

Pocono Mountain School District West Junior High School



STUDENT HANDBOOK 2016-2017

West Junior High School Administration

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POCONO SUMMIT, PA 18346

Main Office.....ext. 51400

Guidance ext.51460

Attendance ext. 51419

Nurse's Office ext. 51470

Athletic Office..... ext. 81373

Special Education ext. 51339

Building Fax 839-7397

eSCHOOL PLUS+

eSchool Plus+ is a web based software package that enables the Pocono Mountain School District teachers to post each student's grades online. eSchool Plus+ allows parents to have access to grades, attendance, assignments, and discipline information regarding their child. For more information on how to access eSchool Plus+, log on to the Pocono Mountain School District web site at www.pmsd.org.

TEACHER CONTACT

All teachers can be contacted through links from our Web page www.pmsd.org

SAFE SCHOOL ENVIRONMENT

The Pocono Mountain West Junior High School strives to ensure that all students and adults are provided with a safe and effective environment in which to learn and work. This type of environment exists when distractions are kept to a minimum and behavior is orderly and is the responsibility of all members of the community. The school utilizes the services of District and building-level resources to meet this goal.

In an effort to provide students with a safe and secure school environment, the PMSD works collaboratively with the Pocono Mountain Regional Police Department in adding another layer of security in the district by employing School Resource Officers. PMSD School Resource Officer's (SRO's) work cooperatively with elementary, intermediate, junior high and high schools in the district in an effort to promote positive relations between youth and law enforcement, be visible within the school community, attend and participate in school functions, build working relationships with the school's staff, students and parent groups.

Security officers patrol the exterior areas of the campus, including parking areas and recreation fields. Monitors and professional staff supervise the interiors of the buildings. Special attention is devoted to entrances and corridors leading to and from exterior areas and it is **required** that all entering guests provide proper identification and register in or near the main office. Specific instructions are provided upon registration. School and District policies govern all visitors as well as our student population and municipal and state codes are enforced.

In order to create and maintain an orderly environment within the schools, students and guests are required to adhere to the rules and regulations as set forth in the 2016-2017 Student Handbook and to abide by the decisions of the administration in disciplinary matters.

A safe school environment is essential to successful learning, and through the careful use of District resources and the monitoring of student, adult, and visitor behaviors, Pocono Mountain West Junior High School provides its constituents with an effective and safe school.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a research-based, highly effective, framework to creating, teaching, and reinforcing students' social, emotional, and academic learning skills to improve and sustain academic achievement and mental and emotional well-being of all students. All school staff use the PBIS's framework and positive approach in all school settings. The goal of PBIS is to establish a predictable, consistent, and positive school culture for all students and staff. PBIS schools focus on prevention, intercede to correct individual student behavioral "miscues," and acknowledge students who model the expected behavior.

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District Mission Statement/Beliefs Student Outcomes:

- Communicate effectively through reading, writing, speaking, and listening.
- Participate as responsible, well-informed citizens in society.
- Demonstrate cultural awareness and respect for self and others.
- Demonstrate skills in creative problem solving.
- Demonstrate the knowledge, skills and habits necessary to promote individual wellness.
- Demonstrate the ability to enhance and respect the environment.
- Demonstrate a critical knowledge of the arts and humanities.
- Adapt uses of advanced technologies.
- Develop the self-confidence and self-esteem necessary to ensure future success, to promote, new ideas and to adapt to a rapidly changing world.
- Use both a broad base of knowledge and higher level thinking skills in order to creatively solve problems and actively encounter new situations.

Pocono Mountain West Junior High School Philosophy

- Pocono Mountain West Junior High School seeks to prepare all students for tomorrow's challenges and opportunities. We work with the home and the community to enable students to develop the academic, personal, and social skills necessary for our young persons to be responsible, productive, and well-informed citizens.
- We believe that learning is a life-long process and, therefore, strive to equip each student with a general knowledge base and the skills necessary to examine and master new areas of interest or concern. Such skills will enable these young adults to apply their knowledge in unfamiliar circumstances and to meet the demands of a rapidly changing world.
- It is our belief that all students can learn. We recognize that students have varied talents and strengths; that they learn at different rates and use a variety of learning styles. We encourage students to develop their individual talents and strengths as they work to attain the required standards of achievement. Within the confines of a trusting, supportive, safe, and healthy learning environment, our students must feel confident to creatively propose new solutions and explore new ideas.
- We attempt to mirror real life in our programs, where learning is multidisciplinary and multidimensional. Ability grouping, therefore, is flexible enough to assure that all students are challenged to the fullest and that students will share varied talents and experiences.
- We enable students to work towards accessible goals and endeavor to ensure that each student reaches those targets. Through their efforts in the pursuit of these objectives, our students learn to measure their progress and skills. We seek to identify those areas where our students require assistance in order to achieve a goal. In all areas - from instruction to assessment - we offer the tools and strategies needed to assist each student in meeting the district outcomes. In doing so, we prepare our students for tomorrow's challenges and opportunities.

Organizational Structure

We are continuing to develop interdisciplinary approaches where subject areas are integrated to provide a more realistic approach to learning. The fine and practical arts are also integrated throughout the student's schedule providing a well-balanced program. WJHS Administration encourages flexible grouping. Students may have their schedules changed throughout the school year to best meet their academic needs at the discretion of the Principal.

Special Education Program

Currently operates emotional support, learning support, life skills support, and speech/language support for students deemed exceptional. Mild and moderate academic and/or behavioral needs of our students can be met in these classes. Psychological and educational evaluations are also available through the Pocono Mountain School District.

Student Schedules

1. An individualized schedule is designed for each student
2. Instructional levels in English/language arts, mathematics, science, and social studies are assigned to each student based upon these multiple criteria:

- a. Results of student performance on standardized tests that are based upon national norms or “averages”
- b. Teacher recommendations

Student Residency

Students must reside in the Pocono Mountain School District to be eligible to attend school in the district. Questions on this requirement should be directed to the building principal or Central Administration at (570)839-7121. The district is to be notified immediately of any change in residence.

Visitors

Visitors must sign in and out of a building at the designated location. Visitors will be requested to show identification (Picture ID is preferred). A visitor’s pass must be visible at all times.

Deliveries

The School will not accept deliveries from businesses for students.

Communicating with the Administration

The Administration continues to welcome and respect parent involvement in school matters. In order to effectively manage the building on a daily basis and to avoid experiencing a frustrating waiting time, we ask that parents who wish to speak to an administrator contact the main office. Please indicate to the secretary whether you would prefer a phone call or meeting with an administrator, where you can be reached, and a brief statement as to the topic of your inquiry. We strive to return calls and schedule meetings as soon as possible at a time when we can effectively listen and respond to your thoughts.

Communicating with Teachers

One of the keys to a successful year is having open communication between parents and teachers. If a parent or guardian wishes to speak to a teacher, the parent should call the main office and leave a message. The parent should indicate to the secretary where the call can be returned and a brief statement as to the topic of the inquiry.

If a parent or guardian would like to schedule a conference with a student’s teachers, the parent or guardian should call the guidance office and the Guidance Counselor will schedule a conference. The most efficient means of communication with any district staff member may be through email communication. Staff member email addresses consist of a person’s first initial, last name @ pmsd.org. For example, jdoe@pmsd.org.

School Closings/Delayed Openings/Local Radio and Television Station Listings

Incident weather, road conditions or other emergencies may cause school closings or delayed openings. If road conditions in a specific area are untreated and hazardous, the parent or guardian should make the ultimate decision as to whether or not their child should attend school. Such absence will be recorded as excused when proper excuse is presented. If these circumstances are of a temporary nature and expected to improve, the opening time for schools will be delayed for one or two hours. A one-hour delay means that schools will open one hour later than usual and that bus schedules will be adjusted to arrive one hour later than regular time. In the event of a two-hour delay, school openings and bus arrivals will be two hours later than the regular time. Parents are urged to continue to listen to radio or television stations after a delayed opening is announced in case conditions do not improve and it becomes necessary to close school for the day. The following radio and television stations broadcast announcements of changes in school schedules:

Radio Stations:

WSBG	840 AM and 93.5 FM	Stroudsburg
WARM	590 AM	Scranton
WGBI	910 AM and 101.3 FM	Scranton
WEJL	630 AM	Scranton
WEEX/WODE	1230AM and 99.9 FM	Easton
WHCY	106.3	Blairstown, NJ
WRNJ	107.3	Hackettstown, NJ

Television Stations:

WFMZ	TV Channel 69	Allentown
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WBRE	TV Channel28	Wilkes-Barre
WNEP	TV Channel 16	Wilkes-Barre
WYOU	TV Channel 22	Scranton

Student Drop-Off/Pick-up

Students are not to be dropped off for school before 7:00 AM. at WJHS. Students will not be summoned for dismissal from school between 2:00 PM and 2:20 PM at WJHS. We do discourage parents from interrupting their child's instruction at the end of the school day through frequent early dismissals. Students who are dropped off prior to school will need to report to a designated area for early arrivals. Students are not permitted to walk to/from school. They must ride their assigned bus or be driven by their parent/legal guardians or their permitted designees.



Pocono Mountain School District

2016-2017 School Calendar



Jul 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- August**
- 22 New Teacher Orientation
 - 23 First Day for Teachers - In-Service 8AM - 3:30 PM
 - 24 In-Service - Teachers in Session 8AM - 3:30 PM
 - 25 In-Service - Teachers in Session 8AM - 3:30 PM
 - 29 First Day for Students

Aug 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- September**
- 2 Labor Day Holiday - Schools Closed
 - 5 Labor Day Holiday - Schools Closed
- October**
- 10 Columbus Day - School Closed Teacher In-Service 8AM - 3:30PM

Sep 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- November**
- 2 45th Day - End of 1st Marking Period (Tentative)
 - 10 Parent-Teacher Conferences (K-12) 5:30PM-8:30PM
 - 11 (Act 80) Parent-Teacher Conferences Grades K-12 Schools Closed 8:00AM-2:30PM
 - 23 2 Hour Student Early Dismissal Grades K-12

Oct 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 24 Thanksgiving Holiday - Schools Closed
 - 25 Thanksgiving Holiday - Schools Closed
 - 28 Thanksgiving Holiday - Schools Closed
- December**
- 23 Winter Recess-Schools Closed
 - 26 Winter Recess-Schools Closed
 - 27 Winter Recess-Schools Closed
 - 28 Winter Recess-Schools Closed
 - 29 Winter Recess-Schools Closed
 - 30 Winter Recess-Schools Closed

Nov 2016						
S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 2 Winter Recess-Schools Closed
- 16 Martin Luther King Holiday-Schools Closed
- 19 90th Day-End of 2nd Marking Period (Tentative)

Dec 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- February**
- 17 In-Service - Teachers in Session 8AM - 3:30PM Schools Closed for Students
 - 20 President's Day-Schools Closed
 - 24 (Act 80) Parent-Teacher Conferences Grades K-12 Schools Closed 8:00AM-3:30PM

- March**
- 8 (Act 80) - Special 3 Hour Student Early Dismissal
 - 27 135th Day-End of 3rd Marking Period (Tentative)
- April**
- 13 Spring Recess-Schools Closed
 - 14 Spring Recess-Schools Closed
 - 17 Spring Recess-Schools Closed

Jan 2017						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- May**
- 17 (Act 80) - Special 3 Hour Student Early Dismissal
 - 29 Memorial Day-Schools Closed
- June**
- 2 180th Day-Last Day for Students (Tentative)
 - 5 Last Staff Day-Teacher In-Service (Tentative)

Feb 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar 2017						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teacher In-Service Days
8/23, 8/24, 8/25, 10/10, 2/17, 6/5

Tentative Marking Periods
End of 1st Marking Period November 2
End of 2nd Marking Period January 19
End of 3rd Marking Period March 27
End of 4th Marking Period June 2

Parent Teacher Conferences
All Grades K-12
November 10 5:30 PM to 8:30 PM
All Grades K-12
November 11 8:00 AM to 2:30 PM
All Grades K-12
February 24 8:00 AM to 3:30 PM

Total Student Days – 180
Total Staff Days – 186

Act 80 Days
November 11, 2016 Grades K-12
February 24, 2017 Grades K-12
March 8, 2017 Grades K-12
May 17, 2017 Grades K-12

Apr 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Snow Make Up Days in Order of Usage
June 5, 6, 7, 8

According to Section 15-1502 of the PDE Code and Regulations, after the use of these make up days, if additional make up days are necessary due to inclement weather or other emergency situations, the following days will become school in session days in the following order:

- **February 17, 2017
- February 20, 2017
- April 13, 2017
- April 17, 2017

**Staff In-Service Days would be rescheduled to the end of the year.

Jun 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Grading

The Pocono Mountain School District believes that every student should be provided as many opportunities as possible to demonstrate achievement each marking period both formally and informally. The assessments both formal and informal are what collectively contribute to the formation of a grade for each individual student. Assessments should be made in multiple formats and may include homework, tests, quizzes, class work, center work, lab work, final exams, project completions, paper and pencil activities, notebooks, portfolios, participation and verbal presentations. Each student is assessed eight times per school year. Every 45 days a formal report card is issued to the students, 4 per year, as well as every mid quarter a mid marking period progress report is sent home, 4 per year. Assessment information can be sent home eight times per year and parent conferences may be scheduled once a year to discuss student progress. Parent conferences may also be scheduled based on need. Student grades can be viewed on our web based gradebook called eSchool Plus. This program can be accessed from our school web site. Login and passwords will be mailed to parents. Various grade levels reflect student achievement differently, but all grades are based on the scale of 0 – 100.

The scale and designation of alpha and numeric is as follows:

92 – 100	A – Distinguished Honors
83 – 91	B – Honors
74 – 82	C – Acceptable Work
65 – 73	D – Marginally Passing
0 – 64	F – Failing Work

O/Outstanding A+/98-100 A/95-97 A-/92-94
G/Good B+/89-91 B/86-88 B-/83-85
S/Satisfactory C+/80-82 C/77-79 C-/74-76
N/Needs Improvement D+/71-73 D/68-70 D-/65-67
U/Unsatisfactory

Progress Reports

Progress reports are issued midway between each report card. Progress reports are issued so that the student and the parents are aware of the current grade status of the child. Actual grades for work are reflected on the progress report. These reports allow the student time to improve their grade standing if they are doing poorly and inform the parent that a possible parent teacher conference may be needed. First progress reports of the year may not have grades but comments about your child's progress. Many times, during the first four weeks of school, the teacher is getting to know your child and your child is getting adjusted to the new grade and curriculum, therefore, a grade may not have been established at the time.

Standardized Testing

The Pocono Mountain School District utilizes a district wide testing program designed to provide information concerning the proficiency of all students in the district on standardized tests of academic achievement and aptitude. Test results are available in the guidance office. Parents and students are welcome to make an appointment to discuss this information with a counselor.

- 1) The Pennsylvania Department of Education has established the PA State Standardized Assessment for grade seven and eight
- 2) The main purpose of these types of assessments is to provide data for school district and state evaluation.
- 3) The information gathered will be used to influence in-service training, curriculum revision, and future school programs.
- 4) All grade 8 Algebra 1 students are required to take the state required Algebra I Keystone Exam in May. Students must score proficient or advanced on the exam in order to meet state and district graduation requirements. Students who are not proficient or advanced on the Algebra I Keystone Exam will retake the exam after completing required remediation.

Honor Roll Criteria

1. Only courses flagged as "Include in Honor Roll" on the course master are reviewed.
2. Only courses flagged as "Requires a Grade" in the current marking period on the student's schedule are reviewed.
3. All courses are considered individually – there is no marking period GPA or other average calculated.
4. There is no differentiation between course type (i.e. related arts or not).

5. The following is required for a student to make Regular honor roll:
 - a. NO missing grades.
 - b. NO alpha grades of U, NR or I.
 - c. NO numeric grade less than 83
6. The following is required for a student to make Distinguished honor roll:
 - a. NO missing grades.
 - b. NO alpha grades of U, NR, W, W55 or I.
 - c. NO numeric grade less than 92.

Minimum Failing Grade

Grade reporting for the first three-quarters in grades 3-9th and the report prior to the final grade in block scheduling has a minimum grade of 55 for regular education students and 65 for special education students. The purpose of minimum midpoint grades is to allow the student the opportunity to pass the course if they change their current grading trend. The final grade for block schedule and regular year-long courses will be the actual grade earned.

Weighting of Grades

Grades should reflect the student's performance from a variety of assessment evaluations. Exit exams are to be weighed no greater than 25% of the final grade. A student's grade can go up or down based on the assessment of homework. A student cannot fail the subject based solely on incomplete homework. The classroom teacher has the discretion as to how they assess homework and log its completion in their grade book. Homework can constitute a maximum of 10% of a student's course grade. The assessment of homework can improve or diminish a student's grade within a 10% ceiling. Failure to submit a homework assignment may result in an assessment of zero, but is subject to the 10% ceiling.

ESL – English as a Second Language

ESL students who are indicated as Non English Speaking and Limited English Speaking will receive a number grade. Students' grade should reflect their achievement after appropriate accommodations have been made by the content teacher. Grade will reflect the students' performance on a variety of assessments. See district student Handbook for other grading guidelines. Concerns by the content area teacher regarding and ELL should be directed to the building ESL teacher. No ELL should fail due to a language barrier. If there is a concern that an ELL should receive an unsatisfactory grade, a grade less than 70, the content teacher and ESL teacher will meet to determine the final grade. Any concerns should be reviewed with the administrator. If there is a concern that an ESL student should receive an unsatisfactory grade, the classroom teacher, the ESL teacher and the building administrator must meet to determine the final grade and if the unsatisfactory grade is warranted or if the child has bilingual issues preventing them from earning a satisfactory grade. An accommodation checklist should be completed for every ESL student. ESL should be marked off and the appropriate accommodations noted.

Special Needs Students

Any special needs student who earns a grade of D or better will receive that grade. Special education students who earn below a D can be graded with a pass/fail system. If the student is working to his/her ability, they should receive a Pass and if appropriate modifications have been implemented a 70. If the student is not working to their ability, they should receive a failing grade. Prior to assigning an F, the classroom teacher must have communicated with the case manager and the parent/guardian of the potential for failure. If the student receives an F, a meeting by MD Team should be requested to discuss the appropriateness of the placement and if a change in the IEP is needed. The minimum failing grade for a special education student is a 65. If parents and the team have met, made accommodations, reviewed the IEP and found it appropriate they may decide that a special education student, due to non-performance and not non-ability, may be retained.

Course Grading for Special Needs Students

The IEP team determines annually the goals and the objectives for the student. The team determines if the student will be measured on the same standards as the other students or other assessment criteria that would require mastery of fewer or by alternative concepts. Grading criteria should be reflected in the IEP to meet the individual grading criteria that address the student's needs. The way an IEP student is graded is a decision for the IEP team to make. Its judgment will be based on the goals and objectives set forth in the IEP that reflects the learning needs and abilities of the student. If there is no indication on the IEP that modified grading is to be used then the teacher should assume that the student is to be graded like all other students in the class. A course on a report card can be noted as modified curriculum or modified content when the learning outcomes are specifically altered to accommodate the special needs

student's learning needs. The IEP team must address graduation requirements for students with special needs. The team will decide if the requirements for the student's graduation status will be modified and the student will graduate through the fulfillment of the IEP or if the student will meet the same graduation criteria as other non IEP classmates. The IEP allows the teacher to grade, promote and graduate a student based on their own capabilities as opposed to meeting the general education expectations.

Accommodations Checklist

Accommodations are made for students that have been or are a part of the elementary instructional Support Team process, students who receive a 504 service plan, ESL students, students who are thought to be exceptional but are not yet identified as special needs, and students with medical needs. Accommodation checklists should be filled out by the classroom teacher to indicate that the grade that the student is receiving is with the accommodations. Also on the report card the comment code for accommodations should be indicated. Accommodations are good teaching practices that can be applied by the teacher in their classroom as a part of the daily function of the class. An accommodation should not be overwhelming and disruptive to the teacher or the classroom environment. Accommodations can be study guides, extended test time, alternative forms of testing, peer helpers, behavioral charts, parent logs and other interventions to help the student be successful in the classroom.

Grade of Incomplete

Incomplete on a report card indicates the student has not completed sufficient work to receive a grade and the teacher or administration has granted an extension for the work to be completed. Any work that needs to be completed shall be handed in within two weeks after the Incomplete has been issued. If the work has not been handed in, the student will be given a 0 for the assignment, which will be included in the current grade average. An Incomplete will not be given the last quarter of the school year. Only a building administrator can extend an incomplete for medical reasons or extenuating circumstances.

Promotion and Retention

The District believes the placement and grouping of students, as well as promotion policies in all grades should be guided by the academic progress of the student and his/her instructional needs. Promotion from grade to grade is based on assessments/examinations and student performance in classroom activities. Promotion and retention decisions are based on successful completion of course outcomes, student academic performance, and the potential positive or negative effects of promotion or retention on the student. Before retention is considered, every effort must be made to help the student meet the appropriate standards for academic performance. The efforts will include parent conferences and may include remedial classes, counseling, instructional support services, and special help from the classroom teacher. In all cases, promotion and retention will be based on appropriate social, emotional and developmental maturity.

Special Education Students

Promotion is based on the successful completion of an appropriate Individual Education Plan.

Retention - Grade 7 and 8

Students who fail three or more academic classes may be retained. Students who fail Math and/or English/Language Arts will be required to take an Enhancement Math and Reading course the next year.

Steps to take prior to failure:

- The decision will be communicated to the parent and followed with a written confirmation.
- All decisions by the principal are final.

Grades 7 and 8

- All students who are having difficulty in a subject area will be notified through a progress report prior to receiving a failing grade.
- Teachers are encouraged to meet or communicate with the parent to discuss the concern.
- Counselors are to meet with any student who fails a course for a marking period.
- Students in danger of failing the year will be identified at the end of the first semester.
- The teachers who work with the student will develop a plan to assist the student to meet grade level outcomes.
- All decisions by the principal are final.

Out-Of-District Summer School

The following procedures must be followed in order for the student to receive full credit:

- Parents will be responsible for all contact, registration, payment, transportation, etc.
- Summer school must be an accredited/licensed school in Pennsylvania.
- Curriculum from Summer School (subject being recovered) needs to be submitted to the guidance office for curriculum supervisor approval.
- At the completion of Summer School, an official report must be submitted to the guidance office.
- Credit will be given once the above procedures are followed.

Credit Recovery for Failed Courses

The following procedures must be followed in order for the student to receive full credit:

- Teacher must have a valid and active Pennsylvania certification. The certification must be in the subject area being tutored.
- Pocono Mountain School District curriculum must be used.
- Sixty (60) hours of tutoring time must be completed for each subject area.
- A portfolio of the student's work (including corrected work samples and tests) need to be submitted to the guidance office upon completion of the course.
- Credit will be granted after the above procedures are correctly followed.
- Credit recovery tutoring must be pre-approved by the guidance department.

Parent Conferences

Parent conferences are recommended not only when a student is academically in danger, but also whenever a question or concern arises. While we provide opportunities for parent conferences to occur on specific dates, parents are encouraged to request a conference with the team of teachers during regularly scheduled team meeting times. This arrangement will enable all the child's teachers, counselors, and/or administrators to be available to assist when appropriate. Our mission will always be to find collective solutions. To arrange for a Team conference please contact the appropriate Guidance Counselor.

Cafeteria Rules

Student behavior for the cafeteria is as follows: speak in a proper tone, be respectful, walk, remain in assigned seats, and keep their area clean. There are consequence policies in each building for improper behavior that may include removal from the cafeteria.

Cafeteria

The Pocono Mountain West Junior High School Cafeteria serves breakfast and hot lunch daily, meeting all requirements established for a government meal program. Cafeteria personnel should immediately be made aware of any student concerns about lunches received. Efforts will be made to insure that all food received is nutritious and properly prepared. Students choosing to do so may bring their own lunches to school.

Free or reduced price breakfasts/lunches are available for students who meet federal government requirements. Applications for free or reduced price meals will be distributed to all students on the first day of school. Students who received free or reduced price breakfasts/lunches during the last school year will be eligible to do so for the first thirty-(30) school days in session. **As of the thirty-first (31st) school day, only students who have submitted an approved application for the current school year will continue to receive a free or reduced price breakfast/lunch.** All applications for free or reduced price meals must be submitted to our Lunch Program Coordinator at 839-7121 ext. 10346 with all required information for review for a free or reduced price lunch. Students qualifying for free breakfast/lunches receive their lunches by identifying themselves to the cashier. Only one free lunch per day will be provided. Additional lunches must be secured at the full price rate.

Lunch/Breakfast Information

WJHS cafeteria serves breakfast and hot lunch daily the prices are as followed:

Elementary	Lunch \$2.00	Breakfast \$1.40
Intermediate	Lunch \$2.00	Breakfast \$1.40
Junior High	Lunch \$2.40	Breakfast \$1.40
High School	Lunch \$2.40	Breakfast \$1.40
Reduced	Lunch \$.40	Breakfast \$.30
Adult	Lunch \$3.90	Milk \$.60

Students may apply for free lunch or reduced lunch status by submitting an application, which is provided to all students at the beginning of the year. Breakfast is not served when district is on a two-hour delay. For charges meals and collections of owed balances please refer to Board Policy #808.

Cafeteria Payment Procedures

The Pocono Mountain West Junior High School Cafeteria uses a computerized point of sale system where students enter their personal PIN number and the computer records the student purchase. Although daily payments can still be made, the most efficient way to utilize the system is to place money into the student's account via cash or check on a weekly or monthly basis. This is accomplished by presenting the cashier with the payment. When the student purchases lunch the cost is simply deducted from the account. This "cashless" method moves the lunch lines more efficiently, is easier for everyone, and automatically identifies and adjusts for students receiving free and reduced lunches.

****Students cannot borrow money from the school in order to purchase a lunch, food, or beverage in the cafeteria.*** Any questions regarding cafeteria procedures should be directed to the food service office at 839-7121 ext. 80450

Custody Rights

There are four types of custody: legal custody, partial custody, physical custody, and shared custody. Non-custodial parents have the right to and legal authority to participate in the child's education. They have the right to meet with staff on a regular basis, as well as the right to make suggestions concerning problems which their child may be experiencing in the school environment. However, the non-custodial parent does not have the right to make binding decisions regarding the child. These may only be made by the parent or guardian. Furthermore, the non-custodial parent does not have the right to transport the child without confirmation by the custodial parent or guardian. The non-custodial parent also does not have the right to interact with his or her child during the school day without consent from the custodial parent or guardian.

Use of Book bags and Backpacks

Book bags, mini-backpacks, large purses, which may be used to carry books, larger than 8½ x 11 are not permitted to be used throughout the school day. These items are not to be used between classes during the school day. These items may be used to carry school related items/materials to and from school each day. The maximum size for a backpack or book bag is 24" x 13" x 6".

Lockers/Valuables

All students will be assigned a hall locker and a gym locker when available. Hall lockers are to be used for the storage of school items and coats. Students are encouraged to keep lockers clean and organized. Students should keep their lockers locked at all times and keep the combinations confidential. Students may not use personal locks on hall lockers. The school is not responsible for loss or theft of items which are placed in the lockers. Students should not bring large amounts of money or valuable items to school. If a student brings large amounts of money or a valuable item to school for a school project or school activity, it should be deposited in the main office in the morning and picked up at dismissal time. More information about locker contents and locker searches is located in the "Student Entertainment/Electronic Devices" and "Search and Seizure" sections of this handbook.

Search and Seizure

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such school property by students is a matter of privilege and not a matter of right. The reasonable expectation of privacy, which students enjoy, does not extend to lockers, desks or vehicles parked or driven on school property. The school district expressly reserves the right to search student lockers, desks and vehicles on school property at any time when deemed necessary or reasonable for the protection of the health, welfare and maintenance of discipline in the classroom and on school grounds. This may include random, blanket, or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons or other prohibited articles or materials. Random or sweeping searches of all lockers will be conducted without regard to any individual suspicion.

Students found in possession of illegal substances, weapons or other prohibited articles or materials in their lockers, desks, vehicles and/or on their persons shall be subject to discipline in accordance with the policies, rules and regulations of the school district and shall further be subject to any fines, penalties

and/or legal action as may be provided for by State and Federal laws or regulations. Such materials may be used as evidence against the student in disciplinary proceedings.

“Hand-held Metal Detectors” may be utilized to conduct searches of individuals and/or their belongings.

Students and the Media-District/School Web Sites

Students participate in a number of classes and school-sponsored activities during the school year. Certain classes and activities may be photographed, taped or videotaped by the news media, District personnel and/or other students. Likewise, live images may be relayed via cable or satellite connections to other districts or to other classrooms within our District to allow for live interactions between students and teachers at separate locations, and distance learning videotapes may be used to educate others about distance learning at seminars and public places. Additionally, these images maybe displayed on District and/or School Web Sites. Any media interaction with students must be approved in advance by the District Administration, and photographs, tapes or videotapes for commercial use is not permitted by the District.

This involvement by students, and the sharing of educational techniques and experiences, is intended to enhance and enrich the educational opportunities of all students and staff. The district’s experiences and involvement in these areas has been positive.

Students and parents are advised that students’ voices, physical presence and participation in classroom and other activities may be transmitted to distant learning sites, videotaped recorded, and/or photographed. Parents having objections to the participation of their students in these educational experiences or to their images being displayed on District and/or Web Sites for religious or other grounds must advise the school principal in writing of any such objections in advance and set forth the exact nature and basis of the. Objections

Social Media Policy (Policy 815)

Both School District educational social media and commercial social media exist for Users to utilize. Therefore, social media could be used either as part of the School District’s educational mission or for business purposes, or as part of the Users personal commercial online presence. Mobile electronic devices, portable or stationary computers, and School District networks and systems, as well as Users’ networks, systems, computers, and devices are available for (or provided for) Users to carry out their social media activities. The purpose of the Pocono Mountain School District (“School District” or “PMSD”) Social Media Policy is to establish rules and guidance for the use of social media by students, employees, and guests (collectively “Users”). This policy is not intended to regulate the use or content of privately owned social media where content is generated outside the School District’s CIS system.

A social media blunder is a critical problem with the potential to injure students, employees, guests, and others, to lose confidential information and data, to set back any progress that the School District has previously made, and to subject the User or the School District to litigation.

Guests – include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff and students, school board members, independent contractors, vendors, and School District consultants.

Social Media – includes websites that incorporate one or more of the following:

Blogs – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs. Some websites enable individuals to create free standing blogs, other special interest websites use blog tools and message forums to engage users.

Microblogs – are websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook and Foursquare.

Social networks – are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites such as Facebook and MySpace tend to foster personal social contact among “friends”, while websites such as LinkedIn are oriented toward professional networking. Some School Districts and businesses are also establishing a presence on social networks.

Media sharing – are websites where users post and share videos, audio files and/or photos as well as tag them to enable search ability. Examples include YouTube, Flickr, Picasa, and Google Video.

Wikis – are resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher. Wikipedia is an example.

Virtual worlds – Web or software-based platforms that allow users to create avatars or representations of themselves, and through these avatars to meet, socialize and transact with other users. Second Life and other virtual worlds are used for social purposes and e-commerce, non-profit fundraising, and videoconferencing.

Social media includes communication, collaborative sharing, and reaching students, employees and guests for educational purposes using School District provided websites, platforms, resources, or documents. Examples include but are not limited to: Google Apps, Teacher Tube, Moodle, SharePoint, Google Docs, and Edmodo.

The School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over the School District's CIS systems and to monitor, record, check, track, log, access or otherwise inspect its CIS systems.

In addition, pursuant to the law, the School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on User's personal computers, electronic devices, networks, internet, electronic communication systems, and in databases, files, software, and media that contain School District information and data.

Also, pursuant to the law, the School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on another entity's computer or electronic device when Users bring and use another entity's computer or electronic device to a School District location, event, or connect it to the School District network and/or systems, and/or that contains School District programs, or School District data or information.

The above applies no matter where the use occurs whether brought onto School District property, to School District events, or connected to the School District network, or when using mobile computing equipment and telecommunications facilities in unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. All actions must be conducted pursuant to the law, assist in the protection of the School District's resources, insure compliance with this Policy, its administrative regulations, or other School District policies, regulations, rules, and procedures, social media and internet service providers terms, or local, state, and federal laws.

The School District will cooperate to the extent legally required with social media sites, internet service providers, local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.

The School District intends to strictly facilitate a learning and teaching atmosphere, to foster the educational purpose and mission of the School District, and to protect its computers, devices, systems, network, information and data against outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy and its accompanying administrative regulations as well as the PMSD's Acceptable Use Policy # 815, and all other relevant PMSD policies, administrative regulations, rules, procedures, social media terms of use and other legal documents, and local, state and federal laws.

Users must immediately report any violations or suspicious activities to the Superintendent, and/or designee. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of this Policy, and provided in other relevant School District policies and regulations, rules and procedures. If a User believes there is a conflict in the requirements they are to comply with they must bring the matter to the attention of their supervisor, teacher, or administrator who will in turn assist the User.

It is the responsibility of all Users to carefully consider their behavior and what they place online when communicating with or "friending" any individual. The Assistant Superintendent for Technology, or designee, is authorized to access Users' postings on public locations and on School District servers, hard drives, systems, and networks under the direction of the Superintendent, and/or designee, law enforcement, a court order, a subpoena or other legal action or authority. Users may not coerce others into providing passwords, login, or other security access information to them so that they may access social media or locations that they have no authorization to access. Users should note that information that they

place in social media and designate as private can be accessed in litigation, can be distributed by their friends, and can be accessed in other various legal ways.

The Superintendent, and/or designee, is hereby granted the authority to create additional administrative regulations, procedures, and rules to carry out the purpose of this Social Media Policy. The administrative regulations, procedures, and rules accompanying this Policy must include among other items guidance in implementing and using School District educational social media and commercial social media, and the responsibility of Users for their own behavior when communicating with social media.

It is often necessary to access Users' School District accounts in order to perform routine maintenance and for other legal reasons. System administrators have the right to access by interception, and to access the stored communication of User accounts for any reason in order to uphold this Policy, accompanying administrative regulations, the law, and to maintain the system. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S CIS SYSTEMS, AND THE SCHOOL DISTRICT'S AUTHORIZED THIRD PARTIES' SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE SYSTEMS. The School District reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all CIS systems, and authorized third parties' systems, and to monitor and allocate filespace. Users of the School District's CIS systems, and third party systems, who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or utilized by the School District, and to monitor and allocate filespace. Passwords and message delete functions do not restrict the School District's ability or right to access such communications or information.

Users are responsible for their own behavior when communicating with social media. They will be held accountable for the content of the communications that they state/post on social media locations. Users are responsible for complying with the School District's employee, student, and guest conduct requirements. Users may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

Inappropriate communications may not be included in Users social media, including but not limited to (i) confidential, personally identifiable, and sensitive School District information about students, employees, and guests; (ii) child pornography, sexual exploitation, bullying/cyberbullying, inappropriate commercialization of childhood experiences, (iii) defamatory or discriminatory statements and images, (iv) proprietary information of the School District and/or an School District's vendor, (v) infringed upon intellectual property, such as copyright ownership, and circumvented technology protection measures (viii) terroristic threats, and (ix) illegal items and activities.

Users may not use their personal computers, devices, services, systems, and networks during the time they are required to be fulfilling their work, learning, school responsibilities, or volunteer requirements. The School District blocks all commercial social media sites on its computers, devices, servers, networks, and systems, therefore Users may not use commercial social media during their work, school, and volunteer responsibilities unless approval has been granted by Assistant Superintendent for Technology, and the commercial social media has been opened for that person(s) and purpose only (see also relevant sections of Policy 815).

Where Users place their communication in "privacy" marked social media, they cannot expect that their information will not be disclosed by a person within their "private marked group". Such information may be disclosed by others within the "private group", or the information may be discovered as part of the discovery process in litigation, or it may be disclosed by other means. The School District may be provided this information and be required to investigate it further. Information that the School District obtains may be disclosed without limitation for purposes of investigation, litigation, internal dispute resolution, and legitimate business purposes regardless of whether the particular User is involved.

Information that a User deleted may be recovered indefinitely by the School District. The Superintendent, or designee, must provide training for employees and instructional sessions for students and, if appropriate, for guests to assist them in knowing the importance of and how to appropriately use social media, and how to comply with the requirements of this Policy, and its accompanying administrative regulation(s), procedures, and rules.

A User who has a material connection with the School District and endorses a School District product or service may have an obligation to disclose that relationship when the User makes such a statement using social media. The User should contact the Superintendent, and/or designee, to assess the various factors applicable in determining whether disclosure is applicable.

Users may not use the name of the “Pocono Mountain School District” or its logo or mark in any form in social media, on School District internet pages or websites, on websites not owned or related to the School District, or in forums/discussion boards, to express or imply the official position of the School District without the expressed, written permission of the Superintendent, and/or designee. When such permission is granted, the posting must state that the statement does not represent the position of the School District.

Consequences for Inappropriate, Unauthorized and Illegal Use

General rules for behavior, ethics, and communications apply when using social networking systems and information, in addition to the stipulations of this Policy and its accompanying administrative regulations. Users must be aware that violations of this Policy, accompanying administrative regulation(s), or other School District policies, regulations, rules or procedures, or statutes, regulations and laws or unlawful use of social media systems and information, may result in loss of access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay for employees), dismissal, expulsions, breach of contract, penalties provided in statutes, regulations, and other laws and/or legal proceedings on a case-by-case basis. This Policy, and its accompanying administrative regulation, incorporate all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, Code of Student Conduct, Acceptable Use Policy, its accompanying administrative regulation, and guidelines, and copyright, property, curriculum, terroristic threat, vendor access, harassment, and discrimination policies.

Photo Statement

Photographs of WJHS students are taken annually by a commercial photographer. There is no obligation to purchase these photographs. Also, photographs are taken by photography students for use in district publications such as calendar, newsletters, and this handbook.

Student Photo I.D.’s

Students are provided with a photo I.D. card. Students will need to present this I.D. card upon request (i.e. library use, participation after school activities). If a student should lose his or her identification card, it may be replaced for a small fee.

Care and Responsibility for School Property

West Junior High School belongs to the taxpayers of Pocono Mountain School District who have provided funds needed for construction and operation.

Students are expected to take proper care of the school and to demonstrate responsibility for all school property.

Students, who willfully cause damage to school property, shall be subject to disciplinary measures. Student and others who damage or deface school property may be prosecuted and punished under school law. Parents and guardians of students shall be held accountable for student action.

Students are responsible for the proper care of textbooks, workbooks and agenda planners issued to them:

1. Students must print their name in the area provided on the inside cover of each textbook.
2. All books must be covered within three days of receipt.
3. Fines will be assessed for damage to any textbook, workbook, and agenda planners.
4. Lost textbooks, workbooks and agenda planners must be paid for before any replacement textbook will be issued.
5. Students are obligated to report acts of vandalism or destruction of school property immediately.

Homework

The Pocono Mountain School District believes homework is an important component of the learning process. A positive relationship exists between homework and achievement. Homework is an effective tool for reinforcing the student’s understanding of learned materials. Homework is an integral part of each student’s education in providing a discipline process that develops both accountability and responsibility while encouraging the students to use time wisely. Homework fosters initiative;

independence and responsibility in addition to providing necessary integration practice an application of skills. Parent support of homework is essential for students to develop and acquire the proper attitude towards study. Parent involvement is welcome in all facets of the child's education including a close monitoring of homework assignments. However, students must accept responsibility for home study. Homework should be a part of the student's nightly routine.

Homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits and organizational skills. Homework should provide practice and reinforcement of skills already presented by the teacher, broaden areas of interest through enrichment, provide an opportunity for parents to know what their child is studying and encourage parent and child interaction. Homework has four primary objectives: reinforcement, preparation (gathering materials for a project or class assignment), practice and extension. Homework can help a student prepare for a lesson, through practice it can provide student with an opportunity to reinforce new skills and to apply new learning, it can also extend student learning beyond the classroom by encouraging the individualized and creative pursuit of knowledge.

Homework should not interfere with the proper development of the student's health, nor should it interfere with the student's assuming responsibilities in the home. The teacher should correct homework. When a project is assigned an outline or a guideline of the project should be sent home with the students so the parents know what is to be done. Assignments will be reviewed and returned within a reasonable amount of time. In all disciplines students will be held responsible for correct grammar, spelling and content. Homework will not be assigned as a form of punishment. Students are asked to write their homework in a notebook daily, carry an agenda planner, develop a daily routine (time, place), listen carefully in class, take notes, review notes daily and recognize that learning takes individual effort. Teachers will attempt to coordinate homework assignments to prevent an overburdened homework schedule especially on school activity nights such as band, chorus concerts, talent shows and other school related functions.

Plagiarism

Throughout your secondary education, you will be asked to write a variety of papers for your subject area classes. Many of these papers will require you to complete academic research prior to writing. Your teacher will familiarize you with the research guidelines of the Modern Language Association and/or the American Psychological Association (the two most commonly used systems for documentation) in order to prepare you to give proper academic credit for your research sources.

Webster's New World Dictionary defines plagiarism as "the taking of any idea, writing, or creative work and passing it off as one's own". Your teachers will utilize class time to teach and review proper research techniques as shown in the Pocono Mountain School District Research Paper Guide (also available on-line at the district website). Every effort will be made to present research writing as an ongoing educational process, especially in grades 7-10. However, when a student engages in what his or her instructor views as deliberate and willful plagiarism, that student is guilty of cheating and will be subject to academic discipline from classroom teacher, a building administrator, or both.

At the college level and in the professional world, plagiarism is considered a serious offense and is often punished with severe academic and/or financial penalties. By following the instruction and research guidelines of your teachers closely, you will learn the proper techniques to avoid plagiarism, and you will be able to complete your research honestly. However, should you choose to deliberately and willfully pass off someone else's work as your own (in other words to cheat), you will face academic penalty. (Please review the information on Level 1 infraction on page 12. Also, please review the Internet Use Policy on page 25, specifically Unacceptable Uses and Illegal Activities, 3.H.)

Plagiarism/Cheating is considered a Level 1 infraction and will be addressed accordingly. Repeat offenders who do not follow their teachers' guidelines to avoid plagiarism risk a grade of zero (0) on their research project.

Fire Drills and Exits

Pennsylvania school law requires that each school have at least one fire drill each month. Students are expected to exit the building quickly and safely according to the following guidelines:

1. All windows must be closed.

2. All classroom lights must be turned out.
3. Classroom doors must be closed after departure.
4. Students must leave the building as instructed by their teacher.
5. Student conversation must cease immediately upon the sounding of the fire alarm. Students must listen closely for directions given prior to or during departure.
6. The first two students reaching an exit will assume responsibility for holding the exit doors open.
7. After exiting the building, students will be directed by their teacher to a location, which is a safe distance from the building leaving possible fire lanes open.
8. Attendance will be taken by teachers once students have been directed to a safe area.
9. Students will remain outside until the signal to return to class. Following the first drill, students will return to class immediately. All students, staff members, and visitors must vacate the building during a fire drill. Administrators and assigned supervisory personnel may remain in the building.
10. Code Red drills, both RESPONSE and NO RESPONSE will be planned and rehearsed throughout the school year, It is extremely important that students take these drills seriously and behave accordingly.

Hall Passes

- Students must be in their assigned area at all times.
- Students must obtain written permission from a teacher or staff member before leaving class (preferably using their agenda planners).
- Passes need to indicate destination, time, date, and a teacher or other adult authority signature.
- Students must request permission to leave the class for emergency reasons, as well. Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class maybe required to present a note from a medical authority indicating a need for such frequent requests.
- Students will adhere to the “lavatory use” procedures of their respective buildings.
- Students may be required to use the bathrooms during the last 5 minutes of every period, during lunch and during homeroom.

Field Trips

Field trips are designed and organized to supplement the academic program when fiscally possible. Curriculum enrichment trips are related to specific courses of study. They are organized by teachers of specific academic courses for the purpose of supplementing the curriculum. A permission slip must be provided to the teacher with the signature of a parent or guardian. Students are required to adhere to all district policies and school discipline codes while on a field trip (including district and charter buses) sponsored by the school. Students may be denied field trip attendance, or may be required to have a parent accompany them, if they have exhibited unsafe or uncooperative behavior while in school or on the school bus. Each team/teacher will provide students and their parents with justification for field trip denial prior to the trip. Arrangements need to be made for medications prescribed during the school day, one week prior to the field trip. If, in order to maintain sufficient health to participate in a school sponsored field trip, a student must be given medication, then the following procedure shall be adhered to:

1. Whenever possible, parents shall be requested to administer the medication at home.
2. All medications whether prescription or non-prescription that are to be dispensed during school hours or during a student’s participation in a school sponsored field trip must be accompanied by a written authorization signed by the doctor and parents/guardians and follow all requirements of the policy.
3. When a student is to participate on a field trip and requires the administration of medication, every effort should be made to accommodate the child’s parent on the trip so he/she can distribute the medication.
4. If a parent cannot attend the field trip and prescribed medication must be administered, procedures under Delegation of Responsibility must be followed.

Delegation of Responsibility

During a day that a student would be participating in a field trip off of school grounds, medication will be dispensed as follows:

1. By the nurse, at the regularly scheduled time, if the student is in the building either prior to or after the field trip;
2. by the parent, at the designated time, if he/she is a chaperone for the field trip;
3. By self-administration by the student (**epinephrine and inhalers only**) in the presence of a teacher in the absence of a nurse, health assistant, parent or administering teacher;

4. The timing of the administration of the medications may be adjusted for the day with written consent of the physician, so the student receives his/her medication prior to or return from the field trip; or
5. The medication may be held for the day only with written authorization from the physician and parent;
6. The medication, and written directions and authorization for administration will be given to the school nurse prior to the field trip. The authorization will include the name of the student, date of the trip, time of the trip, dosage, and name of the medication, and time to be administered.

See Page 67 for **Authorization for Medication Administration Form**.

Lost Property

A location is provided for articles of clothing and personal items, which are lost and found. All books and personal belongings should be labeled. Please report any lost or stolen items to the office personnel. Every effort will be made to relocate and return your property. Remember- The Pocono Mountain School District is not responsible for lost, stolen or damaged items. The staff is not responsible for lost, stolen, or damaged items/property of students brought to school. Especially items that is not pertinent to instruction (i.e. "Ipods, CD players, cameras, cell phones, etc.) This also includes large sums of money brought to school by students. Amounts of money larger than \$5.00, per day, may be considered excessive.

Telephones

The office telephone is a business phone and should not be used by students except for emergencies. Student should not be excused from class to make or receive a call. Incoming emergency messages will be relayed to students as soon as possible. Students making calls from classrooms must be monitored by staff. Student use of the office phones must be approved by a staff member.

Fundraising/Soliciting

The building principal may authorize student fundraising programs within the WJHS or on school property. Solicitation or sale of merchandise, to Intermediate school students or staff is prohibited unless authorized by the building principal.

Student Dress (Policy 221)

Bottoms:

- Dress, casual Docker ® style, or corduroy pants in Khaki, Navy, Grey or Black;
 - ✓ Length: Should meet the top of the shoe, but does not touch the floor, must be hemmed or have a standard cuff
- Dress or casual Docker ® style shorts in Khaki, Navy, Grey or Black;
 - ✓ Length: No shorter than the top of the knee cap
- Dress or casual capri style pants in Khaki, Navy, Grey or Black;
- Dress, casual skirt/skort, maxi skirt/dress in Khaki, Navy, Grey or Black;
 - ✓ Length: No shorter than the top of the knee cap

Shirts/Tops:

- Traditional 2 or 3 button Polo® shirts (full-torso with collar) in White, Grey, Navy Blue or Black
 - ✓ Logos: Only District or PMSD school logo/emblem permitted
- Standard oxford style shirt/blouse (with collar) in White, Grey, Navy Blue or Black
 - ✓ Logos: Only District or PMSD school/spirit wear logo/emblem and/or school sponsored activity logo/emblem permitted. **No Brand Name logos** (i.e. Nike®).

Dresses:

- Dresses with collars, short or long-sleeved in Khaki, Black, White, Grey, or Navy Blue
 - ✓ Length: No shorter than the top of the knee cap

Belts:

- Solid-colored buckled belts, worn at the natural waistline in Black, White, Tan, Khaki, Grey or Brown
 - ✓ Belt buckles must be plain, standard, and appropriate length for the waist.

Optional Apparel: For layering purposes only in compliance with identified colors (White, Grey, Black, Navy Blue: Spirit apparel with the PMSD/Athletic and/or extra-curricular logo/emblem (polo, shirts, sweaters/vests, etc.) may be worn provided it meets the requirements set forth in the policy. Sport team's uniform apparel may be worn on game day only and at the direction of the coach of the team.

- Full-torso T-shirts
- Full-torso turtlenecks – mock or pullovers
- Full-torso cardigan sweaters
- Full-torso sweater vests or fleece
- Crewneck sweatshirts

Footwear: No heels in excess of 3 inches. No flip flops or bedroom slippers.

- Shoes
- Sneakers
- Boots
- Sandals with back strap
- Clogs, or Crocs

Note: Standard Dress Code apparel is available at most clothing/retail stores. If you are experiencing difficulty locating any dress code item or have additional questions, please contact the building administrator.

Jewelry and Body Piercing

The District recognizes the right of students to wear jewelry and other adornments; however the manner in which they are worn or displayed may be inappropriate under certain circumstances and may pose a danger to the safety or welfare of the student or other students or staff and may pose a threat of interruption of the educational process. In general, body-piercing jewelry, except earrings is prohibited. In the case of physical education or other programs which involve or which present the opportunity for physical contact between students or physical contact by a student with physical objects, the administration and/or teaching staff may require that students remove any jewelry or other adornments which might reasonably be considered as posing a threat to the safety of the student, other students or staff. In the case of the day-to-day school environment, the administration and/or teaching staff may require that students remove any jewelry or other adornments, which might be considered as posing a threat to the safety of the student, other students or staff. Items that might be considered as an interruption of the educational process are also prohibited. Examples of jewelry or adornments which may be considered to be inappropriate include, but are not limited to, the following: the piercing of body parts by the insertion of jewelry or other objects which results in bleeding, oozing of bodily fluids or other physical conditions, which may reasonably pose a danger to the student or others; the connection between two body parts, by piercing, attachment or otherwise, by means of a chain, string or other physical means; the use of any jewelry or adornment whether by piercing, attachment or otherwise, which might reasonably affect the ability of a student to properly speak, hear or otherwise participate in the educational program or affect the ability of other students to so participate or which might result in injury to the student or others in the event of an altercation or other disturbance. Students refusing to cooperate with the reasonable directions of the administration and/or staff with regard to the removal of jewelry or adornments shall be subject to the disciplinary procedures as are otherwise set forth in this handbook.

Student Entertainment/Electronic Devices

Toys and or other personal devices such as radios, cassette players, laser pointers, cards, and baseball trading cards are not permitted in school. Students are prohibited from using cellular phones, smart watches or other personal electronic devices (“computer” as defined in the district’s Acceptable Use Policy), including cell phones, blackberries, pagers, tablets, digital recorders, beepers, palms, iPods, camera phones, and digital cameras unless expressed permission has been granted by an administrator, who will then assume the responsibility to supervise such use under the district’s BYOD (Bring Your Own Device) program.

In the event that a cellular phone/personal device is brought to school, the device must remain out of view and shall not produce an audible tone or produce other distractions to owner or others and shall be stored in a student locker or other building designated location (if no locker is assigned) or on the person immediately upon entering the school. If cellular phone/personal device becomes visible or is observed to be in use by a student without permission, a staff member may request that the device be turned off and stored out of view and if after repeated offenses and or failure to comply, may request that the item be surrendered to the staff member and/or proceed with disciplinary processes established within the school building. If the device is confiscated, the device will be logged and stored in the main office until a

parent/guardian claims the item. Failure to surrender a device when requested to do so by a staff member will result in serious disciplinary action. When authorized, permitted use of cellular phones/personal devices shall comply with the district's AUP (Acceptable Use Policy). Please refer to the AUP for additional information.

If a student has received expressed permission from the school administrator to use a cellular phone/personal device within the building under the BYOD program, that school based BYOD program will establish permitted use locations and other rules to allow for proper educational use of the cellular phone/personal device within that school setting and for the appropriate age/grade of the students.

If a student has NOT received permission from the school administrator to use a cellular phone/personal device, the following rules apply:

- The cellular phone/personal device must be turned off upon entering any school building and remain off until the student leaves the school building.
- The cellular phone/personal device must remain out of view and shall not produce an audible tone or produce other distractions to owner or others and shall be stored in a student locker or other building designated location (if no locker is assigned) or on the person immediately upon entering the school.
- The cellular phone/personal device must remain off during a school evacuation.

The school staff assumes no responsibility for lost and/or damage to cellular phones/personal devices brought to school by students. Unauthorized devices brought to school by students may be confiscated and released only to a parent/guardian.

Due to privacy concerns, as well as academic integrity issues, the Pocono Mountain School District has placed strong limitations on the possession and/or use of cellular phones/personal devices. The school administrator has the authority to remove all previously granted permissions of use at any time and may request the collection of cellular phones/personal devices if the possession of such interferes with the instructional process and or the compliance with local, state, or federal testing regulations or other applicable laws.

Security Statement

For the safety of our staff, students, and visitors, as well as the protection of our property and equipment, security cameras are used in many Pocono Mountain School District facilities and parking lots.

Student Responsibilities

Under Title 22 section 12.2 of the PA Code, there are certain student rights and responsibilities afforded to all public school students in Pennsylvania. Student responsibilities include the following:

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
 - a) Be aware of all the rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - b) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c) Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
 - d) Assist the school staff in operating a safe school for all students enrolled therein.
 - e) Comply with Commonwealth and local laws.
 - f) Exercise proper care when using public facilities and equipment.
 - g) Attend school daily and be on time for all classes and other school functions.
 - h) Make up work when absent from school.
 - i) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - j) Report accurately and not use indecent or obscene language in student newspapers or publications.

k) Many of these responsibilities are explained in more depth throughout the context of this text.

West Junior High School Behavior Policy

The goal of the Pocono Mountain School is to educate each child to the best of his or her ability. To reach this goal, it is necessary that the school function within a disruption free environment. The primary means by which WJHS can provide this environment is to alleviate the causes of misbehavior in efforts to prevent its occurrence. The main purpose of this behavior policy is to help teach students appropriate behavior, responsibility, and accountability for their actions. All WJHS teachers and staff will enforce school rules. Teachers will strive to solve most behavior problems in their own manner through the team process. Their methods will include conferences with the student, parental phone calls, as well as other consequences. Serious behavior problems will be referred to the building administration. Students may not receive a consequence from the office unless the student has been informed of the reasons for the consequence and has been given an opportunity to respond before the consequence becomes effective. Every teacher, vice principal and principal is “in loco parentis” with every student. This means that District staff has the right to exercise the same authority over a student’s conduct and behavior, during the time the student is attending school, traveling to and from school and attending school sponsored events, as the student’s parents or guardians may exercise over the student. Consequently, District staff may enforce the disciplinary rules and regulations adopted by the School Board. This includes, but is not limited to, the investigation of disciplinary infractions and the imposition of sanctions for disciplinary violations. During the investigation process, District staff may legally question a student regarding a disciplinary infraction without parental consent and in the absence of the student’s parents or guardians.

The following list is not all-inclusive. Behavior of children is unique and individual; therefore no list can be all encompassing.

Hazing (Policy 247)

For the purpose of maintaining a safe, positive environment for students and staff hazing is prohibited at all times. For the purpose of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in affiliation with any organization recognized by the Board of School Directors. Examples of physical health include, but are not limited to: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substances or any other physical activity which could affect the physical, mental health, and safety of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Consequences may include: Personal conference with teacher, loss of activity, after school personal detention, denial of privileges, time-out, restricted movement, behavioral contracts or referral to building administration.

Fighting Policy (Policy 218)

The Pocono Mountain School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school-sponsored activities will be punished in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight or engage in any act of violence may be reported to law enforcement authorities in a manner consistent with Public School Code and charged with violating the criminal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault and/or other appropriate charges may be filed at the discretion of administration (examples):

- 1) A weapon or other potentially dangerous instrument is used in a fight or other act of violence.
- 2) Bodily injury is inflicted on another person in a fight or through an act of violence
- 3) The fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior.

Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult authority. If assaulted, students have the right to self-defense by avoiding, blocking, or restraining the aggressor with reasonable physical force. Students actively engaged in fighting or who attempt to inflict bodily injury with a weapon or otherwise will be disciplined and charged appropriately regardless of whom started the fight.

Students in the Pocono Mountain School District are guaranteed their civil rights and held accountable for their civil responsibilities. Students are expected to abide by the rules of our schools and the laws of our land. When disciplinary infractions are committed which also represent a criminal offense, law enforcement authorities may be asked to intervene.

Weapons/Dangerous Items Policy (Policy 816)

Any student found to be in possession of or harboring an item which could be defined or thought to be dangerous or threatening to himself or other students, on school grounds, at school sponsored activities, or on school buses, will immediately be suspended from school for 10 days with a 3 day review conference scheduled at the convenience of the parents and administrative team and referred to the District Magistrate or the Pennsylvania State Police. A detailed report will also be sent to the Superintendent. Expulsion proceedings may also be initiated through the Superintendent of Schools. If expulsion proceedings are initiated, the student will be excluded from school until the disposition of the hearing.

For the purpose of this policy, a “weapon” shall include, but not be limited to, all knives, firearms, fireworks, (including sparklers), smoke or stink bombs, chains, including wallet chains, bracelets, or other devices which are potential items of violence, certain rings, pipes, or tubes, look-alike firearms and weapons (toys guns, knives), and any item which could or would be a threat to students, himself, or the school community.

For the purpose of this policy, the term “school property” shall mean any public school grounds or any conveyance providing transportation to a school entity or school-sponsored activity.

The provisions of this policy shall not apply to the following:

1. A weapon being used as a part of a program approved by the district for which the individual in possession of the weapon has received prior district approval.
2. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry onto school premises has been pre-approved by the Superintendent or designee.
3. School sponsored interscholastic activity, i.e., rifle, Hunter Society Instruction.

Any student found to be responsible for any participation in a bomb threat will be subject to immediate disciplinary action by the school administration. (Please see the specific policy on page 19.)

Other Items Not Allowed In School

Hazardous chemicals, matches, lighters, baby bottles, drink containers, balloons, or other items not serving a legitimate purpose to the education process. This may include scissors, exacto knives, pins or other equipment from the Art, Family Consumer Science, or Tech Ed. Classrooms. All equipment must be returned and remain in the classes.

Act 26-Possession of Weapons

Act 26 of the PA School Code, Section 13172, “Possession of Weapons” states that, “a school district or ATV shall expel for a period of not less than 1 year, any student who is determined to have brought a weapon onto school property, any sponsored activity, or any conveyance providing transportation to a school or school sponsored activity.” Weapons shall include but are not limited to any knife, cutting instrument, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

The Gun-Free Schools Act

The Gun-Free Schools Act requires that local educational agencies “expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school.” For the purposes of the GFSA, a “weapon” means a firearm as defined in Section 921 of Title 18 of the United States Code.

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas
 1. bomb
 2. grenade
 3. rocket having a propellant charge of more than four ounces
 4. missile having an explosive or incendiary charge of more than one quarter ounce
 5. mine, or

- 6. similar device
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which destructive device may be readily assembled.
- These items will be confiscated immediately, labeled and turned over to the proper authorities.

Procedures Regarding Arrest Warrants

If a warrant for the arrest of a student has been issued, due to a default of their responding to a citation or summons and a constable has been sent to locate that student to execute the warrant, the student may be removed from school grounds as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

Classification of Student Misconduct

The Pocono Mountain School District is committed to the belief that all students are entitled to the best education possible. The Pocono Mountain West Junior High School has developed the following discipline policy in order to ensure that all students receive their education in an educational environment that is safe, orderly, and conducive to learning.

LEVEL III INFRACTIONS

Level III infractions include behaviors, which cause an immediate danger or represent a willful excessive disruption of the learning environment. All Level III infractions must be referred to an administrator. Level III infractions include but are not limited to the following type of behavior:

1. **Activating False Fire Alarm** - In addition to the school penalty imposed, students may also be prosecuted under Section 4905 of the Pennsylvania Penal Code.
2. **Aggravated Assault** - exists when a person:
 - Attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.
 - In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
3. **Arson** - The malicious burning of another's property.
4. **Assault with a Weapon** - Should a student commit an assault with a deadly weapon, the student will be referred immediately to civil authorities and the maximum school penalty will be imposed.
5. **Defiance** - Willful failure or refusal to follow instructions or directions of an adult school district authority on school property or during school-sponsored activities.
6. **Disorderly Conduct** - Exists when a person if, with intent to cause public inconvenience, annoyance alarm, or recklessly creating a risk thereof, he/she:
 - Engages in fighting or threatening, or in violent or tumultuous behavior.
 - Uses obscene language, or makes an obscene gesture.
 - Creates a hazardous or physically offensive condition.
7. **Disrespect** - Willful behavior, which without reasonable cause attempts to lessen the reputation, honor, or public opinion of any individual.
8. **Drugs/Alcohol** - The use, possession, sale, or distribution of drugs and/or alcohol or substances purported to be drugs and/or alcohol. In addition to the school penalty imposed, the student will be referred to the proper state or local authorities should the student behavior violate the laws of the Commonwealth of Pennsylvania. Students may also be referred to and/or required to obtain treatment from proper medical or health facilitates before receiving permission to re-enter school. Students who have been determined to have violated the policies, rules and/or regulations of the District concerning the use, sale, possession or distribution of drugs, alcohol and/or substances purported to be drugs and/or alcohol shall be subject to random drug and/or alcohol testing upon their return to school. Students who fail or refuse to cooperate with such random testing shall be subject to further disciplinary action and/or placement in an alternate school setting. Any drug and/or alcohol products found on school property or during school-sponsored activities will be confiscated.
9. **Endangerment** - Willful, improper behavior which may have caused injury or harm to another individual or created an environment where injury or harm would be more likely to have occurred. Should injury or harm actually occur, the behavior will be considered as an assault.

10. **Extortion** - Willful behavior which causes any individual to relinquish a personal possession or individual right as a result of threat or fear of violence, personal injury, or other action.
11. **Fight** - Argument, angry disagreement: Diversion in which participants hit or pelt each other. Note: Self-defense is limited to the deflection of physical contact.
12. **Fraud** - Willfully providing false information to or about school personnel, deceit or trickery used for profit or to gain unfair or dishonest advantage or to avoid disciplinary action.
13. **Institutional Vandalism/Destruction of School and/or Personal Property** - exists when a person knowingly desecrates, vandalizes, defaces, or otherwise damages:
 - The school facility
 - The grounds adjacent to and owned or occupied by the school facility
 - Any personal property located in the school facility
 - Willful behavior which damages or destroys property belonging to the School District or to any students, employees, or visitors of the school(s). When it is determined that students are responsible for the destruction of school property, the full cost of materials and labor to repair or replace the damaged property will be responsibility of the student(s) responsible.
14. **Intentional Mischief** – Exists when a person damages or tampers with the property of another intentionally, recklessly, or by negligence.
15. **Insubordination** – Should a student disobey, or fail to submit to the directions or the request of an adult school district authority on school property or during school sponsored activities, that student demonstrates insubordination.
16. **Physical Assault of a District Employee/Volunteer** - Any behavior which purposely attempts to cause physical harm or injury to a District Employee/Volunteer. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
17. **Possession of a Weapon** - Possession of deadly weapons such as knives, firearms, fireworks, smoke bombs, explosives, live ammunition, chains, bracelets which are potential items of violence, certain rings, look-alike firearms (toy guns), and all items which, in the discretion of the Administration, could or would be a threat to the students, him/herself, or the school community, which have the potential to inflict serious injury is prohibited for students in school, attending school activities, or traveling to or from school. In addition to the school penalty imposed, the student **will be** referred to civil authorities. When knives or other sharp instruments are required for instructional purposes, they will be provided by the teacher and their use will be supervised closely.
18. **Profanity/Obscenity** - Any behavior which visually and/or verbally presents ideas which are considered offensive to and/or inappropriate for maintaining an effective school environment.
19. **Sexual Misconduct** - Inappropriate behavior of a sexual nature (by consenting individuals).
20. **Simple Assault** – Exists when a person:
 - attempts to cause or intentionally, knowingly or recklessly causes bodily injury of another.
 - attempts by physical menace to put another in fear of imminent serious bodily injury.
21. **Theft/Larceny** - The taking of property belonging to the school district, employees of the school district, students of the school district, or visitors to the school district without permission. In addition to the school penalty imposed, the student may be liable for restitutions as well as referral to civil authorities.
22. **Threats/Harassment** – Exists when a person with intent to harass, annoy or alarm another person:
 - Strikes, shoves, kicks or otherwise subjects him /her to physical contact, or attempts or threatens to do the same.
 - Follows a person in or about the school.
 - Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.
23. **Tobacco** - School Board Policy prohibits smoking and use of tobacco products in any form. The use, possession, sale, or distribution of tobacco products (**including electronic cigarettes or cigars**) or assisting in the use, possession, sale, or distribution of tobacco products on school property or school-sponsored activities is strictly forbidden. In addition to the school penalty imposed, all tobacco products found on school property or during school-sponsored activities in the possession of students will be confiscated. In addition to the school penalty imposed, the Paradise Township Anti-Smoking Ordinance prohibits smoking in school buildings, facilities, grounds and buses. Any person violating this ordinance is subject to a fine of not more than \$50.00 in addition to the costs of prosecution or up to 30 days imprisonment. It is a summary offense under the amended Section 6305 of the Crimes Code to sell or furnish any form of tobacco to a minor under age 18. The penalty for these offenses is a fine of not less than \$25.00 for the first offense and no less than \$100.00 for a subsequent offense.
24. **Trespassing** - Being on school grounds without permission.

25. **Chronic Truancy/Unexcused Absence** - In addition to actions previously described, students found to be truant from class or absent unlawfully will be required to make up all school time by serving detentions.

At Pocono Mountain West Junior High School the civil rights of students are respected, and students are held accountable for their civil responsibilities. Students who commit criminal offenses while under the jurisdiction of the school will be referred to the appropriate civil authorities. Consequences for Level III infractions include, but are not limited to: suspension, expulsion, prosecution and/or fines.

LEVEL II INFRACTIONS

Level II infractions include behaviors, which disrupt the learning environment and occur out of the classroom. Examples of areas included in Level II infractions are: school corridors, lavatory, cafeteria, bus (during arrival or dismissal), school trips, and after-school activities. Misconduct which meets the definition of a Level II infraction may be referred immediately to an administrator for proper action.

LEVEL I INFRACTIONS

Level I infractions include behaviors which disrupt the learning environment and occur within the classroom.

1. Each classroom teacher will provide students with a list or description of expected student behavior and/or prohibited student behavior within the class and consequences for failing to adhere to the procedures established.
2. Students who violate the classroom regulations will first be dealt with by the classroom teacher according to the procedures previously outlined.
3. Student will be referred to an administrator when, in the view of the teacher, the student has developed a pattern of disruptive behavior.
4. Students will be referred to an administrator when, despite efforts of the teacher to change the student behavior, the student refuses or neglects to follow the directions of the teacher.
5. Any behavior within the classroom which meets the description of a Level III infraction must be referred to an administrator for proper action.

DISCIPLINE REFERRALS AND ADMINISTRATIVE ACTIONS REFERRAL PROCEDURE

1. The adult referring the student will complete a Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the referral.
2. Students referred for an alleged violation of the disciplinary policy will be informed of the charges and given an opportunity to state their view(s) of the event(s) which took place.
3. An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
4. If it is determined that the student has violated the discipline policy, appropriate disciplinary action will be taken by the administrator.

CONSEQUENCES - ALTERNATIVE ACTIONS – LEVEL I, II, III

- 1) In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the School District, and/or the employees of the School District.
- 2) Alternative actions which may be taken include but are not limited to:
 - Parental conference
 - Referral to counselor
 - Denial of Privileges
 - Design of a student behavioral contract
 - Design of a special student educational program
 - Design of a student work or service program
 - Restricted movement
 - Referral to psychological service staff
 - Referral to appropriate local, county, and/or state agencies and/or institutions
 - Liability for damages or financial loss
 - Civil and/or criminal prosecution
 - Bus suspension
 - Detention
 - In-School Academic Program
 - Out of School Suspension

When referred to an administrator for violating the discipline policy, students should not expect to receive warnings or alternative actions. Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

Violent Behavior Policy

Violent behavior includes, but is not limited to the following: Unwanted physical contact such as pushing, grabbing, or restraining. Fighting between two or more individuals. Acts of aggression, which result in the destruction of property personal injury. Possession and/or misuse of any item, which may cause bodily harm. Threats or any intimidating behavior (verbal, written, or inappropriate actions), which cause alarm to individuals or disrupt the educational process. Any other behavior, which is determined destructive and/or dangerous by the administration.

First Level	Second Level	Third Level
Immediate referral to Principal or Assistant Principal	Immediate referral to Principal or Assistant Principal	Immediate referral to Principal or Assistant Principal
Suspension in or out of school for a minimum of three days.	Suspension out of school for a minimum of 5 days.	Suspension out of school pending a review for expulsion.
Police or Magisterial involvement if warranted.	Police or Magisterial involvement if warranted.	Police or Magisterial involvement if warranted.
		Informal hearing held involving student, parent, administrator and counselor.
		A thorough review of the student's behavioral and academic history will occur by administration. Referral to the Superintendent for expulsion may occur.
		Follow-up meeting with school administration, student and parent to review decision.
		If reinstatement is recommended, it shall be conditional. Student must undergo a mental health assessment and comply with any recommendations. Any misconduct will result in referral to the Superintendent for immediate expulsion.

Additional Information

- ◆ Establishing the level of an incident and assigning appropriate consequences is at the discretion of the administration.
- ◆ Administrators, at their discretion, have a variety of techniques they can use to prevent future incidents. This includes, but is not limited to the following: Telephone conferences, parental conferences, group meetings, and referral to outside agencies.
- ◆ The severity of an offense may necessitate acceleration of the procedure to a subsequent level and immediate action by school officials and law enforcement authorities if warranted.
- ◆ Level II and III infractions necessitate a mental health evaluation by MH/MR or a private licensed psychologist or psychiatrist.
- ◆ Special Education (PDE Chapter 14) regulations/standards will be adhered to when implementing this policy for exceptional students.
- ◆ Discipline is progressive and cumulative. When determining the appropriate consequence, the severity of the incident along with previous infractions will be considered

After School Detention

Detention(s) will be assigned as a consequence of violating school regulations. Detention will be held after school from 2:35 until 5:20 p.m. Detention will not be held on Fridays nor the day proceeding vacation days. Students can ride the activity bus home. Students who without permission, do not report to a scheduled detention, will be considered guilty of defiance and are subject to further disciplinary consequences

EXCLUSION FROM SCHOOL – EXPULSIONS AND SUSPENSIONS

1. Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion of school can occur in the following forms:
 - Suspension - exclusion from school for a period of up to ten (10) school days.
 - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
2. Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
 - A hearing is not required prior to a suspension of up to three (3) days.
 - An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.
3. Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
4. The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
5. A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
6. Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
7. All student privileges are revoked when a student is suspended from school.
8. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
9. Upon returning from suspension, the student may be requested to report directly to an administrator at which time a conference will be held or scheduled.
 - Before being readmitted to class the student may be expected to complete a behavioral contract.
 - The contract will be reviewed at time intervals specified in the plan.
10. If a student is excluded from school due to a suspension, it is the responsibility of the student/parent to maintain their academics by contacting the school's Attendance Office. When this contact is made, the student's teachers will have a 24 hour timeframe in which to prepare and forward academic work to the Attendance Office, which will then be made available for parent pick-up during the normal operating hours of the school.
11. If a student, for any given reason, must be excluded from school for more than ten (10) days he/she will be provided with alternative instruction.
12. A student will be excluded from school for more than ten (10) days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others.
13. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
 - The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
 - If the student is unable to be accepted at a private school, the Pocono Mountain School District will make provision for some form of education through alternative instruction at the discretion of the school district.

THE IN-SCHOOL ACADEMIC PROGRAM (ISAP)

1. The purpose of the In-School Academic Program is to provide a highly structured, supervised learning environment for students who demonstrate an inability or unwillingness to adhere to established school procedures and regulations. The decision to place a student in ISAP room shall be made by an administrator.

2. Students are offered an opportunity to continue their academic program, analyze the causes for their removal from the regular academic program, and establish individual goals for personal development and a return to the regular academic program.
3. Upon initial assignment of the student to the program, the parent(s) or guardian(s) will be advised of the student placement and reason(s) for the placement.
4. Students assigned to the program may bring their own lunch or purchase lunch from the cafeteria. Students qualifying for the free or reduced lunch program will be provided with an appropriate bag lunch.
5. Students absent when scheduled to participate in the program will complete all program requirements upon returning to school.
6. Placement Guidelines:
 - The parent shall be notified in writing of the placement.
 - The number of days a student is placed in ISAP will depend on the infraction.
 - While assigned to the program, all student privileges are denied including participation in intramural, interscholastic athletics, music program, or any other programs classified as privileges granted to the student body.
 - Any student refusing to report to the ISAP room as instructed or a student, who leaves the room without permission, will automatically be suspended out-of-school until a parent conference is held.
 - Upon reinstatement, the student will then be expected to serve the remaining time.
 - Any disruption, misbehavior, or willful destruction of property while in the ISAP room will result in an immediate out-of-school suspension until a parent conference is held. All original times assigned in ISAP must be completed. In the case of property damage, restitution must be made.
7. **ISAP Rules**
 - Students will report immediately to the ISAP room upon arrival at school.
 - Students shall remain in the room for the entire suspension period. Permission to use the lavatory, or see the nurse will be on a restricted basis and under teacher supervision. Guidance counselors may meet with the student during the day.
 - Students shall be expected to stay abreast of all studies and make-up any missed tests.
 - Students will be obligated to bring sufficient and necessary supplies, textbooks, or other appropriate materials.
 - Students will not sleep or snack in the ISAP room.

Reasonable Physical Force

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Reasonable physical force may be used by administrators, teachers, and other school personnel in the following situations:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

Student Complaint Process

1. Purpose: The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.
2. Definition: For purposes of this policy, a student "complaint" shall be any such that arises out of actions that directly affect the student's participation in an approved educational program.
3. Authority: The Board or its employees will recognize the complaints of the students of this district provided that such complaints are made according to procedures established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly. For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth: the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner in which and extent to which the student believes s/he

has been adversely affected; the relief sought by the student; and the reasons why the student feels s/he is entitled to the relief sought. The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board. At each step beyond the first, the school authority hearing the complaint may call in the student's parent.

The student may seek the help of a parent or a guardian at any step

Guidance and Counseling

The guidance counselor may be of help to students with concerns such as adjustment to the intermediate school, study habits, social issues, and peer pressure. Parents are encouraged to call with questions or concerns or to make arrangements to meet with the child's team of teachers. If students need to make an appointment to meet with their guidance counselor, they should stop in the office and fill out an appointment request form. A pass from the guidance counselor is then sent to the homeroom on the morning of the appointment. If possible, appointments are made during non-academic periods. However, students may see their counselor without an appointment in emergency situations.

School Insurance

School accident insurance is offered each year and provides coverage for injuries, which may occur on the way to and from school, during school, including physical education classes, and after school while participating in school-sponsored activities including athletics. Information concerning school accident insurance will be distributed to all students on the first day of school. All payments for this service are sent directly to the insurance company by the parent or guardian requesting the service. Should an injury occur to an insured student, an accident claim form can be obtained from the school nurse and mailed directly to the insurance company.

Students who register in our schools after the first day of school may obtain forms for purchasing school accident insurance from the guidance office.

Members of interscholastic activities, band, and cheerleading are covered by insurance, which is purchased by the school district. This policy covers accidents or injuries incurred while traveling to and from activities and while participating in the same activities. In cases of injuries, all expenses over one hundred dollars which are paid or payable by other valid and collectible group insurance are compensable under the policy subject to the policy limitations.

Nurse and Medications

The School Nurse maintains health records for each student. **Parents or guardians are responsible for notifying the school nurse, *in writing*, of medical needs that may affect a student while in school. Parents and guardians are expected to update this information annually or when the student's needs change.** In accord with School Code section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions which may adversely affect student learning or present a danger to the student. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of the student. Unless it presents a threat to a student's health, medical information may remain confidential with the school nurse only, upon the written request of a parent or guardian.

Emergency Health Care: A full-time nurse is available for emergency health care. Students must secure a written pass from a teacher before visiting the nurse. The school nurse is the only member of the school staff who can excuse a student from the school during the day because of illness or injury. Illnesses or injuries that occur during the school day should be reported by the student immediately to a teacher or the school nurse. Ongoing health care for student illness or injury is the responsibility of the student's personal physician.

Use of Medications: It is recommended that prescription and non-prescription medicines be administered at home whenever possible. However, the district recognizes that some students would be unable to attend school without receiving medication during the school day. Therefore, the district will permit the administration of prescription and non-prescription medication only under the following conditions.

1. Upon entering the building, students in possession of patent, prescription or other types of drugs will go to the nurse's office and register the drugs with the nurse.

2. Prescription medicines cannot be taken in school without a written statement from the doctor and a written request signed by the student's parent or guardian. The doctor's written statement should include:
 - a) Date
 - b) Student's name
 - c) The name of the medication
 - d) The current dosage of the medication with instructions on administration
 - e) The time schedule for administering the medication
 - f) The dates the medication is to be taken including termination date where appropriate
 - g) Reason for administration of medication
 - h) The possible side effects of the medication and procedures to be followed if a reaction occurs
 - i) The telephone number of the doctor
3. Nonprescription medication cannot be taken in school without a signed request from the student's medical doctor and the parent or guardian (Following items a-g above).
4. Medications must be brought to school in the original container labeled by the physician or pharmacy (prescription medications). This label should contain the student's name, the name of the medication, and the dosage. Non-prescription medications must be in the original container.
5. The District will incur **NO** liability for use of unauthorized drugs.

Student Injury: In the event of a student being injured, every effort will be made to contact the parent by phone. If the parent cannot be reached, authorized persons may make whatever arrangements deemed necessary such as taking the student to a hospital or available physician. The school nurse will keep all incident reports on file. The School District does not assume any liability for student injuries except such liability as specifically allowed by law.

Mandated State Service: During the school year, all students will have vision screening and height /weights taken. Seventh grade students must also have scoliosis and hearing screenings (may be repeated in eighth grades). If parents choose not to have the scoliosis screening done in school, the nurse must be notified in writing within 30 days of attendance. The personal physician will then have to perform these required screenings. State mandated screenings must be completed for entrance into the next grade level. Parents will be notified if the results are below normal as defined by the Pennsylvania Department of Health. Sports physicals are also available to all students participating in school sponsored sports.

Homebound Instruction

When a student is prevented from attending school for longer than two weeks, the school will provide homebound instruction. To be eligible for the service, a student must have a form completed by a physician indicating that health considerations will keep the student out of classes. Arrangements for homebound instruction are made through the counselors and individual-building principals, and approved by an Assistant Superintendent.

Special Service & Programs Available

The Pocono Mountain School District believes that every child should be given an educational program that will permit him or her to be as independent as possible and to be a contributing member of adult society. Teachers or parents who feel a child is exceptional or is experiencing academic, emotional or physical difficulties may request an evaluation to determine special program needs. A parent request form is available through guidance office in each school. Evaluations are completed throughout the year in every school in the district.

Pocono Mountain School District provides students, based on their eligibility and needs, with the opportunity to receive services through academic, emotional, and physical support. Classes for Gifted Support, Learning Support, Emotional Support, and Life Skills Support are operated by the Pocono Mountain School District. In addition, Colonial Intermediate Unit #20, in cooperation with the school district, operates classes for Life Skills Support, Emotional Support, Autistic Support, Speech and language Support and Early Intervention for At-Risk Pre School Students.

Student Assistance Program

Students sometimes need help with problems that interfere with their being active, successful participants in the academic and social life of the intermediate school. These problems may involve intervention beyond the level of expertise of the teaching team. Proper guidance, education, and support are extremely important in working toward success. The teaching team can refer students with such problems to the building level SAP Team. They will address the special problems of pre-adolescents...problems such as peer pressure, family problems, depression and drug and alcohol abuse.

The SAP team works with community agencies and is designed to help students resolve their conflicts. If any student has a problem, or a friend with a problem that cannot be handled alone, he or she should contact a teacher, counselor, nurse, or administrator and say "I need help".

Suicide Awareness, Prevention and Response (Refer to Board Policy 819)

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempts; and to promote access to suicide awareness and prevention resources.

Student Activities – After School

Intramurals/Activities: Activities for students are provided, at times, during the school day. Such activities include band, chorus, yearbook, and various clubs and sports. Intramural activities are held after school. Students may sign up for and participate in any intramural activity offered. The offering of an intramural sport is based on interest. Intramurals have included basketball, skiing, football, computers, and weightlifting. Please check our web sites for up to date information on clubs/activities/intramurals.

After School Activities: The after school program is designed to offer students organized activities in which to participate during after school hours. The activity bus has modified version of the regular bus stops. Please make sure your child checks the bus stop locations posted in the school or office area. **Activity buses** run at 5:30 p.m. each school day except days before major holidays, days with early dismissal, and inclement weather days.

Students, who remain after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. All students who ride the activity bus must have a valid activity bus pass. Activity bus passes can be obtained from supervisors of activities. When loading activity buses, the following procedure will be followed: Coaches, advisors, etc., will wait with their respective student groups until all students have entered the bus.

Sports: The WJHS has an interscholastic sports program (grades 7 and 8). Students play a limited series of games both at home and away against teams from other area schools. Some of the sports offered include: basketball, wrestling, soccer, field hockey, football, and others to meet students' needs.

Student Government: The student government of the WJHS is an active organization of elected student representatives. The council's main goal is to establish itself as an effective student voice in developing a healthy school atmosphere both academically and socially. Each homeroom will have an elected representative, an assistant, and an alternate.

To participate in the activity program, students must have parental permission. To ride the activity bus, students must have a pass from the activity advisor. To participate in the activity program, students must be in good standing academically and behaviorally.

Dances and Activity Nights: The WJHS sponsors dances and activity nights throughout the school year. All Pocono Mountain school rules and regulations must be adhered to at these events. Arrangements for transportation must be made by parents. Students must be in good standing in order to attend dances, and are required for admission. Teachers may deny students dance passes for academic, behavior reasons or obligations. These activities are only for students enrolled in the WJHS building only.

Supervision of Students Following Dismissal

Students are not permitted to remain in the building or on school property following dismissal unless directly supervised by a staff member. Students remaining after school to attend an athletic event or assembly program must remain in the stadium, gymnasium, or auditorium during the entire event.

Interscholastic Athletics (Policy 123)

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all students of the district and to the community. For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games or events or sport exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district. It shall be the policy of the Board to offer opportunities for participation in interschool athletic programs to male and female students on as equal a basis as is practicable and in accordance with state regulations. The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program whether or not the property of this Board properly safeguard both players and spectators and are kept free from hazardous conditions. The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be covered by the maximum Student Accident Insurance available, or its equivalent, be in good physical condition, be free of injury and shall have fully recovered from illness, as determined by a licensed physician, before participating in any interscholastic athletic event. The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this district. The Board further directs that no student may participate in the program of interscholastic athletics who has not maintained a record of academic proficiency, attended school regularly, and returned all school athletic equipment.

Academic Requirements for Co-Curricular Participation

In order to participate in extra-curricular activities (interscholastic sports, clubs, etc.) students must be passing a **minimum of 4 courses as of each Friday during a grading period**. In order to be eligible to begin participating in the fall season, a student must have passed a **minimum of 4 credits** the preceding academic year.

Students **who do not meet these requirements** are not eligible to participate in any practices, games, contests, rehearsals, or performances. Students must attend tutoring sessions and raise their respective grades to passing in order to have eligibility restored.

A list of all students participating in each extracurricular activity/interscholastic sport will be distributed to all faculty for their review and reference. A weekly eligibility list will be generated by the District and reviewed by the athletic director and faculty advisors. In-eligible students and their parents will be notified of this status.

Sunday Participation

The Board recognizes the importance of extracurricular activities to a comprehensive educational program. It is imperative, therefore, that parameters be established to operate and manage that program. It has been determined that Sundays be declared as a day of rest, without practice, rehearsal, or performances for students involved in the district's extracurricular and interscholastic programs. However, with the approval of the Superintendent or his/her designee, and the recommendation of the building principal and athletic director, a practice or event may be scheduled on Sunday providing one (1) day of seven (7) (a continuous seven-day period in which the Sunday in question is included) has been designated for rest, without practice or a scheduled event.

Requirements

Attendance: Students who participate in extra-curricular activities are expected to attend school each day. It is also understood that on occasion students will need to see a doctor, dentist, or physical therapist. The following procedural guidelines relate to attendance and are consistent with P.I.A.A. regulations. Students must be in school in order to participate in practices, rehearsals, contests, or performances. If a student has an unusual occurrence, such as funeral, he/she can appeal to the athletic director for a waiver of this rule. Students who have medical or other emergency reasons for being late to school must bring a note from a physician or other appropriate excuse in order to participate on the day of return. Students who are under the care of a physician must bring a note from the doctor giving permission for the student to participate or an indication when the student may return to practice. Students who are new to the district must abide by the P.I.A.A. regulations regarding transfer and age limits.

Behavior: In order to be eligible to participate in extra-curricular activities, students must maintain a satisfactory disciplinary record. Students who are suspended in-school or out-of-school are not eligible to participate until the suspension is lifted. Student who are being referred to the Board of School Directors for possible expulsion are ineligible until after results of the hearing are announced. Students are not allowed to be driven to and from an athletic contest in a private vehicle. In unusual circumstances, when a student may come or return with a parent, student may request permission from the coach for a waiver of this rule. The coach must notify the athletic director of these requests. Students who violate this rule will not be allowed to participate in the particular contest or in the case that the violation occurs following the contest, the next contest. Student athletes incurring drug and alcohol violations will receive appropriate consequences as stated in the school district drug and alcohol policy.

Code of Conduct for Students Involved In All Interscholastic Athletics and All Other Extra-Curricular Activities

Purpose: The Board of School Directors, coaches, advisors, musical, chorus and band directors, athletic trainers, and administrators recognize the value of extra-curricular activities. Extra-curricular activities are an important supplement to the total education process. The code of conduct will guide student participation in both intramural and interscholastic activities.

Board Position: The Board of School Directors of the Pocono Mountain School District believes that participation in extra-curricular activities is a privilege, which is subject to rules of good behavior. It is, therefore, the policy and position of the Board that the athletic director, and/or building administrators direct coaches and other advisors of extra-curricular activities to establish rules and regulations in addition to those in the student handbook that will promote and encourage proper conduct, and guide student behavior in extra-curricular activity participation. It is the expectation of the Board that disciplinary measures, which may include exclusion from participation in extra-curricular activities, will be the result of improper student conduct whether in school or in the community. Those students involved in extra-curricular activities that bring dishonor upon themselves or the school district by their actions or associations will be dealt with accordingly. It will be the responsibility of the athletic director to collect and review these rules and regulations on a yearly basis.

Building Use (Policy 707)

School facilities are available for Pocono Mountain residents and communities for use after school hours. Residents who request facilities should contact the principal of the school building they plan to use at least six weeks before the planned activity. The principal will then discuss the availability and regulations of the facility. It will also be necessary to complete an application for building rental use. Copies of the district's policy on rental are available from the main office of each of the buildings.

District Policies – Bus Rules & Regulations

The following rules and regulations apply on any trip under school sponsorship, daily transportation as well as extracurricular activity trips.

I. General Regulations

- A. Students are to obey all requests of the bus driver.
- B. To ensure safety for all PMSD students, video cameras have been installed and are being used on district school buses. Video tapes may be shared with parents to review particular incidents.
- C. The maximum size for a back pack or book bag is 24"x13"x6".
- D. Items not allowed on the bus are skateboards, bikes, skis, balloons and scooters. Sports equipment must be in a sport bag, (i.e. bats, and field hockey sticks). Any item brought on to the bus must fit on the student's lap or on the floor. Items brought on the bus are not to take up seat space.

II. Previous to Loading

- A. Be on time at the designated bus stop (10 min. prior).
- B. Stay off the road at all times while waiting for the bus.
- C. Behave in a safe manner while waiting for the bus.
- D. Remain at least five feet from the bus when it stops and do not approach it until it has stopped completely and the doors are opened.
- E. Enter the bus in a single file.

III. While on the Bus

- A. At all times, sit in the seat assigned by the driver.
- B. Arms, heads, and hands are to be kept inside the bus.
- C. Do not throw anything inside the bus or out of the bus windows.
- D. For safety sake, place nothing in the aisle of the bus.
- E. Students are to ride only on their assigned bus and get off only at their assigned stop. Emergency changes will only be permitted when requested in writing by parents and approved by the Transportation Department and the WJHS administration.
- F. Do not participate in horseplay in or around the bus.
- G. Help look after the safety and comfort of younger students.
- H. Do not tamper with the bus or its equipment. (Repair costs must be paid by the offender.)
- I. Do not eat, drink, or smoke on the bus.
- J. Radios or tape players are not permitted to be brought onto the bus by students.
- K. Students are to stay in their seats while the bus is moving and not board or leave the bus while it is in motion.
- L. Do not carry any object which may be used to inflict injury.

IV. After Leaving the Bus

- A. Avoid leaving books, lunches, etc. on the bus.
- B. After leaving the bus students who must cross the road are to walk in front of the bus. Students are to cross the road on signal from the bus driver or bus patrol member.
- C. Help look after the safety of younger children.
- D. Be alert to danger signals from the driver.

V. Failure to adhere to these rules may result in suspension of bus privileges and/or in school disciplinary actions as stated in WJHS behavior policy.

VI. Parents/student request to ride a bus other than the one assigned by the school district, or be dropped off/picked up at a bus stop other than the one designated will be considered **only in the event of an emergency**. These requests must be made to the WJHS Guidance Department.

Students are not permitted to ride an elementary or intermediate bus in the morning under any circumstances.

Should an accident occur, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials other than the bus driver, may release students to their parent(s) only after the student has been accounted for and examined. Students will not be released to neighbors or friends.

Unauthorized School Bus Entry

An Individual commits the offense if he/she: 1) enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver, or 2) enters a school bus without prior authorization of the driver or a school official, who refuses to disembark after being ordered to do so by the driver, will be considered a misdemeanor of the third degree.

Video Cameras on School Buses

1. Purpose

Student management has as its objective the securing of desirable behavior by all students riding the bus. The School Bus is an extension of the classroom. Although the prime responsibility for a student's conduct rests with the parents/guardians and the administrator of the school, the School Bus Driver is responsible for the health, safety, and welfare of each passenger while in transit. The School Bus Driver has the same type of responsibility for the student as the classroom teacher.

Student behavior on the School Bus and driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. The video camera on the School Bus is but an aid to monitor bus discipline. It does not replace the discipline policy, the authority of the driver, or the responsibility of the school officials. The basic safe riding rules must be carried out. There will be zero tolerance for violence on the School Bus.

2. Guidelines

Observance of the procedures established by the district will ensure safety, prompt arrivals and departure of buses, and proper attitudes by students. Violations of these rules may result in the suspension of bus driving privileges or some other sanctions. All students shall receive information on good School Bus riding practices. They shall also be advised of the student disciplinary for the school district.

Video cameras may be placed in any bus. All students will be notified that they are subject to being videotaped on the School Bus at any time. Notification to parents will be made through the school district. The actual taping will be audio and video.

The ideal method of videotaping shall be scheduling the cameras on the School Bus on a rotation basis so as not to select only certain buses. Based on the number of incidences of misconduct or the seriousness of these reports, video monitoring of a bus route may be done more extensively. The Superintendent or Transportation Supervisor may decide if more extensive monitoring is needed, based on just cause. Such additional monitoring meant to augment the written disciplinary reports by the bus driver, not replace reports.

The Transportation Supervisor will periodically review video tapes randomly selected to ensure proper school bus conduct. If no incidences are viewed during random selections, the videotapes are to be kept until final resolution, action, and time for any appeals.

Tapes must be dated and have the bus number and driver's name. This will ensure the proper recording of who is involved on that date and whether a substitute driver was used. A log of the use of video cameras in the School Bus shall be maintained.

Staff and students are prohibited from tampering or otherwise interfering with video camera equipment. If action is necessary, the normal discipline policy is to be followed. The videotape is to augment the driver complaint system. If the videotape is to be used, the driver, supervisors, school administrators, students, and parents/guardians will be contacted as necessary. A meeting between parents, driver, transportation or school administrators and pupil may be necessary to achieve a resolution of the problem. Any of the aforementioned affected parties, including the driver, may request a review of the videotape for that bus. Parents/guardians may only review that area of the videotape which directly pertains to their child's discipline. The videotape may be used as evidence in that meeting. The requesting party must be directly affected by the incident. Requests for review shall be in writing.

3. Delegation Of Responsibility

The transportation Supervisor shall conduct random viewing of videotapes, even when a conduct referral slip has not been submitted, to see if disciplinary problems are occurring and conduct referral slips are not being turned in. Normal discipline policy shall be followed.

School Bus Accident Insurance Provision

The purpose of this notice is to inform you of insurance regulations and procedures in the event that your child or children are involved in a school bus accident. In the Commonwealth of Pennsylvania insurance regulations are established under the No-Fault provisions. Therefore in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or just the school bus itself is involved. There are no options to permit filing a claim directly with the Pocono Mountain School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim which you submit.

If you have questions concerning the No-Fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

Family Educational Rights and Privacy Act Students Records Policy Notice

The Board of Education (Board) of the Pocono Mountain School District (District) recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students. It is the intent of this Annual Notice and policy to inform both parent(s)/guardian(s) and eligible children (i.e. students 18 and older) of their rights relevant to their privacy rights in the collection, maintenance, release and destruction of these records as required by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.'1232g, 34 C.F.R. Part 99 and the No Child left Behind Act of 2001. For more information see also the District's student records Policy.

Annual notice of this policy is given on the District's website, in the School Calendar, in building handbooks and hard copies are available in the main lobby of the administration building.

Educational Records include records directly related to a student that are maintained by the School District. The Educational Records of the District may include all of the following (this list is not intended to be exhaustive): grades, standardized test results, student evaluation reports, samples of student work, records transferred from sending schools, discipline records, medical records and any other records created and maintained by the school district directly related to the student. Educational records do not include communications with legal counsel that are attorney client maintained solely by the creator for their personal use, not shared with others. The contents of a student's educational file shall be determined by the District unless a specific parental request is made or a complaint is mad, consistent with this Notice.

The District shall permit the parent/guardian(s) of a student or an eligible special education student, who is or has been in attendance in the District, to inspect and review the education records of the student upon written request. The District will comply with a written request. To review records within a reasonable period of time (never to exceed 45 calendar days from the date of the written request after the request has been made. In special cases and where necessary, a parental request to review records will be granted and arranged as soon as possible. Visits to review a student's education records shall be arranged and facilitated by the building principal or designee, or any party selected by the District, for the purposes of security and assistance in explaining or interpreting the data. The right to inspect and review education records includes:

1. The right to a response from the District to reasonable requests , made in writing, for explanation and interpretations of the record; and
2. The right to obtain copies of records from the District where failure of the District to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records (e.g. where the parent lives too far to come review records personally). A reasonable fee of 25¢ will be charged per page for duplicate copies of documents already provided to parents.

In accordance with FERPA the District will not produce or compile documentation that does not already exist.

It is presumed by the District that both natural parent/guardian(s) of a student has authority to inspect and review the education records of the student at the school in the child's attendance area unless there is evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

Under federal law, parental consent is not required for the release of Directory Information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

The District designates the following as **Directory Information:** the student's name, address, telephone number (with the exception of unlisted telephone numbers), date and place, grade level, most recent school attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honor rolls, photo and awards received.

A written record of this information, or microfilm copy of the same, including grade level completed and year completed, may be maintained at least 100 years after a student attains age 21. A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release directory information without prior consent. Such written refusal for consent must be sent to Assistant Superintendent for Professional Development and Internal Compliance, Pocono Mountain School District, P.O. Box 200, Swiftwater, PA 18370-0200.

Pursuant to Section 9528 of the No Child Left Behind Act, the District is required to release student directory information to military recruiters. Any parent/guardian or student who has reached age eighteen may notify the District in writing of their refusal for this information to be released. Letter's seeking the withholding of information to military recruiters should be sent to the Assistant

Superintendent for Professional Development and Internal Compliance, Pocono Mountain School District,
P.O. Box 200, Swiftwater, PA 18370-0200

Per federal guidance, **student medical records**, maintained by the nurse's office, are considered educational records and will be shared with staff who the district determines have a legitimate educational interest in the information and a need to know medical information to protect the safety and health of the student. Once provided to the District, specific parental consent will not be sought to share information on a need to know basis. Parental requests to maintain the confidentiality of specific medical information must be made in writing to the nurse's office, to the attention of the "Head Nurse". Requests for complete confidentiality of medical information will be granted at the discretion of the head nurse and/or school medical advisor. These requests will be granted unless dangerous to the student.

The District shall obtain the written consent of the parent(s)/guardian(s) of a student or a student age eighteen before disclosing personally identifiable information, other than directory information, from the education records of a student to a third party. Consent is not required where the disclosure is to the parent/guardian(s) of a student who is not an eligible student or the student himself or herself.

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian(s) or the student or the eligible student in several situations. See 34 C.F.R. Part 99. Some important examples of when no consent to release information include (list not exhaustive):

1. To other school officials, including teachers, guidance counselors, nurses, and I.U. personnel within the District who have been determined by the District to have legitimate educational interests or are providing instruction or services to students. The District has determined that all school employees involved in the direct supervision of a student (academic or non-academic) (including support staff) have legitimate education interest in academic and health related student information if the information is necessary to ensure appropriate fulfillment of their professional duties and to ensure the health and safety of the student.
2. To officials of another school or school system or post-secondary schools in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34. Parents may request a copy of the record sent.
3. To appropriate parties in a health or safety emergency, subject to the conditions set forth in 99.31 (a)(10) and 99.36, if knowledge of the information is necessary to protect the health of safety of the student or other individuals.
4. Information designated by the District as Directory Information.

When providing records to authorized third parties, the District will make a reasonable attempt to notify the parent/guardian(s) of the student or the eligible student of the transfer of the records at the last known address of the parent(s)/guardian(s) or eligible student. Per state law, the District will not provide any notice of transfer records of a student to a school in which a student seeks or intends to enroll.

PLEASE NOTE: THIS POLICY PROVIDES RESIDENT STUDENTS AND THEIR PARENTS WITH NOTICE THAT THE DISTRICT MAY DESTROY RECORDS UNDER THE FOLLOWING CIRCUMSTANCES AND TIMELINES:

- A. Records that include a student's name, address, grades, attendance records, classes attended, grade level completed and year completed may be destroyed once 100 years have passed since the student's 24th birthday.
- B. Special Education records, Section 504 records, Instructional Support Team (IST) records, and health records may be destroyed once 10 years have passed from the date a student has graduated or reached graduation age (if exiting the district before graduation) as long as there is no outstanding request to inspect and review the records and the records are no longer deemed useful to the school district.
- C. Notice of destruction of these records is provided annually via this publication. Educational records of a student are no longer needed by the District to provide educational services at the end of one year following a student's graduation from the District. A parent/guardian may submit a written request for the destruction of all education records at that time.
- D. Destruction will proceed where parents or eligible students have not requested copies by November 1st of the year the records may be destroyed as per paragraphs A&B above.

Parents are reminded that copies of the records might be needed for the acquisition of Social Security benefits or for other purposes.

Amendment of Education Records

A parent/guardian or eligible student has the right to request amendment of a student's educational file if it is believed that any information is inaccurate, or in violation of a student's rights. The educational agency shall decide within a reasonable time whether to amend the record. If the school district decides not to amend the educational record it shall notify the parent/student of the right to and arrange an informal hearing. The hearing will be conducted by an official of the District without an interest in the outcome, who will be either the Assistant Superintendent for Elementary or Secondary Education or their designee. The parent may present relevant evidence. The District will issue a written decision based on the hearing.

Complaints regarding violation of rights Accorded parent(s)/guardian(s) and eligible students with respect to student records are to be submitted to the Assistant Superintendent for Professional Development and Compliance, Pocono Mountain School District, P.O. Box 200, Swiftwater, PA 18370-0200 in writing. All complaints will be investigated and responded to in writing within a reasonable period of time. If complaints can be filed with the following:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

Questions regarding the above information or requests for a copy of the records policy may be referred to: Assistant Superintendent for Professional Development and Internal Compliance, Pocono Mountain School District, P.O. Box 200, Swiftwater, PA 18370-0200

Confidentiality

Confidentiality is maintained on all personally identifiable information regarding students. Parents have the right to see and obtain a copy of their child's records. Personally identifiable information relative to an exceptional student will only be released with the permission of the parent and/or in accordance with the Family Educational Rights and Privacy Act and the Pennsylvania Rules, Regulations, and Standards.

Racial Harassment

The Pocono Mountain School District seeks to establish and maintain learning environments free from racial intimidation and/or harassment. It seeks also to provide a system of review, should an allegation of such conduct be made. Racial harassment will not be tolerated and will subject the person(s) engaging in such action to disciplinary action.

Unwelcome comments or conduct directed toward a person's race, color or national origin constitute racial harassment of a student when:

1. Such comments or conduct is used as a basis for future student discipline, educational placement, class standing, organizational membership or academic achievement; or
2. Such comments or conduct have the purpose or effect of unreasonable interfering with one's performance or creating an intimidating, hostile or offensive learning environment.

These guidelines are intended to be in compliance with Title VI of the Civil Rights Act of 1964, and within the guidelines adopted by the Pennsylvania Human Rights Commission, current law and current contracts. These guidelines include informing employees, parents and students of their rights under the Civil Rights Act and the Pennsylvania Human Relations Act and developing appropriate sanctions.

These guidelines are intended to protect the rights and obligations of all students and parents and to outline the procedures to be followed should a student be subject to, or charged with racial harassment. In any case involving a student, the parents shall be notified and they shall have the right to attend any conference, meeting or hearing with the student.

In any case involving racial harassment of a student by an employee, the employee shall have the right to be accompanied by an association representative at any conference, meeting or hearing with the employee.

The District has developed the following system to address, investigate and resolve complaints involving racial harassment.

Part I - Initial Action

1. Any student who believes she/he has been subject to racial harassment shall orally report the occurrence of all incidents of such conduct to the principal.
2. The principal will investigate the complaint. The investigation may include an interview with both parties to provide complainant and accused with the opportunity to discuss charges made to explore and evaluate complaints. It is the responsibility of the principal or other immediate supervisor to provide, orally, remedies acceptable to both parties, if possible. The principal will attempt to remedy the situation by bringing the parties to mutual agreement. There shall be a written record that a meeting took place, the subject of the meeting, who was present and the disposition of the matter.
3. Should the principal be the complainant or the accused, the student shall report to the Superintendent who will designate the individual who shall conduct the investigation.

Part II - Subsequent Action

1. If the complaint is not resolved to the satisfaction of both parties as described in Part I (initial action), the complainant and the accused will each submit a detailed, written statement of the event to the Superintendent. Upon receiving such written statements, the Superintendent will inform both parties of an administrative conference. Such notice shall be made to each party at least three (3) working days before the date of the conference. The notice shall include the place and time of the conference and the subject of the conference. During such an administrative conference, the complainant and the accused will have the right to be represented by counsel of their choice at their expense. At the administrative conference, the complainant and the accused shall present formal testimony in support of their respective positions and may, at their option, present witnesses.
2. Should the Superintendent be the complainant or the accused, the Board will designate an individual who shall conduct the conference.
3. Should the administrative conference be resolved in favor of the accused, no further action will be necessary, except the charge(s) and resolution may be placed in the accused and accuser's personnel or student files if the accused so requests; otherwise, the charge(s) and any transcript will be sealed and impounded. Release from impounding may be made only upon action of the Superintendent or his/her designee or pursuant to a court order.
4. If the conference is resolved against the accused, appropriate disciplinary action will be taken.
5. Both the complainant and the accused shall receive written notice of the decision rendered within ten (10) working days of the administrative conference.
6. If an accused employee so requests, or, if the Superintendent or the Board's designee determines that an accused employee should be recommended for demotion, dismissal, suspension without pay, or other disciplinary action, than a hearing shall be scheduled before the school board no later than the next regularly scheduled meeting, provided the scheduling reasonably protects the employee's right to notification.
7. Any recommendation for demotion, dismissal or other disciplinary action with regard to the accused, together with detailed statement or charges on which the proposed demotion, dismissal or disciplinary action is based, shall be given to the school board in writing.
8. A person hired to fill a position created as a result of disciplinary procedures against an employee will be considered a substitute employee until such time as the disciplinary procedures are resolved, interviews may be held to appoint a permanent employee to the vacated position. The substitute employee has no substantiated "claim" to the vacated position.

Part III - School Board Hearings

If requested, and if required pursuant to existing laws and regulations, a school board hearing on this matter will be conducted according to the following procedure:

1. It is understood this is a new order novo hearing.

2. School board hearings for employees will be conducted in public session, unless the employee requests a private hearing. The accused will have the same rights as for administrative conferences, including the right to a notification period of ten (10) working days.
3. Any disciplinary action taken will be appropriate to the infraction involved and will include the right of an employee or student to reply, in writing, to any charges or discipline taken against him/her and to include such reply in his/her personnel file or student file.
4. Board hearings for students will be conducted in accordance with the guidelines of the State Board of Education as set forth in Policy 233.

Part IV - Voluntary Resignation

1. If an accused employee chooses to resign as a result of charges made against him/her at any stage in the above procedure, the written documentation of charges made against the employee will be sealed and impounded, and acceptance of the resignation will be recommended to the school board without prejudice. Such resignation must be submitted prior to a final decision by the school board. It must also state that the resignation is voluntary and constitutes a waiver and release of all claims, and must be submitted in a form acceptable to the District.
2. If there is a request for reference or recommendations for prospective employers, the reference will be limited to a statement that the person was employed by the Pocono Mountain School District, the duration of employment, a description of the assigned duties and a statement that the employee resigned voluntarily.
3. If the resigned employee files a claim for unemployment compensation benefits, the sealed charges will be opened to allow the district to appeal the unemployment claim.
4. If at any time an employee files a claim or appeal with a governmental agency on this particular situation, she/he then waives whatever rights she/he has under this Policy and the sealed charges will be opened.
5. If a complaint is filed with the Office of Civil Rights or the Pennsylvania Human relations Commission, a court competent jurisdiction, or any other state or federal commission or agency having jurisdiction as a result of the charge or allegations, the sealed charges shall be opened and made available for any investigation or proceeding conducted by such commission, agency or court.

These provisions shall not be construed as precluding the district from filing such reports with the Department of Education as may be required by law or regulation for the purpose of informing the Department that a professional employee has resigned to avoid dismissal or hearing concerning possible dismissal.

Part V - Concluding Statement

The procedures contained in the Policy are not intended to supersede or circumvent any procedures outlined in the School Code for determination of competence or any procedures for redress of grievances outlined in collective bargaining agreements made with the Board.

These provisions shall not be construed so as to supersede any section(s) of the School Code of Pennsylvania or any state or federal laws and regulations regarding discipline, certification, separation or termination of employees, nor shall these guidelines in any way be construed so as to limit the intent or operation of other Board Policies.

Ethnic Intimidation and Institutional Vandalism Act

1. In June, 1982, the Ethnic Intimidation and Institutional Vandalism Act was signed into law. The Crime Code provisions regarding institutional vandalism was amended in 1983 and 1988.
2. Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual group. When certain designated underlying offenses are committed and it can be shown that a motive for such crimes was hatred of the race, color, religion, or national origin of the victim, the offense of ethnic intimidation can also be charged, subjecting the perpetrator to more severe penalties. In summary, these underlying offenses include, but are not limited to, crimes against persons like harassment, terroristic threats, assault, and crimes against property like criminal trespass, criminal mischief, and arson.
3. Vandalism causing damage or defacement to a church, synagogue, cemetery, mortuary, memorial to the dead, school, educational facility, community center, municipal building, courthouse, or

juvenile detention center grounds surrounding such places, or personal property located within such places, is an offense now punishable as a felony of the third degree if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000. Otherwise, the offense is a second degree misdemeanor.

Adjudication

Act 30 of Special Session #1 of 1995 (PA Legislature) requires the court, through the juvenile probation department, to provide the building principal of any school information concerning the adjudication of an enrolled child. Such reports would include a list of descriptions of delinquent acts committed by the child, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan for the student, or any other information deemed necessary. The principal is required to share this information with the child's teacher or with the principal of another school to which the child may transfer. Any such information must be maintained separately from the child's official record. For more information, contact the Assistant Superintendent for Human Resources at 839-7121.

Attendance Policy (Policy 204)

I. Philosophy

Class attendance has a stronger impact on the student's academic progress than any other factor. Therefore, the district encourages all students to remain in school until graduation and urges students and parents to dedicate themselves to insuring that students attend school. The PA School Code requires student attendance from the time the child's parents elect to have the child enter school which shall not be later than eight (8) years of age until seventeen (17). The district accepts the responsibility for enforcing the school code and encouraging student attendance. Therefore, the district has developed procedures to encourage regular attendance and to prosecute violations to the compulsory attendance laws. School starts at 7:20 A.M. and will end at 2:15 P.M. It is important to note that any student arriving after 8:20 A.M. or leaving before 1:15 P.M. shall be marked one-half day absent in his or her record. Also, students who must leave during the day for unavoidable appointments are encouraged to return to school on the same day if possible. Students absent from school for disciplinary action and/or other excusable reasons (i.e. illness) may acquire classroom work. This work will be made available within a 24 hour time period of the parent's request to the guidance department.

II. Excused Absences for Temporary Periods

A. The following are reasons for excused absences:

1. All absences occasioned by the observance of the student's religion when requested in writing by the parents/guardians stating the name and date of the holiday shall be reviewed for approval of an excused absence. Such requests must be made at least two weeks in advance of the proposed date of absence. No student so excused shall be deprived of an award or the opportunity to make up a test or any other schoolwork given on that day. No student shall be granted more than five (5) such absences during a single school year.
2. Religious instruction for a maximum of thirty-six (36) hours per year when requested in writing by the parents/guardians.
3. Medical, dental, or other health care appointments when requested in writing by the parents and/or verified by the practitioner. For this section such excuse shall be granted when:
 - a) Therapeutic services are to be rendered by licensed practitioners.
 - b) It is not practical or possible for the pupil to receive the services outside of school hours.
 - c) The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies.
3. Illness of a student.
4. Quarantine of student.
5. Death in student's family, limited to five (5) days.
6. Required court attendance of student.
7. Unavoidable family emergencies including such conditions as impassable/hazardous roads. Such excuses will be reviewed by the principal or designee who will make the decision whether the emergency is unavoidable.
8. Weather so inclement as to endanger the health of the student.
9. Excused pursuant to a farm or domestic service emergency permit issued by the Commonwealth of Pennsylvania.
10. Out of school suspension.

- B. Excuses** – Students are to turn in written excuses for all absences **within three days** of their return to school. The principal and attendance personnel will review the excuse to determine if the absence is excused or unexcused. All unexcused absences will be recorded as unlawful. If an excuse is not turned in within three days the absence will be declared unexcused and when appropriate unlawful. The note should be turned in to the homeroom teacher or attendance secretary.

III. Unexcused Absence

- A.** Absences for temporary periods which may be declared unexcused and potentially unlawful include but are not limited to the following:

1. oversleeping
2. missing the bus
3. routine baby-sitting
4. failing to turn in an excuse within three days or ten consecutive days of absence
5. skipping a class or classes
6. leaving the school grounds after arriving
7. refusing to come to school
8. working at a part time job
9. missing school in excess of twenty days without a doctor's excuse for each subsequent absence
10. hunting, fishing, other sports
11. taking an educational trip without following the educational trip guidelines
12. being absent for reasons other than those listed.

B. Disciplinary Actions:

1. **District Level** – The following procedures will be used:
 - (a) In certain circumstances, students with one or more unlawful absences may receive a first notice. Examples are students who are truant or leave the school grounds during the school day without permission from the building administrator.
 - (b) Students with three or more unlawful absences will be issued a first notice unless they have already received a first offense notice.
 - (c) Parents of students age (16) and younger who have failed to bring in an excuse within three days or ten consecutive days of absence and who have previously been issued a first notice will be required to meet with the Assistant Superintendent or be referred to the district magistrate to be fined.
 - (d) Upon the next (4th) and each subsequent unlawful absence, all parents of students age (16) and younger who have received a first notice or who have met with the Assistant Superintendent will receive a second notice and be referred to the district magistrate to be fined.
 - (e) The districts intent is to encourage school attendance; the district will support innovative methods for disciplining violators of the attendance law.
2. **Building Level** – At each building, specific disciplinary procedures for students who violate the building's attendance rules will be developed. The penalties may include detention, privilege denial, in-school suspension, ineligibility for athletic activities, and other appropriate deterrents, such as citations.

IV. Excessive Absences

- A.** Absences in excess of ten (10) days may result in a warning notice being issued to the principal. The notice will state that unless attendance improves, a doctor's excuse or other acceptable evidence may be required.
- B.** Absences in excess of twenty (20) days may require a doctor's excuse or other acceptable evidence. The principal will notify the parent in writing of this requirement. If a doctor's excuse is not presented within three days of such a student's return to class, the absence will be declared unexcused and, where appropriate, unlawful.
- C.** Additionally, principals, teachers, and counselors are encouraged to develop attendance contracts with the parents and students to combat excessive absenteeism.
- D.** The steps above are the minimum steps for dealing with excessive absences. Building is encouraged to develop additional measures to improve attendance.

Five Day Rule

It is the philosophy of the Pocono Mountain School District to provide a viable educational program through the last day of scheduled classes. The professional staff has always approached these days with a

seriousness of purpose and planned worthwhile educational experiences; therefore, students should be present each day and period during the school day during the last five (5) days of each semester. The following procedure will be followed during the last five (5) days of each semester.

Absence for Illness must be supported by a written doctor's note or a personal parent conference. Emergencies of any other nature will be excused at the discretion of the high school administration. Unexcused absences, tardiness, or class cuts will result in an in-school or out-of-school suspension. Each case will be determined on an individual basis.

Tardiness

Excused Tardiness:

If a student is late to school and provides a written parental excuse acceptable to the building administration the lateness will be excused. Students are permitted up to three (3) excused tardys per semester without penalty. Tardys beyond the three-day per semester limit will be treated as unexcused.

Unexcused Tardiness:

Unexcused or excessive excused tardiness (see above) is not acceptable. In order to discourage such tardiness, students arriving late to school without an acceptable written excuse or who have exceeded the limit of allowable tardys will be subject to consequences. The first unexcused offense will result in a warning. The second unexcused offense or first excessive excused tardy will result in an afterschool detention. The next offenses will result in an In-School Suspension and Out-of-School suspension. A parent conference with and administrator will be required at this time.

V. Educational Trips

- A. Students may be excused from school attendance to participate in non-school sponsored educational trips.
- B. To be eligible under this section, the student's parent/guardian must make a written application on the form provided by the school at least ten (10) days prior to the trip. It is recommended that district approval for educational trips be obtained prior to finalizing trip plans. Failure to submit this form prior to ten (10) days in advance may result in denial of the trip by the administration.
- C. The principal will review the form, the student's attendance record, and teacher recommendations. Approval will be based on the date of submission, attendance record, current student academic standing, the student's previous trips, the educational value of the trip, and teacher recommendations. When appropriate, the principal will give permission for such trips.
- D. No student may spend more than a total of five (5) school days on approved educational trips in any given school year.
- E. Failure to get written administrative approval for an educational trip will result in the absences for the trip being declared unexcused and, where appropriate, unlawful.
- F. The student is expected to make arrangements to obtain and complete work missed. Work is to be presented to the appropriate teacher within five (5) days of the student's return.
- G. The student may also be required to provide the building principal a written account describing what was learned during the educational trip. The written account must be at least one page in length. Failure to provide the written account within five (5) days of returning to school will result in the absence being declared unexcused or unlawful.

VI. Make-Up Work

Students who are absent are responsible, upon returning to school, to see each of their teachers and make arrangements to make up work missed. Students are to complete all make-up work within the number of days commensurate with the number of days absent (i.e. one excused absence day allows for one day to make-up work) from the date of their return to school, or they will receive a zero for the incomplete work. Teachers may extend the limit to make-up work for extenuating circumstances such as length of absence and/or importance of work missed.

Placement of Students Policy

Grade placement shall be the responsibility of the principal and shall be based on general achievement with consideration being given to the mental, physical, emotional, and social maturity of the child. In general, students transferring into our school will be placed in the same grade level as in the school in which they transferred. Students transferring, as well as continuing students, may be retained or advanced in grade at the principal's discretion. Parents shall not be permitted to designate their child's teacher or assignments.

Drug Awareness/Controlled Substances Policy (Policy 227)

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

Statement of Policy

Through the use of a progressive curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Pocono Mountain School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population. As an extension of the policy, the following rules, regulations, and guidelines shall be used.

Rules and Regulations

Any student under the jurisdiction of the school found to be in possession of or under the influence of a mood altering substance, alcoholic beverage, prescription drug (other than something that has been prescribed by a doctor and registered with the nurse according to the school policy), pseudo-drug (look-alike), or drug related paraphernalia is subject to the policy adopted by the Pocono Mountain Board Of Education. This policy is effective regardless of the amount of the substance or paraphernalia in the student's possession.

Definition of Terms

Student Assistance Program consists of a core group of school personnel who are trained to deal with student crises such as drug and alcohol abuse. The team may be composed of the school nurse, guidance counselor, principal, teachers, and/or community agencies.

Drug/mood-altering substance shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, chemical solvents, glue, look-alike substances, and any capsules or pills not registered the nurse or annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.

Distributing shall be delivery, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance as defined by this policy from one to another or aid therein.

Possession shall be to possess or hold with or without any attempt to distribute, any alcohol, drug including "over the counter" medications, mood-altering substance, or drug related paraphernalia as defined in this policy or as determined to be illegal.

Cooperative behavior shall be defined as the willingness of a student to comply with and respond to requests, inquiries, and recommendations of the staff and school personnel in a reasonable and helpful manner.

Uncooperative behavior shall be the resistance or refusal either verbal, physical, or passive on the part of the student to comply with and/or respond to the reasonable request, inquiries, or recommendations of the staff or school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include, the refusal to comply with the licensed drug and alcohol facility.

Drug paraphernalia shall include any utensil or item which in the school's reasonable judgment can be associated with or is usually associated with or is usually associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to roach clips, pipes, bowls, bong, papers, and syringes.

School Guidelines – As an integral part of the Pocono Mountain School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to be consistent and to provide the minimum

disciplinary means to respond to drug, mood-altering substances, and alcohol related events. In order for the Pocono Mountain School District to provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities, the Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Summarization of Drug and Alcohol Administrative Guidelines

Situational Category	Immediate Action	Investigation	Notification Of Parents	Notification of Police	Disposition of Substance	Discipline Rehabilitation
1. The possible use of drugs, alcohol or mood altering substances by a student is indicated, but there is no evidence of violation of law or school regulations.	Inform student of available help and encourage to seek assistance.	Referral to Student Support Team.	Notification of behavior and/or performance indicators.	Not Applicable.	Not Applicable.	An informal intervention conference will be held if the Student Support Team feels it is indicated by the data.
2. A student possesses drug related paraphernalia.	Principal is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.	The student, his/her locker, desk, and other possessions may be searched.	Yes	Yes	Confiscated for analysis, if warranted.	Required meeting with the Student Support Team. If there is evidence of a further violation, see appropriate situational category. Informal hearing – up to 10 days out of school suspension. Possible formal intervention to recommend to school board for expulsion.
3. The student has a drug, mood altering substance or alcohol related medical emergency.	Standard health and first aid procedures will be followed. The nurse will be summoned immediately. The student will be transported to a medical facility at parental expense.	The principal will investigate the incident. This may include a search of the student, his/her locker, desk and other possessions.	Yes	Yes	Analysis will be made.	Referral to the Student Support Team. If there is evidence of further violation, see appropriate situational category. Informal hearing - up to 10 days out of school suspension. Possible formal intervention to recommend to school board for expulsion.
4. A student is found to be in possession, use, or under the influence of drugs, mood-altering substances, or alcohol when attending any school-sponsored function.	Chaperone will contact group advisor or administrator. Student will be sent home immediately at parental expense or detained until a parent can accompany the student. Confiscation of substance. An anecdotal report of the incident will be written and submitted to the principal.	The student, his/her locker, desk and other possessions will be searched.	Yes	Yes	Analysis will be made for possible use in further proceedings.	Further discipline as provided by the appropriate situational category will be administered following the principal's investigation. Referral to Student Support Team. Informal hearing – up to 10 days out of school suspension. Possible formal intervention to recommend to school board for expulsion.
5. A student possesses, uses, or is under the influence of drugs, mood altering substances, or alcohol. First offense- cooperative.	Principal is summoned. Confiscation of substance. Staff member writes an anecdotal report of the incident.	The student, his/her locker, desk, and other possessions will be searched.	Yes, immediate parental conference arranged.	Yes	Analysis will be made for possible use in further proceedings.	Informal hearing- up to 10 days out of school suspension. Referral to Student Support Team. Required attendance in student counseling program. Possible formal intervention to recommend to school board for expulsion.
6. A student possesses, uses, or is under the influence of drugs, mood altering substances, or alcohol. First offense- uncooperative.	Principal is summoned. Confiscation of substance. Staff member writes an anecdotal report of the incident.	The student, his/her locker, desk, and other possessions will be searched.	Yes, requested to come to school immediately.	Yes	Analysis will be made for possible use in further proceedings.	Informal hearing – 10 days out of school suspension. Referral to Student Support Team. Formal intervention to recommend to school board for expulsion or professional assessment. The administration will request that conditions for return to school include an assessment by a licensed drug and alcohol facility and student must comply with the recommendations of the facility. If the student returns to school, participation in an after care program is mandatory.
7. A student is caught again in possession, use, or under the influence of drugs, mood altering substances or alcohol.	Principal is summoned. Confiscation of substance. Staff member writes an anecdotal report of the incident.	The student, his/her locker, desk, and other possession will be searched.	Yes, requested to come to the principal's office immediately.	Yes	Analysis will be made for possible use in further proceedings.	Informal hearing – 10 days out of school suspension. Referral to Student Support Team. Formal intervention to recommend to school board for expulsion or professional assessment. The administration will request that conditions for return to school include an assessment by a licensed drug and alcohol facility and student must comply with the recommendations of the facility. If the student returns to school, participation in an after care program is mandatory.
8. A student is distributing a drug, mood altering substance, or alcohol	Principal is summoned. Confiscation of substance. Staff member writes an anecdotal report of the incident. Police notified.	The student, his/her locker, desk, and other possession will be searched.	Yes, requested to come to the principal's office immediately.	Yes, in order that they may take further action.	Analysis will be made for use in further proceedings	Informal hearing – 10 days out of school suspension. Referral to Student Support Team. Formal intervention to recommend to school board for expulsion or professional assessment. The administration will request that conditions for return to school include an assessment by a licensed drug and alcohol facility and student must comply with the recommendations of the facility. If the student returns to school, participation in an after care program is mandatory.

INTERNET POLICY

The Pocono Mountain School District (“School District”) provides employees, students, and Guests (“users”) with access to the School District’s electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

Computers, network, Internet, Intranet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. The Board of School Directors will provide access to the School District’s CIS systems for users if there is a specific School District-related purpose to access information and research; to collaborate to facilitate learning and teaching; and to foster the educational purpose and mission of the School District.

For users, the School District’s CIS systems must be used for education-related purposes and performance of School District job duties. Students may only use the CIS systems for educational purposes. At the same time, personal technology devices brought onto the School District’s property, or at School District events, or connected to the School District’s network, that the School District reasonably believes contain School District information or contain information that violates a School District Policy, or contain information/data that the School District reasonably believes involves a criminal activity may be legally accessed to insure compliance with this Policy, other School District Policies, and to comply with the law. Users may not use their personal computers connected to the School District’s intranet, Internet or any other CIS System unless approved by the Executive Director of Technology and/or designee.

The School District intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Executive Director of Technology. Conduct otherwise will result in actions further described in Section 13 - Consequences for Inappropriate, Unauthorized and Illegal Use, found in the last Section of this Policy, and provided in relevant School District policies.

Definitions

Child Pornography – Under Federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. Under Pennsylvania law, any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of 18 years engaging in a prohibited sexual act or in the simulation of such act.

Computer – Includes any School District owned, leased or licensed or user owned personal hardware, software, or other technology used on School District premises or at School District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to, School District and users: desktop, notebook, powerbook, tablet PC or laptop computers, servers, firewalls/security systems, distance learning equipment, videoconference units, printers, facsimile machine, cables, modems, and other peripherals; specialized electronic equipment used for students’ special educational purposes; Global Positioning System (GPS) equipment; personal digital assistants (PDAs); iPods, MP3 players; USB/jump drives; cellphones, with or without Internet access and/or recording and/or camera/video and other capabilities and configurations, telephones, mobile phones, or wireless devices, two-way radios/telephones; beepers; paging devices, laser pointers and attachments, and any other such technology developed.

Electronic Communications Systems – Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic,

photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, without limitation, the Internet, intranet, electronic mail services, GPS, PDAs, facsimile machines, cellphones with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities.

Educational Purpose - Includes use of the CIS systems for classroom activities, professional or career development, and to support the School District's curriculum, policy and mission statement.

Harmful to Minors – Under Federal law, any picture, image, graphic image file or other visual depictions that: taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and taken as a whole lacks serious literary, artistic, political, educational or scientific value as to minors.

Under Pennsylvania law, any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: predominantly appeals to the prurient, shameful, or morbid interest of minors; and is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

Minor – For purposes of compliance with the Children's Internet Protection Act ("CIPA"), an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean the age of minority as defined in the relevant law.

Obscene – Under Federal law, analysis of the material meets the following elements: whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene; and whether the work taken as a whole lacks serious literary, artistic, political, educational, or scientific value.

Under Pennsylvania law, analysis of the material meets the following elements: the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; the subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and the subject matter, taken as a whole lacks serious literary, artistic, political, educational or scientific value.

Sexual Act and Sexual Contact – As defined at 18 U.S.C. § 2246(2), and at 18 U.S.C. § 2246(3), 18 Pa.C.S.A. § 5903.

Technology Protection Measure(s) – A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

Visual Depictions – Undeveloped film and videotape and data stored on computer disk or by electronic means which is capable of conversion into a visual image but does not include mere words.**Authority**

1. Access to the School District's CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the School District, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

2. It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access by interception, and the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their use of the School District's CIS systems. The School District reserves the right to monitor, track, log and access CIS systems use and to monitor and allocate fileservers space.

3. The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the School District operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. *Inappropriate matter* includes, but is not limited to, visual, graphic, text and any

other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and advocates the destruction of property. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult or student to access *bona fide* research, not within the prohibitions of this policy, or for another lawful purpose. No person may have access to material that is illegal under federal or state law. Expedited review and resolution of a claim that the policy is denying a student or adult to access material will be enforced by an administrator, supervisor, or their designee upon the receipt of written consent from a parent or guardian of a student, and upon the written request from an adult.

4. The School District has the right, but not the duty, to monitor, track, log, access and /or report all aspects of its computer information, technology and related systems of all users and of any user's personal computers, network, Internet, electronic communication systems, and media that they bring onto School District property, or to School District events, that were connected to the School District network, which contained School District programs or School District or student data (including images, files, and other information), all pursuant to the law, in order to insure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law.

5. The School District reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity according to the following priorities: **Highest** – uses that directly supports the education of the students. **Medium** – uses that indirectly benefit the education of the students. **Lowest** – uses that include reasonable and limited educationally-related interpersonal communications. **Forbidden** – all activities in violation of this policy.

6. The School District additionally reserves the right to: Determine which CIS systems' services will be provided through School District resources. Determine the types of files that may be stored on School District file servers and computers. View and monitor network traffic, file server space, processor, and system utilization, and all applications provided through the network and communications systems, including e-mail and other electronic communications. Remove excess e-mail or files taking up an inordinate amount of fileserver disk space after a reasonable time. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable School District policies occur or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, data breaches, and destruction of School District resources and equipment.

Responsibility

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, or illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the School District cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in Section 13 Consequences for Inappropriate, Unauthorized and Illegal Use, found in the last Section of this policy and as provided in relevant School District policies.

Users must be capable and able to use the School District's CIS systems, and software relevant to their responsibilities. In addition, users must practice proper etiquette, School District ethics, and agree to the requirements of this policy.

Delegation of Responsibility

The Executive Director of Technology and/or designee will serve as the coordinator to oversee the School District's CIS systems and will work with other regional or state organizations as necessary, to educate users, approve activities, provide leadership for proper training for all users in the use of the CIS systems and the requirements of this policy, establish a system to insure adequate supervision of the CIS systems, maintain executed user agreements, and interpret and enforce this policy.

The Executive Director of Technology and/or designee will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a School District electronic document retention and destruction plan, policy and schedule, and establish the School District virus protection process.

Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the School District and School District CIS systems, and to abide by the rules established by the School District, its ISP, local, state and federal laws.

Guidelines

Access to the CIS Systems

- a. CIS systems user accounts will be used only by authorized owners of the accounts for authorized purposes.
- b. An account will be made available according to a procedure developed by appropriate School District authorities.
- c. **CIS System.** The School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy, as well as other relevant School District policies, will govern use of the School District's CIS systems for users.
- d. Types of Services include, but are not limited to:
 - **World Wide Web.** School District employees, students, and Guests will have access to the Web through the School District's CIS systems as needed.
 - **E-Mail.** School District employees may be assigned individual e-mail accounts for work related use, as needed. Students may be assigned individual e-mail accounts, as necessary, by the Executive Director of Technology and/or designee, and at the recommendation of the teacher who will also supervise the students' use of the e-mail service.
 - **Web 2.0 Second Generation Web-based Services.** Certain School District authorized Second Generation Web-based services, such as social networking sites, wikis, podcasts, RSS feeds, social software, folksonomies and collaboration tools that emphasize online educational collaboration and sharing among users may be permitted by the School District, however, such use must be approved by the Executive Director of Technology, or designee, followed by training authorized by the School District. Users must comply with this Policy as well as any other relevant policy, regulations, and rules during such use.
- e. Access to all data on, taken from, or compiled using School District computers is subject to inspection and discipline. Users have no right to expect that School District information placed on users' personal computers, networks, Internet, and electronic communications systems is beyond the access of the School District. The School District reserves the right to legally access users' personal technology devices brought onto the School District's property, or to School District events, or connected to the School District's network, when the School District reasonably believes they contain School District information or contain information that violates a School District Policy, or contain information/data that the School District reasonably believes involves a criminal activity.

Parental Notification and Responsibility

The School District will notify the parents about the School District CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the School's District's CIS system. Parents are responsible for monitoring their children's use of the School District's CIS systems when they are accessing the systems.

School District Limitation of Liability

The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School Districts CIS systems will be error-free or without defect. The School District does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the School District, nor is the School

District responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The School District shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the computers, network and electronic communications systems. The School District shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The School District shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the School District's CIS systems. In no event shall the School District be liable to the user for any damages whether direct, indirect, special or consequential, arising out the use of the CIS systems.

Prohibitions

The use of the School District's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time School District resources are accessed whether on School District property, when using mobile computing equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee or student uses their own equipment.

Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on School District premises and property (including but not limited to, buses and other vehicles), at School District events, or through connection to the School District CIS systems, unless expressed permission has been granted by an administrator, who will then assume the responsibility to supervise the student in its use, or, unless an IEP team determines otherwise, in which case, an employee will supervise the student in its use. Thus, users are prohibited from using cellphones with or without Internet access and/or recording, and/or camera/video, and other capabilities and configurations. Cameras and the like may not be used to take images of others, transfer them, or place them on web sites without the consent of building principal. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

General Prohibitions

Users are prohibited from using School District CIS systems to:

1. Communicate about non-work or non-school related communications.
2. Send, receive, view, download, access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.
3. Send, receive, view, download, access or transmit inappropriate matter and material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
4. Cyberbully another individual or entity.
5. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
6. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
7. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
8. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for school-related purposes. Students must obtain consent from their teacher to use IRCs, however, they may not use instant messaging or text messaging.
9. Facilitate any illegal activity.
10. Communicate through e-mail for non-educational purposes or activities. The use of e-mail to mass mail non-educational information is expressly prohibited (for example, the use of the "everyone distribution list, or all staff lists, building level distribution lists, or other e-mail distributions lists to offer personal items for sale is prohibited).

11. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies); conduct unauthorized fund raising or advertising on behalf of the School District and non-school School District organizations; resale of School District computer resources to individuals or organizations; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students. *Commercial purposes* is defined as offering or providing goods or services or purchasing goods or services for personal use. School District acquisition policies will be followed for School District purchase of goods or supplies through the School District system.
12. Engaging in political lobbying.
13. Install, distribute, reproduce or use copyrighted software on School District computers, or copy School District software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Section 8 Copyright Infringement in this Policy and the School District's Copyright Policy # (To be entered once approved) and Copyright Guidelines Handbook for additional information.
14. Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District computers is restricted to the Executive Director of Technology or designee.
15. Encrypt messages using encryption software that is not authorized by the School District from any access point on School District equipment or School District property. Users must use School District approved encryption to protect the confidentiality of sensitive or critical information in the School District's approved manner.
16. Access, interfere, possess, or distribute confidential or private information without permission of the School District's administration. An example includes accessing other students' accounts to obtain their grades.
17. Violate the privacy or security of electronic information.
18. Send any School District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the School District's business, or educational interest.
19. Send unsolicited commercial electronic mail messages, also known as spam.
20. Post personal or professional web pages without administrative approval.
21. Post anonymous messages.
22. Use the name of the "Pocono Mountain School District" in any form in web blogs ("blogs"), on School District Internet pages or websites not owned or related to the School District, or in forums/discussion boards to express or imply the position of the Pocono Mountain School District without the expressed, written permission of the Superintendent. When such permission is granted, the posting must state that the statement does not represent the position of the School District.
23. Bypass or attempt to bypass Internet filtering software by any method including, but not limited to, the use of anonymizers/proxies or any websites that mask the content the user is accessing or attempting to access.
24. Advocate illegal drug use, whether expressed or through a latent pro-drug message. This does not include a restriction of political or social commentary on issues, such as the wisdom of the war on drugs or medicinal use.
25. Attempt to or obtain personal information under false pretenses with the intent to defraud another person.

Access and Security Prohibitions

Users must immediately notify the Executive Director of Technology and/or designee if they have identified a possible security problem. Users must read, understand, provide a signed acknowledgement form(s), and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical and information security policies. The following activities related to access to the School District's CIS systems, and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of another. Users will be held responsible for the result of any misuse of users' names or passwords while the users' systems access were left unattended and accessible to others, whether intentional or through negligence.
3. Using or attempting to use computer accounts of others, these actions are illegal, even with consent, or if only for the purpose of "browsing".
4. Altering a communication originally received from another person or computer with the intent to deceive.
5. Using School District resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being involved in a terroristic threat against any person or property.

6. Disabling or circumventing any School District security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.
7. Transmitting electronic communications anonymously or under an alias unless authorized by the School District.
8. Users must protect and secure all electronic resources and information, data and records of the School District from theft and inadvertent disclosure to unauthorized individuals or entities when they are under the supervision and control of the School District, and when they are not under the supervision and control of the School District, for example, but not limited to, working at home, on vacation or elsewhere. If any user becomes aware of the release of School District information, data or records, the release must be reported to Executive Director of Technology immediately. See the School District's Data Breach Policy # 830 for further information.

Operational Prohibitions

The following operational activities and behaviors are prohibited:

1. Interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or completely take over a person's computer, or to "look around".
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the CIS systems for security vulnerabilities.
4. Attempting to alter any School District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.
6. Connecting unauthorized hardware and devices to the CIS systems.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading music files.
8. Intentionally damaging or destroying the integrity of the School District's electronic information.
9. Intentionally destroying the School District's computer hardware or software.
10. Intentionally disrupting the use of the CIS systems.
11. Damaging the School District's CIS systems, networking equipment through the users' negligence or deliberate act.
12. Failing to comply with requests from appropriate teachers or School District administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

Content Guidelines Information electronically published on the School District's CIS systems shall be subject to the following guidelines:

- Published documents including but not limited to audio and video clips or conferences, may not include a student's phone number, street address, or box number, name (other than first name) or the names of other family members without parental consent.
- Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.
- Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
- Documents, web pages and electronic communications, must conform to all School District policies and guidelines, including the School District's Copyright Policy #814.
- Documents to be published on the Internet must be edited and approved according to School District procedures before publication.

Due Process

- The School District will cooperate with the School District's ISP rules, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's CIS systems.

- If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.
- The School District may terminate the account privileges by providing notice to the user.

Search and Seizure

- Users' violations of this Policy, any other School District policy, or the law may be discovered by routine maintenance and monitoring of the School District system, or any method stated in this policy, or pursuant to any legal means.
- The School District reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of the School District's CIS systems, and other School District technology, even if they use the CIS system for personal reasons. Further, the School District reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the School District's property or to School District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) to insure compliance with this policy and other School District policies, to protect the School District's resources, to obtain information/data that the School District reasonably believes involves criminal activity.

Everything that users place in their personal files should be written as if a third party will review it.

Copyright Infringement

- Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct users to respect copyrights, request permission when appropriate, and comply with license agreements. Employees will respect and comply as well.
- Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.
- Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the School District's computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap, browsewrap, and electronic software downloaded from the Internet.
- School District guidelines on plagiarism will govern use of material accessed through the School District's CIS systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

Selection of Material

- School District policies on the selection of materials will govern use of the School District's CIS systems.
- When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and web sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the web site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.¹⁰

School District Web Site

The School District will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the School District under the direction of the Executive Director of Technology and/or designee. Publishers must comply with this policy, and other School District policies, for example, the School District's Web Site Development Policy #815.1.

Blogging

- If an employee, student or Guest creates a blog with their own resources, the employee, student, or Guest may not violate the privacy rights of employees and students, may not use School District personal and private information/data, images, equipment, resources, and copyrighted material in their blog, and may not disrupt the School District.
- Conduct otherwise will result in actions further described in Section 13 of this Policy and provided in relevant School District policies.

Safety & Privacy

- To the extent legally required, users of the School District's CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately send or take them to the Executive Director of Technology and/or designee.
- Users will not post personal contact information about themselves or other people on the CIS systems. The user may not steal another's identity in any way, may not use spyware, cookies, or use School District or personnel technology or resources in any way to invade one's privacy. Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a PDA, iPod, MP3; cell phone with camera/video and Internet access to take pictures of anything, including but not limited to, persons, places, and documents relevant to the School District, saving, storing and sending the image with or without text or disclosing them by any means, including but not limited to, print and electronic matter; revealing student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the School District unless legitimately authorized to do so).
- Student users will agree not to meet with someone they have met online unless they have parental consent.

Consequences for Inappropriate, Unauthorized and Illegal Use

- General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the CIS systems may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policy, curriculum policies, terroristic threat policy, and harassment policies.
- The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.
- Violations as described in this policy may be reported to the School District, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The School District will cooperate to the extent legally required with authorities in all such investigations.
- Vandalism will result in cancellation of access to the School District's CIS systems and resources and is subject to discipline.

School Visitors Policy (Policy 907)

The Board welcomes and encourages visits to schools by parents, guardians, community members or interested educators. To assure that the greatest benefit can be derived from such visits and to ensure order in the schools and the safety of students, the following guidelines shall govern school visitations.

The School Code provides that the sole responsibility to make regular visits to the various schools of the District and to report to the Board concerning such visits is vested in the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.

The District Superintendent or Building Principal shall have the authority to allow entry of any person to a school of this District when the following procedures have been complied with:

1. **All visitors**, upon entering any school district building or school, are to report immediately to the main office or reception area. Visitors not complying with this directive will be escorted from the building. Employees who observe someone entering district facilities who is not wearing proper identification are not required to confront (unless they feel comfortable doing so) that person, but should immediately report this circumstance to the administration or member of the security staff. School district employees are not permitted to ignore this identification badge policy or allow or assist any person to enter or use school district facilities when such persons do not have a valid I.D. badge.
2. **Visitors**, after reporting to the main office, will register (name, address, telephone number, vehicle information and nature of business) and be given a temporary identification badge. A driver's license or other suitable means of identification is necessary and will be requested by the principal or his/her designee, unless the visitor is known to the principal or designee, prior to the visitor being permitted to enter the building. The form of identification requested by the building principal or his/her designee shall be retained at the administrative office to assure proper check out by the visitor. Upon return of the temporary badge, the form of identification will be returned.
3. **The identification badge** is to be worn above the waist and in clear view at all times. The temporary badge is valid only for the date of issuance.
4. **Visitors** are not to wander through the building, but must report or be escorted to the designated area and then back to the main office.
5. **Scheduling Appointments** – All visitors are to have scheduled appointments. Parent Teacher Organization meetings and building programs where parents receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in the case of emergencies.
6. **Interruptions** – Visitors may not interrupt a teacher who is teaching a class. Visitors are not to interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given according to the guidelines provided herein.
7. **Parent Teacher Conferences** – Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent or the teacher and should be scheduled during the teacher's preparation time or before or after school. Drop in conferences are discouraged.
8. **Classroom Observations** – Classroom observations by parents, community members or interested educators can be valuable, even though they may disrupt the class. It is believed that parents, other community members, and educators can gain a better sense of the instructional process by observing teaching and learning activities. The principal must evaluate the benefit of the visit and compare it with the potential for disruption.
 - A. Observations may be approved when the following have occurred:
 1. A written request to visit has been submitted to the principal on the form provided two school days prior to the visit and is subsequently approved by the Principal. When there are scheduled classroom visits during American Education Week or other specifically designated programs individual written requests will not be required.
 2. the Principal has consulted with the teacher and has decided that the visit will be beneficial. The Principal will notify parent, guardian, or surrogate parent, by phone, of the appropriateness of the visit. The decision of the Principal may be appealed to the Superintendent.
 - B. The Principal will consider the following factors in deciding whether the visit will be beneficial:
 1. the purpose of the observation
 2. the duration of the observation
 3. the activities planned during the observation
 4. the number of previous observations of the class
 5. the needs of the children in that class
 - C. When a parent is involved in a special education hearing or other litigation with the district, teacher, or other staff at the time of a requested observation, an administrator will observe the class with the parent if permission is granted.
 - D. Principals are encouraged to schedule parent classroom visits during American Education Week and other specially designated times.

9. Speaking With Students – Only visitors who are the parent, guardian, or surrogate parent of a student may confer with a student in school and only with the prior permission of the building principal. Exceptions to this policy will be granted in emergency situations and in the case of military recruiters, college recruiters, etc., where advance arrangements are made with the building principal.

10. Discussions Of Students – Teachers may not discuss individual students or the performance of those students with any non-school persons except that student's parent, guardian, or surrogate parent without the written permission of such parent, guardian, or surrogate parent. Exceptions to this policy may apply in connection with cooperation with law enforcement officials.

11. Advocates – Advocates may attend special education conferences if they give minimum of one school day prior notice. Teachers may not discuss confidential information about a student with an advocate unless the student's parents/guardians are present.

12. Recording Events – No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and the district superintendent. In general, only Special Education Individual Education Plan conferences may be taped with one school day prior notification of the principal and the availability of an administrator to attend the conference. An exception to this policy shall apply in the case of public meetings or work sessions of the School Board.

School Volunteers

It is the intent of the district to involve various community members, especially parents/guardians, in school-sponsored student activities on a regular basis. However, the district also must ensure our students are safe at all times especially when working with the adults.

The school-sponsored activities involving volunteers in various roles referenced in this policy include but are not limited to: PTO, Marching Band, athletics and classroom tutors, etc.

The frequency and degree of direct involvement and interaction with our students will determine the necessity for criminal history and background checks to be completed. Activities involving handling of money will require clearances as well.

Individuals interested in becoming a volunteer must apply for and acquire Act 151 Child Abuse Background Check and Act 114 Federal Criminal History Check. Copies of clearances must be submitted to the building principal along with a completed Volunteer Application Form.

Copies of clearances will be maintained in the principal's office.

Upon review and approval, the individual will be recommended to the School Board for appointment as a volunteer.

Approved volunteers will not be required to renew clearances on an annual basis if there is not a break in service.

Clearances may be utilized within a year for other school-sponsored volunteer activities. Individuals having difficulty applying for clearances, due to financial concerns, may request assistance in writing to the principal.

Current employees planning to volunteer will not require clearances. However, copies of existing clearances must be requested of the respective Human Resources Department and forwarded to the principal, along with the completed Volunteer Application Form.

Parents/Guardians will not be approved to volunteer in their child's classroom.

Activities involving volunteers not requiring clearances or the Volunteer Application Form include but are not limited to:

1. Field trip chaperones with the supervision of district staff supervision.
2. Field day assistance.
3. Book Fairs.

4. Musical equipment transportation.
5. Concessions stand work.

Policy on Loud, Abusive and/or Profane Language or Behavior

It is the policy of the Pocono Mountain School District to prevent disruptions to school district operations, school sponsored functions, and the instructional process. Thus, all persons, including but not limited to, students, parents, employees, visitors and members of the general public are prohibited from the use of loud, foul, profane or abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is viewed by school official, as being disruptive or causing annoyance, harassment or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from school district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to penalty under appropriate laws of the Commonwealth of Pennsylvania.

Sexual Harassment Policy (Policy 248)

I. Sexual Harassment Prohibited

It is policy of the Pocono Mountain School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the District who engages in conduct which constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including expulsion. Any student in the District who is subjected to sexual harassment by District employees, agents, or students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

II. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for the purpose of this policy: unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual or physical conduct of a sexual nature. Where:

1. Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment for students or School District Employees
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

III. Nature of Sexual Harassment

- A. Sexual Harassment may occur; student to student, staff to student; student to staff, male to male, female to female, male to female, or female to male.

IV. Consequences of Violation Policy

Any student in this District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion. In addition, any student found to have violated this policy may be required participate in educational programs or activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others; severity of the misconduct, persuasiveness or persistence of the misconduct, effect on the victim or victims or intent of the perpetrator.

V. Complaint Procedures

- A. The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school.
- B. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any students regarding sexual harassment of that student or another student by a student or adult in the

educational setting must forward that report to the building principal or other administrator within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.

C. All complaints of sexual harassment will be investigated and promptly resolved.

D. Upon receipt of an allegation of sexual harassment the principal will designate an investigator who will initiate an investigation into the complaint within forty-eight (48) hours.

E. The School District will designate management employees at each school site who are trained to investigate sexual harassment complaints.

ANTI-BULLYING/ANTI-CYBERBULLYING (Policy 249)

1. Purpose

The Pocono Mountain School District recognizes that bullying/cyberbullying of students has negative effects on the educational environment of its schools. Bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. Bullying/cyberbullying can also escalate into more serious violent offenses.

The district has an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behaviors that infringe on the safety of any student. Therefore, it shall be policy of the school district to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

Toward that end, bullying and cyberbullying are prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation and at school bus stops.

2. Definitions

Bullying shall mean a pattern of repeated harmful and cruel behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying.

- 1) **Physical** – The most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
- 2) **Verbal** – Includes taunting, malicious teasing, name-calling, and making threats.
- 3) **Psychological or Relational** – Involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
- 4) **Cyberbullying** – Forms of verbal and psychological bullying may also occur on the internet through email, instant messaging, personal profile Web sites, text messaging, social networking and/or Web 2.0 environments. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, web cam use, instant messages, text messages, digital pictures or images, or Web site postings (including blogs) and/or Web 2.0 environments. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

Bullying shall mean unwelcome **and intentional electronic**, verbal, written or physical **acts or series of acts** directed at a student by another student that takes place in the school setting, is severe, persistent and pervasive, and has the intent and/or effect of:

1. Physically harming a student; or Physically harming a student; or
2. Damaging, extorting or taking a student's personal property; or
3. Placing a student in reasonable fear of physical harm; or
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment (shunning, spreading rumors, cyber-bullying);
or
6. Substantially interfering with a student's educational opportunities; or
7. Systematically and intentionally excluding a student from activities with peers; or
8. Spreading false information about a student or attempting to influence others to exclude a

student; or

9. Using relational aggression, which is defined as behavior which can undermine or destroy relationships and is often used when identifying female bullying; or
10. Substantially disrupting the orderly operation of the school.

Bullying may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Some examples of bullying are as follows, but are not limited to:

- Physical - hitting, kicking, spitting, pushing, stealing and/or damaging personal belongings, sexual acts, and invasion of one's personal space in an aggressive manner.
- Verbal/Written - taunting, malicious teasing, name-calling, making threats, phone and/or Internet, and sexual innuendo/remarks
- Emotional - spreading rumors, shunning, manipulating social relationships or environment, engaging in social exclusion, extortion, ridiculing, and intimidating
- Electronic – verbal, written and/or emotional bullying through electronic means; i.e., Cyberbullying

Direct bullying includes, but is not limited to, a negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally) by threatening, taunting, teasing and calling names.

Indirect bullying includes, but is not limited to, making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

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

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, digital pictures or images, Web cam, Web site postings and/or communications (including blogs and personal profile sites), or breaking into or misusing an e-mail or similar account to send vicious or embarrassing material. All forms of **cyberbullying** are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be subject to appropriate discipline.

School Setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including during the time spent traveling to and from those activities.

3. Authority SC 1303.1-A

The Pocono Mountain School District will not tolerate any acts of bullying/cyberbullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students spend traveling to and from school or school-sponsored activities. This includes time spent waiting at the bus stop.

The Pocono Mountain School District encourages students who have been bullied to promptly report such incidents to the building principal or other designated administrator.

The Board directs employees who observe or become aware of an act of bullying to take immediate, appropriate steps to **investigate and** intervene and to report the bullying to the building principal, where necessary.

The Pocono Mountain School District directs that complaints of bullying/cyberbullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

4. Delegation of Responsibility SC 1303.1-A

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free of bullying/cyberbullying.

Intervention – Staff who observe acts of bullying/cyberbullying shall take reasonable steps to stop such conduct unless intervention would threaten the staff's personal safety. The nature of the intervention will vary depending on the age of the student (both the victim and the aggressor), the severity of the bullying/cyberbullying, and the student's (aggressor) involvement in prior acts of bullying/cyberbullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying/cyberbullying cease and to teach students that bullying/cyberbullying is not acceptable behavior.
Staff/Student/Parent/Guardian Complaint Procedure

The school district encourages all students and parents/guardians who become aware of any act of bullying/cyberbullying to immediately report that conduct.

Students shall report acts of bullying/cyberbullying to their teachers, building principal or other school employees supervising school-sponsored activities.

Parents/Guardians shall contact the building principal to report acts of bullying/cyberbullying.

Reports from parents/guardians and/or students of bullying/cyberbullying occurring outside of school-related hours shall be investigated when it is impacting school safety or the educational environment. Appropriate steps shall be taken to ensure students' safety.

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

Investigation Procedures

Each building principal or designated administrator is authorized to investigate reports of alleged bullying/cyberbullying brought to their attention by students, parents/guardians or school employees.

Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to better understand the facts surrounding a reported incident.

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 the conduct ceases. The parent/guardian will be notified in writing of the investigation summary.

Consequences/Discipline SC1303. 1-A, Pol. 218,233

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct. In addition, consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, loss of school privileges, detention, suspension, expulsion, counseling or therapy outside of school, exclusion from school-sponsored activities, **transfer to another school building, classroom or school bus; and/or referral to law enforcement officials.** Referral to law enforcement officials may occur and legal charges may also be filed depending upon the incident.

All reported incidents of bullying/cyberbullying will be documented.

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

Confidentiality

The District recognizes that both the complaining student and the alleged bullier have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses involved will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action,

and to comply with the Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. Subject to the limitations imposed by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

Review of Policy

This policy shall be revised every three (3) years and revised as necessary.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 218, 233, 237, 248, 815

Smoking, Tobacco Use, and Clean Air Policy

State legislation known as S.B. 96 P.M. 2492 was signed into law in December 1988, mandates the implementation of a policy to regulate smoking and other tobacco use in the work place and at the facilities.

Section 3.5 of the above referenced legislation entitled “School Tobacco Control” indicates that tobacco use by pupils is prohibited in school buildings, in buses, and on school property.

Section 10.1 of the above referenced legislation concerns “Clean Indoor Air” and is intended to protect the public health and to provide for the comfort of all by regulating and controlling smoking in meetings and in the workplace.

The Pocono Mountain School Board also recognizes research determining that smoking is hazardous to the health of the smoker as well as the non-smoker. This policy is designed to protect the health and safety and to provide for the comfort of the public as well as students, professional staff, support staff and other employees.

Definition of Terms

The following definitions shall apply to this policy:

Smoking –includes the possession of a lighted or unlighted cigarette, electronic cigarette, cigar, pipe, or other lighted smoking product.

Tobacco use –includes smoking and the use/or possession of smokeless tobacco in any form.

Public Meetings – include all meetings held in any public place as defined by the following:

Public Place – means an enclosed indoor area owned or operated by the Pocono Mountain School District serving as a place of work for public employees or a meeting place for any group or organization including an office, educational facility, auditorium, arena, meeting room or public conveyance.

Anyone convicted of possessing or using tobacco in a school building or on a school bus or on school property shall be fined up to \$50.00 plus costs or admitted to alternative adjudication.

Policy Statement

In compliance with the legislated mandate, and pursuant to the authority of the district to develop, post and implement policy to regulate tobacco use, it shall be the policy of the Pocono mountain School District that:

1. Students are not permitted to possess tobacco or to smoke in any school building, school bus or any school property owned by, leased by, or under the control of the Pocono Mountain School District.
2. Employees and the public are not permitted to smoke or use tobacco in school buildings, the stadium, gymnasium, and/or other facilities. All areas are to remain as smoke free areas. No employee shall smoke or use tobacco in any school buildings or facilities, or any school property owned by, leased by, or under the control of the Pocono Mountain School District, including buses and other vehicles.
3. The Superintendent of Schools is authorized and directed to designate appropriate District Officials to be responsible for the enforcement of this policy which includes:
 - A. Informing all students and staff members of the smoking regulations of the District.

- B. Monitoring school buildings, school buses or property owned, leased or under the control of the District.
 - C. Utilizing health curriculum instruction on the potential hazards associated with the use of tobacco.
 - D. Directing building principals and supervisors to post “no smoking” signs in each school building, structure, faculty room or place and all district owned vehicles, and all school grounds where smoking is prohibited.
 - E. Violation of this policy shall be punishable by a civil fine plus costs. Additional discipline may be administered as defined within each school’s student handbook.
 - F. Notification of the enactment of this policy shall be made to all employees, students and parents by publishing it in the student handbooks, posted signs or other means.
4. Possession of tobacco or tobacco products by students is prohibited. School personnel shall confiscate such products and administrators will assign appropriate punishment.

Threats and Harassment

Any type of threat directed at any school district employee will result in serious consequences as addressed in the Violent Behavior Policy.

Terroristic Threats/Acts

Definition of Terms (Policy 218.2)

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

Terroristic Act –shall mean an offense against property or involving danger to another person committed for the purpose of achieving the above result(s).

Gang Policy

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which disrupt the school environment and/or are harmful to the education process, will be dealt with as an offense of the most serious category

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, presents a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and Commonwealth is strictly prohibited.

Any incident involving initiations, intimidations, and/or related activity of such gangs or affiliates will hereby be considered actions which present the danger or likelihood of bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or staff and is strictly prohibited.

Any person wearing, carrying, distributing, displaying gang/group paraphernalia; exhibiting behavior or gestures, which symbolize gang/group membership; or causing and/or participating in activities which intimidate or affect the attendance of sense of personal safety or well-being of another students or staff member will be subject to disciplinary action including suspensions and/or permanent expulsion.

Every Student Succeeds Act

The Every Student Succeeds Act (ESSA) signed into law in December 2015, is a reauthorization of the Federal Elementary and Secondary Education Act (ESEA) and replaces the previous version of the law known as the No Child Left Behind Act (NCLB). Although the ESSA will not be fully implemented nationwide until the 2017-2018 school year, NCLB waivers and existing state plans will expire in August 2016. All states, including Pennsylvania, are now in the process of crafting new state plans that are expected to be submitted for approval to the U.S. Department of Education in Fall 2016 and take effect beginning in 2017-2018.

Code Red

In the event that an incident creates a potential threat to the health, safety, and welfare of the students and staff of the Pocono Mountain West Junior High School, Code Red may be called. Code Red is a response that indicates something serious has happened, in the process of happening, or may happen. It is imperative that all students carefully follow the directives provided by school personnel during Code Red. Code Red procedures are reviewed throughout the school year.

Periodic drills will be conducted to practice various responses to these emergency situations. Students must take these exercises seriously.

Behaviors that inhibit or detract from the successful completion of a Code Red drill may result in disciplinary action

Parent Link

Parent Link is a communication tool that has been adopted by the Pocono Mountain School District.

Parent Link is a system in which parents may be informed with regard to a variety of district, as well as building level, situations via an automated voice message. The Parent Link system may be accessed by Pocono Mountain School District administrators for to purpose of informing both parents and students in situations including, but not limited to, school delays/closings, parent/teacher conference dates, as well as standardized testing date information. Parent Link is one way, among other means, that the Pocono

**POCONO MOUNTAIN SCHOOL DISTRICT
PRIMARY HEALTH CARE PROVIDERS (PHCP) AUTHORIZATION for
MEDICATION ADMINISTRATION DURING SCHOOL HOURS**
(Original to be on file in School Nurse's Office)

Asthma Inhalers and Emergency Medications such as Epinephrine

PHCP: PLEASE INITIAL THE APPROPRIATE SELECTION BELOW REGARDING SELF ADMINISTRATION OF INHALER/EPINEPHRINE AUTO INJECTOR DURING SCHOOL HOURS:

1. _____ This student **DEMONSTRATES** the capability to carry and self-administer the asthma inhaler/Epinephrine auto injector as described above during school hours. (Extra properly labeled inhaler/Epinephrine auto injector must also be provided for nurse's office).
2. _____ This student **DOES NOT DEMONSTRATE** the capability to carry and self-administer an asthma inhaler/Epinephrine auto injector during school hours.

Emergency Medications for Field Trips

PHCP: PLEASE INITIAL THE APPROPRIATE SELECTION BELOW FOR THE ADMINISTRATION OF EMERGENCY MEDICATIONS ON FIELD TRIPS (Inhalers, Epinephrine auto injectors):

During field trips the medication noted above will:

1. _____ Be self-administered by the student under the direct supervision of a District staff member. The parent/guardian will provide the properly labeled medication in the original container with PHCP orders (Medications include inhalers and Epinephrine auto injectors **ONLY**).
2. _____ Be administered by a parent/designated guardian accompanying the student on the trip. The parent/guardian will provide the medication for the trip.

Medication Administration during Field Trips

PHCP: PLEASE INITIAL THE APPROPRIATE SELECTION BELOW FOR THE ADMINISTRATION OF DAILY MEDICATIONS DURING FIELD TRIPS (Medications permitted when failure to take such medicine would jeopardize the health of the student and/or the student would be unable to attend school if the medicine were not available during school hours **ONLY**).

During field trips the medication noted will:

1. _____ Will be omitted on the day(s) of the field trip.
2. _____ Will be administered by a parent/designated guardian accompanying the student on the trip.
3. _____ Will be administered prior to leaving the school or upon return to the school.

PHCP Signature: _____ **Date:** _____

Address: _____

PARENT/GUARDIAN: I authorize the PMSD to administer the above medication as prescribed by the PHCP. I do hereby release, discharge, and hold harmless the PMSD agents and employees from all liability and claim whatsoever for the administration/self-administration of the above medication to my child should they develop an adverse reaction from the medication.

Parent Signature: _____ **Date:** _____

Student Signature: _____

WJHS Bell Schedule

Regular Schedule

Teacher Arrival	7:05	
Student Arrival	7:06	
Breakfast	7:06	7:25
Non-Breakfast to HR	7:20	
Breakfast to HR	7:30	
Period 0 (<i>Homeroom</i>)	7:20	7:40
Period 1	7:45	8:40
Period 2	8:45	9:40
Period 3	9:45	10:40
Lunch A		
Period 4 (<i>Lunch</i>)	10:45	11:15
Period 5-6 (<i>Instruction</i>)	11:20	12:15
Lunch B		
Period 4-5 (<i>Instruction</i>)	10:45	11:40
Period 6 (<i>Lunch</i>)	11:45	12:15
Period 7	12:20	1:15
Period 8	1:20	2:15
Announced Dismissal	2:15	2:17
Teacher Dismissal	2:35	

Two Hour Delay NO BREAKFAST SERVED

Teacher Arrival	9:05	
Student Arrival	9:06	
All students to HR	9:20	
Period 0 (<i>Homeroom</i>)	9:20	9:40
Period 1	9:45	10:20
Period 2	10:25	11:00
Period 3	11:05	11:40
Lunch A		
Period 4 (<i>Lunch</i>)	11:45	12:15
Period 5-6 (<i>Instruction</i>)	12:20	12:55
Lunch B		
Period 4-5 (<i>Instruction</i>)	11:45	12:20
Period 6 (<i>Lunch</i>)	12:25	12:55
Period 7	1:00	1:35
Period 8	1:40	2:15
Announced Dismissal	2:15	2:17
Teacher Dismissal	2:35	