the bus; lunches should be in plastic or paper bags.
9. No recreation stops will be made along the route for ice cream, sodas etc., unless it is on the itinerary.
10. Students and anything they have with them (backpack, purse, etc) are subject to search by the principal/assistant principal.

HS Field Trip Restrictions - A student's behavioral restriction will also apply to any high school class trip. The following is the criteria for restrictions:

- 3 or more detentions from the beginning of the school year up to the date of the trip.
- ISS for any length of time from the beginning of the school year up to the date of the trip.

- OSS for any length of time from the beginning of the school year up to the date of trip.

Residency change for seniors

Regularly enrolled seniors whose parents move from the district during the second semester of a school year may seek approval from the school board to graduate from Tulpehocken. Students in other grades whose parents move from the district shall be required to pay tuition if they remain enrolled subject to the approval of the Board.

Fundraising Policy

Sales are allowed in school only under the direct authority of the building principal. In addition to the necessary sales of pictures, insurance, school publications, and tickets for school functions, the collection of money by approved school organizations may be approved by the principal. No students or faculty members may sell anything without receiving permission from the building principal. The sale of food, candy, gum, and miscellaneous merchandise during class periods is forbidden. Study halls are considered classes. Sales before and after school are permitted.

Gifted Program

The Gifted Program for students grades 9 through 12 includes gifted education for each identified student, based on the unique needs of the student. It may include participation in acceleration and enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs.

Grading Policy

If a student repeats a course, the grade received each time the course is taken will be placed on the student’s permanent record and grade transcript. However, for determination of grade point average at the high school, only the most recent grade will be included in the calculations. If a student in grades 9 through 12 attends summer school and passes the course, a 65 is recorded on the grade transcript. This grade will be used in calculation of grade point average.

Grading System

90 – 100	Excellent (A)	P = Passing
80 – 89	Good (B)	F = Failing
70 – 79	Average (C)	I = Incomplete
65 – 69	Below Average (D)	W = Withdrew
Below 65	Failing (F)	

Promotion Policy

To be promoted from grade 9 to grade 10, a student must pass 6.0 credits, including 3 of 4 core courses prior to the start of the following school year. Core courses include English, Social Studies, Math, and Science. To be promoted to grade 11, a student must pass 12.5 credits including 7 of 8 core courses (listed above) prior to the start of the following school year. To be promoted to grade 12, a student must pass 19.0 credits including 11 of 12 core courses.

Class Rank and Weighted Courses

Class rank is determined by computing a student’s total grade point average. Considering the increased demand and acceleration expected of students in Honors and Advanced Placement/RACC/HACC courses, additional grade value weight is assigned for the purpose of determining a student’s Grade Point Average (GPA). Weighted grading applies only to the grade point average used in determining class rank. The

weighted GPA has no impact on quarterly grades issued for honor roll computation. The following weighted grade value will be used to determine class rank.

1.0-Core Academic Courses

1.05- Honors Courses, Spanish IV, German IV

1.10-Advanced Placement / RACC/HACC Courses/PSU Berks/Alvernia

### Dropped Courses

Students are expected to complete the school year with the courses as scheduled. Students will have 10 school days from the first day of school to drop a course. There will be NO drop/add courses after the 10th day of the beginning of school. No changes will be made after that date except by permission of the principal. Courses dropped after the 10th day of school will receive a W/F (withdrawal failure) on the student's transcript.

### Graduation Project

The Graduation Project is a required one-credit course of all T ASD students. Each student will identify an area of interest to complete a program of study that must fit into one or more of the following categories: Community Service, Personal Development, Creative, Research or Career Exploration. After presenting the results of the study to an evaluation committee the student will receive a grade of pass or fail. Students may continue work on the project to receive a passing grade. More details are on the T ASD web site [www.tulpehocken.org](http://www.tulpehocken.org).

### Guidance Services

School counselors are available to assist students and parents experiencing problems of an academic and non-academic nature. Call the school at (610) 488-6286, ext. 2021, for an appointment if the need arises.

Guidance and counseling services are provided to help answer questions and to help students make better decisions about school and future work. The guidance office should be used for educational purposes. If you have some concerns that fall outside of an educational issue, you may request the help of our Student Assistance Program (SAP). SAP referral forms are located in the main office, the library, the guidance office and may be found on the Tulpehocken website. Please feel free to refer yourself or a friend that may need counseling help.

### Hall Passes

A student must have a pass to be in the hall during class time. Students must report to their assigned teacher every period. The teacher will sign the hall pass located in the back of the student agenda.

### Harassment

T ASD prohibits all forms of unlawful harassment of students by students and staff members, contracted individuals and vendors, and volunteers in the schools. Students who have been harassed should promptly report such incidents. All complaints of harassment shall be investigated promptly, and corrective action shall be taken when verified. Confidentiality of all parties will be maintained. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The term **harassment** includes, but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability which create an intimidating, hostile or offensive educational environment.

**Ethnic harassment** includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

**Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

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

Examples of sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn which creates an intimidating, hostile or offensive learning or working environment.

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

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

#### Complaint Procedure

1. A student shall report a complaint of harassment, within fifteen (15) days of the alleged incident, orally or in writing, to the building principal or designee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

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

3. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

District Action – If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

If the charge of harassment against a staff member by a student is found to be false, such student shall be subject to disciplinary action, consistent with the student discipline code.

#### Appeal Procedure

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

#### Homebound Instruction

Homebound instruction is provided for any student who has a temporary disability, which prohibits his/her attendance at school. Contact the Guidance Office 610-488-6286, ext. 2021 for more information.

#### Homework

Homework is any work planned or approved by the teacher to be completed by the student outside the regular classroom with the immediate and direct supervision of the teacher. It is an integral part of almost every learning activity. It is essential that students develop and maintain a proper attitude toward this phase of schoolwork. It is the student's responsibility to ask teachers about making up work that has been missed. Teachers are available before and after school for help or by appointment. If a student expects to be absent for several days, they should contact teachers in advance for assignments. If you are ill, contact the attendance office (610-488-6286 ext. 2012 or) before 8:15 AM and assignments will be obtained.

#### Grades 9-12

Teachers will communicate to the students at the beginning of the course, verbally and in writing, the method of evaluation of homework and its impact on the quarterly grade. Depending on each teacher's grading policy a percentage of a student's grade in a course will be dependent on the number of homework assignments completed satisfactorily.

As with other grading procedures, each teacher has the discretion as a professional educator to determine the value of a homework/class work assignment and its impact on the students' quarterly grades, with an understanding that the value of homework, class work, and all other assignments will be communicated to the class, preferably both in writing and also verbally, at the beginning of the school year and at intervals throughout the year.

Final responsibility for the child's failure to do and submit homework/class work assignments is that of the student and his/her parent/guardian.

#### Honor Roll

#### Grades 9-12

80% in each full credit or ½ credit course, and an 80% or above in each of the following: Physical Education, Driver Education, Electives, Band, and Chorus, where applicable.

#### Principal's Honor Roll

#### Core Subjects

Language Arts  
Science  
History  
Math/Pre-Algebra

#### Special Area Subjects

Art  
Chorus  
Physical Education  
Health  
STEM  
Technology Education  
Band/Instrumental Music  
Computer

### Grades 9-12

90% in each full credit or ½ credit course, and an 80% or above in each of the following: Physical Education, Driver Education, Band, Chorus, where applicable.

### Illness

An ill student should report to the school nurse with a signed hall pass from a classroom teacher. If an illness requires that a student be sent home, the school nurse will make appropriate transportation arrangements with parents/guardians. **STUDENTS MAY NOT MAKE THEIR OWN ARRANGEMENTS TO GO HOME, AND MAY NOT LEAVE SCHOOL WITHOUT PERMISSION FROM THE SCHOOL NURSE.** Any student making their own arrangements to go home without contacting the nurse may be subject to disciplinary action. The students must sign out in the main office and await transportation home. A student who is ill will not be allowed to wait for transportation home in the halls or outside the school building.

Tulpehocken Area School District believes that students should not be suspended out-of-school, except for serious offenses, or repeated violation of the discipline code.

### Insurance for Students

Student Group Accident Insurance helps eliminate the possibility of costly out-of-pocket expenses. It pays benefits in addition to any other group or individual hospitalization plan, provides broad benefits, and pays an accidental death benefit. Unlike some other insurance plans, this one covers accidents related to sports and games with no deductible. Any coverage desired must be purchased individually by each student.

School insurance is offered at the beginning of each year. Parents are encouraged to pay for insurance by check as a more accurate record can be kept. If your child is injured and does not report the injury, notify the school office immediately so that proper coverage can be processed. Insurance claim forms can be picked up in the school office and should be completed as soon as possible after the accident. If the insurance coverage is to apply, the accident form must be filed with the company within ninety (90) days after the accident.

Student accident and interscholastic athletic accident coverage is purchased by the school district for students in athletics, cheerleading, band and chorus for coverage during practices, events and to and from events. This coverage is only in effect during the times of practices, actual events, and to and from these school sponsored events, and begins after the parent's medical plan reaches its limit. Students are encouraged to purchase voluntary school insurance.

### Interim Reports

Parents of students who are failing to meet the objectives of the grading period in a subject shall be notified mid-quarter of each marking period by having an interim report mailed home.

A parent or teacher desiring a conference should check the child's report or failure notice. Conferences will then be arranged with the teacher, counselor, or principal.

### Internet Use Guidelines

The TASD's computer network has been established for a limited educational purpose, and not a public access service or a public forum. Using the Internet in school is a privilege, not a right. Only students who agree to the terms and conditions of the school's Acceptable Use Policy and have a signed Internet Permission Form on file are allowed to access the Internet. All students will have access to the World Wide Web through their classroom, library or school computer lab. Every student will have email access only under a teacher's direct supervision.

The following are NOT permitted:

1. Using the Internet at school for non-school related activities.
2. Sending or displaying offensive messages or pictures.
3. Using obscene, abusive, or objectionable language.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, work or files.
8. Intentionally wasting limited resources.
9. Employing the network for commercial or political purposes.
10. Sending chain letters or pyramid schemes.
11. Circumventing security measures.
12. Falsifying one's identity to others while using the Internet.

Violations may result in loss of access privileges and additional disciplinary or legal action if deemed necessary and appropriate. Please follow the district policy posted in each classroom and library. Any student wishing to bring a personal laptop to school must have a signed permission form from the Director of Technology.

#### Library

1. Official hours are 7:30 AM to 3:00 PM.
2. Books are in general circulation for two weeks. Any books that are not returned after two weeks will be fined 5 cents per day after the due date.
3. Reference books, dictionaries, encyclopedias and atlases circulate overnight only and must be returned to the library by 8:00 AM the next morning.
4. Current issues of magazines, as a rule, do not circulate except by special permission of the librarian. Back issues of magazines may be taken out for one week.
5. Computer resources are available to be used according to the library rules. Students may not change any computer settings. Doing so will result in disciplinary action, and a loss of library privileges. Access to the Internet is restricted to educational purposes and minimal self-discovery. Students are not allowed to send or receive e-mail or converse in chat rooms, bulletin boards, or communicate with any on-line service without the direct supervision of the librarian or a faculty member. Infraction of these rules will also result in disciplinary action.
6. Students will receive overdue notices when materials are not returned on time. Names of such students will be placed on the Obligation List and report cards held if the overdue materials are not returned by the end of the quarter.
7. Materials are signed out to students via a library card, which is kept at the circulation desk. All materials must be properly signed out before they are removed from the library.
8. Silence and order are to be maintained at all times. Persons coming to the library for a social period will be asked to leave. Students on ineligibility lists will be instructed to sit alone and work on school assignments.
9. Lost materials will have to be paid by the student as per the district policy. Letters will be sent home to parents indicating the cost of these materials. All lost items must be paid by the end of the school year or names will be placed on the Obligation List.
10. The librarian can obtain materials from other libraries throughout the state. But please allow ample time for those requests.

### Lockers

ALL LOCKERS ARE THE PROPERTY OF TULPEHOCKEN AREA SCHOOL DISTRICT. As such, school authorities have the right to conduct random locker searches and search individual lockers in the event reasonable suspicion exists that illegal substances or materials are present within these lockers. Students should not have the expectation of privacy while using their lockers. The school authorities also have the right to seize illegal substances or materials from the lockers. Lockers are school property and must be cared for and free from graffiti and litter at all times. General locker cleanups will be held twice a year – at the end of the first semester and again at the end of the school year. The following regulations must be followed:

1. Lockers must be kept locked at all times and not set.
2. Students should report broken lockers and broken locks to the Principal's office.
3. Lockers may not be shared.

### Lost and Found

The school will not assume liability for the property of students. Students should have all personal items marked or labeled with their complete name and should not bring valuables or excessive money to school. If an article is lost, students and parents should check with the school office to find out if the item has been recovered. If you find an item, which appears to have been lost, please turn it in to the main office. All lost articles should be reported to the office immediately.

### Physical Education Excuses

General excuses from physical education classes due to injuries or physical handicaps do not exist in Tulpehocken. The State Law requires all students to participate in physical education classes to some degree. A student having a physical disability must present a doctor's form stating what type of activities can be engaged as well as those that cannot.

### School Property Rules

The following are not permitted on school property:

1. Running or "curbing" of animals
2. Snowmobiles, motor bikes and motor carts unless specifically authorized for transportation to and from school
3. Golf playing unless specifically authorized as part of a school activity
4. Racing of vehicles of any kind
5. Loitering
6. Parking and driving of automobiles or other vehicles on grass areas or any other restricted unless specifically authorized
7. Any act committed which damages property or is detrimental to the health and safety of persons lawfully on school property
8. Repeated violators may have charges filed for trespassing before the District Justice

### Senior Class Financial Obligations

The senior class must meet its financial obligations resulting from senior class activities. If the class treasury is unable to do this, the obligations will be divided equally among the class members and this debt must be paid along with all other obligations before diplomas will be issued.



### Senior Pranks

“Senior Pranks”, which include any type of childish prank, nuisance, decorations, vandalism, or trespassing on school property by **any** student, will not be tolerated by the Tulpehocken Area School District. Such behavior may result in a student not participating in graduation events/ceremonies and/or referral to law enforcement.

### Speech and Hearing Services

Speech and hearing testing is carried out by trained therapists and referrals are made by classroom teachers throughout the year. Remedial help is planned through the school after the evaluations are completed.

### State Farm Show

An excused absence for participation in a project sponsored by a statewide or countywide 4-H, FFA or a combined group may be given upon written request prior to the event. No student will be excused during PSSA or Keystone testing. The total number of days for such participation shall be granted by administration per school year and the student must provide evidence of such participation for each day of absence.

### Student Debt

If a student is delinquent in meeting his/her financial obligations because of a lost book, failure to pay back money raised during a class project, refusal to make restitution for damage to school property, failure to pay for a shop project, failure to return uniforms or other school property, the district may deny the pupil participation in school activities until the obligation is resolved. Students may be placed on a payment plan if approved by the principal.

Cash, checks or money orders payable to “Tulpehocken High School” will be accepted. Any checks returned by the bank for non-payment will be assessed the bank’s current fee.

### Study Halls

QUIET CONDITIONS IN STUDY HALLS are to be maintained at all times.

1. Students are to report to study halls prepared to study. Failure to have work will result in an assignment given by the study hall teacher and/or a discipline referral.
2. Students are to immediately go to their designated seats and remain there.
3. No student will be permitted to enter study hall late unless he/she has an excuse signed by a teacher.
4. If a student wishes to spend all or part of a study period under the supervision of another teacher, he/she must obtain a pre-signed pass from that staff member. After the student has that pass signed by the study hall teacher (noting the time out), he/she is to report to the requesting teacher only.
5. If a student leaves a study hall, he/she must sign out on the sheet provided recording his/her name, destination, and time out. The student must carry a hall pass authorizing his/her release from study hall. Upon returning, the student must record the time of return.
6. Library passes will be given at the beginning of a study period after everyone is in his/her designated place ready for work and attendance has been taken.
7. Athletes are **not** to be dismissed earlier than the precisely scheduled time indicated on the weekly athletic sheet or as announced.

### Summer School

A maximum of two (2) academic credits per summer may be earned by attending summer school. All summer school classes will be attended through the school district's recognized program.

### Telephones

All office telephones are reserved for business purposes and not for student use. Students will not be called out of class to the telephone. Only in an emergency situation will a message be delivered to a student. Administrative approval must be obtained to use the telephone for an emergency. Students will not be given passes to use the telephone. Cell phone use is not permitted during school hours unless permission is granted by the office.

### Visitors

The doors of the High School are locked. Visitors must push the button located at the main entrance to the building. Upon entering the school all visitors must report to the security office inside the front door in order to sign in. Identification must be presented before a visitor pass will be issued. All visitors must wear a visitor pass while in the building. Visitors must sign out before they depart through the door they entered.

Students are not to bring either visitors or guests to school without three (3) day prior approval from the principal/assistant principal. Visitors who arrive without prior approval will be sent home. Visitors who have been approved by the principal must also have identification with them in order to be admitted.

Tulpehocken Alumni are permitted to visit with staff after 3:00 PM once school has been dismissed as long as the staff member is made aware of the visit in advance.

All volunteer information can be found on the district website.

## **TRANSPORTATION**

### **School Bus Regulations – this list is by no means all-inclusive**

Students having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. In the interest of safety, all students may be disciplined or deprived of transportation for the infraction of any of the following regulations:

1. Students shall line up to get on the bus, avoid pushing and shoving, and take seats on the bus immediately upon boarding.
2. Students shall not tamper with the bus or any of its equipment.
3. Students shall observe orderly conduct on the bus and refrain from the use of profane and indecent language.
4. Students shall not talk with the bus driver while the bus is in motion.
5. Students shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
6. Students shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
7. Students shall be on time for the school bus.
8. Students shall not bring pets/animals to school on the school bus. Service animal requests will be evaluated on a case-by-case basis.
9. Students shall not eat or drink on the school bus.
10. Students shall cooperate with and obey the school bus driver at all times.
11. Students shall not deposit any paper or trash on the seats or anywhere else on the bus.
12. Students shall adhere to the Tulpehocken Area School District policy on Controlled Substances.
13. Students shall adhere to the Tulpehocken Area School District policy on Weapons.
14. Students shall adhere to the Tulpehocken Area School District policy on Tobacco Use.
15. Students shall not carry any objects on the bus, such as projects and band instruments, unless they can be safely held on the student's lap. If large items are to be brought to school, the parent/guardian will be responsible for transporting that item on the day involved.

### **Transportation Video Monitoring**

The Pennsylvania State Board of Education regulations grant School Boards the authority to make reasonable and necessary rules governing the conduct of students in school. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct she/he observes that cannot be corrected by less formal means, such as assigning of seats, or verbal warning. These reports are forwarded to the appropriate building principal for corrective disciplinary action as per existing district policy. Cameras may be placed on buses at random selection of the Transportation Coordinator. Please be aware that a video monitoring system may be used at any time to aid in the documentation of student school bus misconduct. The video recording may also be used in allegations of alleged driver misconduct. Access to the camera and tapes will be limited to The Transportation Coordinator or designee. Tapes will be erased and re-recorded if no incidents occur over a two (2) week schedule. Tapes documenting incidents will be made available to the appropriate school administrators after review by the Transportation Coordinator. Videotaped documentation of misbehavior will be preserved only until the disciplinary action/disposition has been reached. Therefore, all recorded evidence of misbehavior will be erased. A request to view a video tape may be made by a student's parents/guardians if the student has been videotaped and recommended for disciplinary action. Requests, in writing, should be addressed to the administration of the student's school. Parents/Guardians may only view the portion of the tape that documents the involvement of their child on the bus.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Tulpehocken Area SD (TASD) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the TASD to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function

for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by T ASD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **TITLE I: SCHOOL PARENT INVOLVEMENT POLICY**

### **PART I. GENERAL EXPECTATIONS**

Tulpehocken High School agrees to implement the following statutory requirements:

- TAHS will put into operation programs, activities and procedures for the involvement of Title I, Part A parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- In carrying out the Title I, Part A parental involvement requirements PAHS will provide full opportunities for the participation of parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and include alternative formats upon request.
- TAHS will involve parents in decisions on how Title I, Part A funds reserved for parental involvement are spent.
- Consistent with section 1118, PASD will work with TAHS to ensure that the required school-level parental involvement policies meet the requirement of section 1118 (b) of the ESEA, and include, as a component, a School-Parent Compact consistent with section 1118 (b) of the ESEA.
- T ASD will be governed by this statutory definition of parental involvement, and expects that its Title I schools to carry out programs, activities and procedures accordingly.
- TAHS will provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title 1 Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
- TAHS will inform parents of the purpose and existence of the Title I State Parent Resource Center at Midwestern Intermediate Unit IV.

### **PART II. DESCRIPTION OF HOW THE TULPEHOCKEN HIGH SCHOOL WILL IMPLEMENT PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. TAHS will take the following actions to involve parents in the joint development of its
  - parental involvement plan under section 1112 of the ESEA:
  - Annual Parent Title I Meeting
  - Review and revise School-Parent Compact annually with parents and staff
  - Provide a copy to all parents
  - Have parents participate in an annual involvement survey

2. TAHS will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - At the annual fall Title I parent meeting, Title I requirements will be explained. Title I teachers will explain both reading and math programs. Opportunities for parents to formulate suggestions for school improvement will be provided.
  - Review survey results with all parents at the annual meeting
  
3. TAHS will educate teachers, pupil service personnel, principals, and staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, coordinate parent programs and build ties between parents and the school through:
  - A parent survey in the fall of each year
  - An annual parent meeting to address results of the survey and plan accordingly
  - Implementing programs such as, New Student Orientation in August to provide strategies and techniques to help parents work with their child academically, and provide an experience for parents to actively engage in their child's education
  - Parent conferences which provide strategies and techniques to help parents assist their child
  - Providing suggestions and strategies on the district website and district newsletters
  - Providing parents with information about conferences/workshops that may be held
  - Parent Compact. Invitations will be issued. Parents interested in participating in the review process are welcome.
  
4. TAHS will conduct an annual survey of the content and effectiveness of this parental involvement policy aimed at improving the quality of the education. The survey will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background):
  - A parent survey form will be given to all parents in September of each year
  - Results will be reviewed by the Title I Liaison, building administrators, special education administration and the Federal Coordinator. Parent suggestions will then be shared at parent and administrative meetings and be considered for program revisions.
  - TASD will use the findings of the survey to design strategies for improvement
  
5. TAHS will build the capacity for strong parental involvement to support a partnership among the school, parents, and the community aimed at improving student academic achievement, through the following activities:
  - A. TAHS will provide assistance to parents in understanding topics, such as:
    - The State's academic content standards
    - The State's student academic achievement standards
    - The State and local academic assessments
    - The requirements of Part A
      - o How to monitor their child's progress, and
      - o How to work with educators:
        1. At the annual fall meeting, questions concerning curriculum, proficiency levels, Keystone testing, PA Core Standards, benchmark testing and other assessments will all be reviewed.
        2. Title I, Part A requirements are reviewed at the Annual Fall Meeting.
        3. District newsletters and the school newspaper will provide information concerning the curriculum.

4. Seventh Grade/Freshmen/New Student Orientation held during several evenings in August provides information concerning curriculum, standardized testing, and progress reports.
  5. Teachers provide information about State and local assessments and how to monitor a child's progress during
  6. Back-to-School Night in September.
  7. On-line grades, phone and email contacts are shared by the classroom teacher helping their child be successful in school.
- B. TAHS will provide materials and training to help parents work with their children to improve academic achievement and the use of technology to foster parental involvement through:
- Special programs which provide strategies and techniques to help parents work with their child in both reading and math
  - Information Packets which include lists of appropriate educational websites and online grade book
- C. TASD will, with the assistance of its schools and parents, educate its teachers, pupil service personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value of utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Discussing parent-involvement activities at faculty meetings
  - Exploring parent involvement in-service programs for teachers, staff, members, and parents
  - Participating in local parent involvement trainings when available
  - Discussing parent involvement activities at Title 1 meetings
- D. TAHS will take the following actions to ensure that information related to the school and parent-programs, meetings and other activities are sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request:
- Mailings
  - Phone Call Reminders
  - Emails
  - Postings on District website

### PART III. ADOPTION

The District-wide and Tulpehocken Area High School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the signature sheet from the May 2016 Parent Involvement meeting.

This policy was adopted by the Tulpehocken Area on May 31, 2016. The school will distribute this policy to all parents of participating Title I, Part A children on a yearly basis.

### Computer/Acceptable Use Policy

Acceptable Use of Technology Resources/Facilities and Internet by Staff, Students, and Community Members is defined in Policy 815, which can be found on the technology page as well as on the Board of Directors tab on the Tulpehocken website under board policies.

### **Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

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 and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

#### Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other 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 properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

### Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

### 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 Assistant Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:[\[36\]](#)

Address: 27 Rehrersburg Road, Bethel, PA 19507

Email: [dquirk@tulpehocken.org](mailto:dquirk@tulpehocken.org)

Phone Number: 717-933-4611, ext. 1012

### Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.



4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

#### Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

#### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

#### **Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

#### Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

#### Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

#### Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

#### Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

#### Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

### **PROCEDURAL SAFEGUARDS**

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

#### Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

### **POLICY 209.1 – FOOD ALLERGY MANAGEMENT**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

#### Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The district will provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

#### Accommodating Students With Non Disabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

**POLICY 209.2 – Diabetes Management Policy**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  1. Name of the drug.
  2. Prescribed dosage.
  3. Times when medication is to be taken.
  4. Times when monitoring equipment is to be used.
  5. Length of time medication and monitoring equipment is prescribed.
  6. Diagnosis or reason medication and monitoring equipment is needed.
  7. Potential serious reactions to medication that may occur.
  8. Emergency response.
  9. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow

other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards. [

### **POLICY 210 – MEDICATIONS**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

#### Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.

5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

### **POLICY 235 - STUDENTS' RIGHTS AND RESPONSIBILITIES**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

"It shall be the responsibility of the student to:

Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.

Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

Assist the school staff in operating a safe school.

Comply with federal, state and local laws.

Exercise proper care when using district facilities, school supplies and equipment.

Attend school daily and be on time to all classes and other school functions.

Make up work when absent from school.

Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.

Report accurately in student media.

Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.

### **POLICY 247 – HAZING**

*For the full text of this policy, please go to:  
<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

#### **DISCIPLINARY ACTIONS FOR HAZING**

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine

#### **POLICY 249 – BULLYING/CYBERBULLYING**

*For the full text of this policy, please go to:  
<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

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

#### **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.

**POLICY 716 – INTEGRATED PEST MANAGEMENT**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:

1. Posting a pest control sign in an appropriate area.



2. Providing the pest control information sheet to all individuals working in the school building.
3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.

The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office by simply calling District Operations at 717-933-4611.

### **POLICY 806 – CHILD ABUSE**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

### **Guidelines**

#### **Aiding and Abetting Sexual Abuse**

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

### Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
  2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.
  3. District policy related to reporting of suspected abuse and sexual misconduct.
  4. Maintenance of professional and appropriate relationships with students.
- Employees are required to complete a minimum of three (3) hours of training every five (5) years.

The district shall provide each volunteer with training on child abuse recognition and reporting.

### Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

### Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

## **POLICY 808 – FOOD SERVICES**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

### Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

### Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.

## Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

## Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

## Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.]

## Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

## Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

## School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements

### **POLICY 824 – Maintaining Professional Adult/Student Boundaries**

*For the full text of this policy, please go to:*

*<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>*

#### **Authority**

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

#### **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

#### **Prohibited Conduct**

##### *Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.

4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

*Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.

12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

*Electronic Communications -*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

#### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.



