

# YOUGH INTERMEDIATE MIDDLE SCHOOL

Yough School District



2023 – 2024  
STUDENT HANDBOOK

**2023-2024 Yough School District Academic Calendar**  
**(180 Student Days/190 Teacher Days)**  
**FINAL**

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		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		
S- 3			T- 6			

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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		S- 16		T- 16		

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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				
S- 20			T- 21			

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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
S- 20			T- 20			

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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			
S- 21			T- 22			

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			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	
S- 22			T- 22			

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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				
S- 21			T- 22			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				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		
S- 20			T- 21			

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						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		S- 0		T- 2		

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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		
S- 18			T- 19			

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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		S- 19		T- 19		

Nine Week Ending Periods						
1 <sup>st</sup> Nine Weeks: November 1, 2023						
2 <sup>nd</sup> Nine Weeks: January 18, 2024						
3 <sup>rd</sup> Nine Weeks: March 22, 2024						
4 <sup>th</sup> Nine Weeks: May 31, 2024						

**Important Dates to Remember:**

New Teacher Induction: August 22 and 23 2023  
 First Day for Teachers: August 24, 2023  
 First Day for Students: August 29, 2023  
 Labor Day (No School): September 4, 2023  
 Fall Break (No School): Nov. 23 – Nov. 27  
 Holiday Break (No School): Dec. 25 - Jan. 1  
 Spring Break (No School): March 28- April 1  
 Memorial Day (No School): May 27, 2024  
 Last Day for Students: May 31, 2024  
 Last Day for Teachers: June 4, 2024  
 Kennywood Day: June 21, 2024

**\*\* ½ day prior to  
 holiday breaks:  
 11/22  
 12/22  
 3/27**

**Teacher Clerical Days (No Students)**

August 28, January 15, June 4

**Professional Development (No Students)**

August 24, 25, October 9, November 7,  
 February 19, April 26, June 3

**Flexible Instruction Days (Virtual Instruction)**

To Be Inserted as Used

**Snow Make-Up Days**

Snow Make Up #1 February 19  
 Snow Make Up #2 March 28  
 Snow Make Up #3 April 1  
 Snow Make Up #4 April 26

**Testing Dates 2023-2024**

**\* Keystone Examinations:**  
**(Algebra I, Biology, Literature)**  
 Winter Wave 1: Dec. 4-15  
 Winter Wave 2: Jan. 3-17  
 Spring Wave: May 13-24

**\* PSSA ELA and Math: (Grade 3-8)**

ELA: April 22-26  
 Mathematics: April 29- May 3

**\* PSSA Science: (Grade 4 and 8)**

April 29- May 3

**\* Make-Ups Grades 4-8**

April 29- May 3

**\* Preliminary Testing Window**

# YOUGH SENIOR HIGH SCHOOL

919 Lowber Road  
Herminie, PA 15637  
724-446-5520  
<http://yhs.youghsd.net>

Principal: Kevin Smetak  
Assistant Principal: Anthony Natale  
Counselor: Lonna Mokay  
Counselor: John Lario  
Nurse: Heather Beard  
Athletic Director: William Flow

Superintendent of Schools: Mr. Anthony DeMaro



Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**YOUGH INTERMEDIATE/MIDDLE SCHOOL**

171 Route 31  
Ruffs Dale, PA 15678  
Phone: 724-872-5164  
[www.youghsd.net](http://www.youghsd.net)

**STUDENT HANDBOOK**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Homeroom \_\_\_\_\_

**YOUGH SCHOOL DISTRICT MISSION STATEMENT**

"The mission of the Yough School District is to provide all students with a 21<sup>st</sup> century learning experience in a collaborative and supportive learning environment."

Our vision is to individualize student learning experiences and opportunities that will inspire critical thinking, collaboration, communication and creativity----make possibilities endless.

**YOUGH INTERMEDIATE/MIDDLE SCHOOL**

On behalf of the faculty at Yough Intermediate/Middle School, I would like to extend a warm welcome to all of our students and families for the upcoming school year. Every new school year marks a new beginning for both faculty and students. Whether you're a returning student or new to the Yough Intermediate/Middle School, I encourage each of you to take advantage of all the educational experiences that will be offered throughout the school year.

The Intermediate/Middle School will serve as the transitional school between the elementary schools and the high school. To serve this need, the Yough Intermediate/Middle School will attempt to help the child transition from a teacher dependent learner to a self-directed independent one. In addition, the child will be encouraged to acquire a spirit of inquiry and dedication to continue self-learning and improvement. The curriculum will be so designed as to fulfill the needs of the students and be relevant to daily life. Along with the standards-based curriculum, an emphasis will be placed on the development of the emotional, social, and physical growth of each child.

At Yough, we expect all students to act responsibly, respectfully, and cooperatively in and out of the classroom. The student handbook is designed to provide you with a better understanding of Yough Intermediate/Middle School and to define the responsibilities of every Yough Student. It is up to each student to make the commitment to become involved in their own education. Take pride and ownership of your school and the benefits will prove worthwhile throughout your educational journey. If you have any questions or concerns regarding the information in this handbook, please do not hesitate to call the school.

Once again, welcome to Yough Intermediate /Middle School. The faculty and staff extend their very best wishes to our families for a successful school year. We look forward to supporting you in a year that will be productive, enjoyable, and full of academic and personal growth.

Educationally,

Kevin Smetak  
Principal

Anthony Natale  
Assistant Principal



**YOUGH SCHOOL DISTRICT  
915 LOWBER ROAD  
HERMINIE, PA 15637  
724-446-7272**

**ADMINISTRATION**

Superintendent of Schools

Mr. Anthony DeMaro

**CENTRAL OFFICE ADMINISTRATION**

Business Manager  
Building and Grounds, Transportation Supervisor  
Director of Special Education  
Director of Technology  
Nutrition (Cafeteria)

Mr. Jim Meyer  
Mrs. Lisa Trayter  
Mrs. Dawn Hildenbrand  
Mr. Andrew Sanders  
Mrs. Brenda Wineland

**SCHOOLS**

Principal, Yough Senior High School  
Assistant Principal, Yough Senior High School  
High School Athletic Director

Mr. Brian Sutherland  
Mr. Dan Wilkins  
Mr. William Flow

Principal, Yough Intermediate/Middle School  
Assistant Principal, Yough Intermediate/Middle School

Mr. Kevin Smetak  
Mr. Anthony Natale

Elementary Principal, West Newton  
Elementary Principal, Mendon  
Elementary Principal, H. W. Good

Mr. Dave Hoffman  
Dr. Jenifer Skorvan  
Dr. Amy Larcinese

STA (Transportation)

Ms. Joyce Dahlstrom

**YOUGH INTERMEDIATE/MIDDLE SCHOOL FACULTY**

<b>Grade 8</b>	<b>Grade 7</b>	<b>Grade 6</b>	<b>Grade 5</b>
Mr. Berich	Mrs. Jurcevic	Mrs. Cole	Mrs. Carpenter
Mrs. Bogdan	Ms. Hackney	Ms. Donaldson	Mrs. Clark
Mr. McKenzie	Mr. Horchar	Mrs. Firmstone	Mr. DePhillips
Mrs. Henry	Mr. McKenzie	Mr. Grindle	Mrs. Franks
Ms. Kelly	Mrs. Reissman	Mr. Thomas	Mr. Germock
Mrs. Mance	Mr. Schrecengost	Mrs. Pergola	Mrs. Knepp
Mr. Shaffer	Ms. Zora	Mrs. Lawrence	Mrs. Vitale
<b>Special Education</b>	<b>Library</b>	<b>Consumer Science</b>	<b>Music</b>
Mrs. Berarducci	Ms. Lyons	Mrs. Boban	Mrs. Hartnett
Ms. Truckenmiller			Mr. Knoechel
Mrs. Hemus			
Mrs. Lust	<b>Guidance</b>	<b>Physical Education</b>	<b>Art</b>
Mrs. Noll	Mr. Lario	Mr. Kish	Mrs. Surovchak
Mrs. Pazer	Ms. Mokay	Ms. Metzger	
<b>Computers</b>	<b>Technology</b>	<b>Nurse</b>	<b>Title</b>
Mr. Smith	Mr. Znavor	Mrs. Beard	Ms. Gruber

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**Note: For any policy or procedure that is changed during the course of this school year, the date of that change will go into effect on the implementation date of the revised policy or procedure.**

## **ACADEMIC INTEGRITY**

The Board is committed to strict standards of academic integrity and to helping students develop intellectually, creatively, and ethically. Honesty in all assignments and assessments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable and district students caught cheating or plagiarizing will be disciplined.

Academic cheating and plagiarism are forms of presenting the ideas or statements of another writer without crediting the original source. Such a presentation is theft, even when it is unintentional. Academic cheating and plagiarism includes but is not limited to the following intentional acts:

1. Stealing, borrowing, buying, copying someone else's work or allowing another to copy the original work of another (i.e., homework, reports, take home exams, tests and research papers) without teacher approval.
2. Failure to cite a direct quotation.
3. Failure to cite a paraphrased passage.
4. Failure to provide a complete bibliography.
5. Securing answers in a dishonest manner.
6. Transmitting test questions or answers from one individual to another, or from one class to another.
7. Failure to use footnotes where appropriate...

## **ALCOHOL AND DRUGS**

The District recognizes that the misuse of controlled and certain non-controlled substances as defined in Board policy is a serious problem with legal, physical and social implications for the whole school community. Controlled substances shall include: (1) all dangerous controlled substances prohibited by law; (2) all look-alike drugs; (3) all alcoholic beverages; (4) anabolic steroids; (5) any drug paraphernalia; (6) any mood-altering substance; (7) any prescription or non-prescribed drug, except those for which permission for use in school has been granted pursuant to Board policy; (8) any drug, notice issue or dietary or performance altering supplement banned by the N.C.A.A. or P.I.A.A. (9) non-prescribed substances; and (10) volatile inhalants and solvents. The Board prohibits the use, possession, distribution and/or being under the influence of any controlled substance during school hours, on school property, and at any school-sponsored event. Distributing means the delivery, sale, passing, sharing or giving by active or constructive means, any controlled substance as listed above from one person to another or to aid another person in doing so. Possession is the act of possessing, holding, or controlling without any attempt to deliver any controlled substance determined to be illegal or as defined above.

1. Students found to be in possession of or under the influence of alcohol/drugs or look-alike drugs shall be suspended for ten (10) school days with a formal report sent to the parents and Superintendent of Schools. In addition, the student shall be referred to the Yough School Board for a Board Hearing and Board action, which may include expulsion.
2. A student who sells/provides drugs/alcohol or look-alike drugs shall be suspended for ten (10) school days with a formal report sent to the parents and Superintendent of Schools. In addition, the student will be referred to the Yough School Board for a Board Hearing and Board action, which may include expulsion.
3. A student taking or smoking drugs or look-alike drugs will be charged with a drug violation.
4. Any offense involving alcohol, drugs, or look-alike drugs may be referred to the Pennsylvania State Police.

In addition to the above, the Board prohibits the use of anabolic steroids by students, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Students should be made aware of the dangers of such use; that anabolic steroids are classified as controlled substances; and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution. The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists. The Board requires participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school athletic program. The District reserves the right to apply other disciplinary measures as deemed appropriate on a case-by-case basis.

## **ASSAULT ON SCHOOL EMPLOYEES**

A student who assaults a school employee shall be suspended for ten (10) school days and referred to the Board of School Directors for a hearing and appropriate Board action. The State Police and/or the District Magistrate may also be involved.

Under Pennsylvania criminal code, simple assault is defined as attempting to cause or causing bodily injury to another; or when, through negligence, a person causes bodily harm to another with a deadly weapon.

## **ASSEMBLIES**

A variety of assemblies are scheduled throughout the year for conveying important information, entertainment, cultural exposure, and educational purposes. Guests should be treated with respect and courtesy at all times. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, stamping of feet, using electronic devices (especially cell phones) and booing/taunting are discourteous. Yelling is appropriate only at Pep assemblies. The success and continuance of the assembly program largely depends upon your co-operation and behavior before, during and after the assembly.

## **ATHLETIC ELIGIBILITY**

1. Any student participating in any high school athletic program must have a properly signed parental permission form and physical on file with the School Athletic Director.
2. A separate parental permission form is required for participation in each sport.
3. Any student absent from school for all or more than half of the school day **WILL NOT** be permitted to participate or practice in any sport on that day (for late arrivals, the cutoff time is 10:30 AM). Students who habitually arrive late the morning after games/matches may be suspended from participation.
4. Students **ABSENT FOR 8 SCHOOL DAYS** or more in a preceding semester or **16 SCHOOL DAYS** or more in a preceding school year shall not be eligible to participate in any athletic contest. Extenuating

circumstances, such as funeral, extended illness, or legal obligations, will be subject to review and discretion of the Principal. This is a school rule and is enforceable by the principal. PIAA Attendance requirements are also applicable.

5. Students **SHOULD CARRY** school or personal (family) insurance to participate in any athletic activity. Students without personal insurance coverage should notify the school nurse for insurance options.
6. The athletic program is an extracurricular part of our school program. Our first and foremost interest is the personal educational program for each student; thus, it is mandatory that he/she maintains satisfactory grades. Passing grades in a minimum of **four full credit subjects (credits) is required to retain eligibility.**
7. The Yough School District provides transportation for all athletic teams and each participant shall be required to ride school transportation to and from any athletic activity scheduled away from Yough premises. With coaches' discretion exceptions to this rule shall be considered.
8. All athletic equipment issued **MUST BE RETURNED**. If it is lost or stolen or if it is sufficiently damaged through misuse or abuse, students will be required to pay the **COST OF REPLACING** the equipment. Failure to turn in equipment within two weeks after the season, may result in assessment of the **REPLACEMENT COST** of the article.
9. Every participant must be given a medical examination by the school or family physician and receive his/her permission to participate in school sports.

## **ATTENDANCE**

Compulsory school age refers to the period of a child's life from the time that a child enters school as a beginner until the age of eighteen (18), or until graduation from a regularly accredited senior high school, whichever occurs first. Each student's attendance record is very important; college, trade schools, or military admission offices and future employers will carefully evaluate your attendance record. The following procedures must be followed:

1. Tardiness – Any student entering school **AFTER** the beginning of homeroom period must sign in at the high school office. **AN EXCUSE WILL BE REQUIRED** for the reason for being tardy. Missing the bus, sleeping in, or car problems are not acceptable excuses and therefore will be considered unexcused tardiness. Students who report late to class will be reported to the office by the classroom teacher, after six occurrences, school consequences shall apply. The office will keep track of all accumulated time a student is tardy and is factored into a student's attendance record.
2. Early Dismissals - Any student who needs to leave school early must submit written notification to the office. The notification must state the date, time, and reason for the early dismissal and be signed by the student's parent/guardian. Acceptable forms of early dismissals include doctor's appointment, court appearance, or other reasons as approved by the principal. Early dismissals may also be called in to the office or completed online using the early dismissal form located on the middle school's website. (SEE **EARLY DISMISSAL FROM SCHOOL** on page 16)
3. Absence Procedure:
  - a. After an absence from school, the parent/guardian must send a written excuse explaining the reason and give the date or dates of the absence. The student must present this excuse to the homeroom teacher. Parents/guardians can also submit an excuse by using the online excuse form located on the school's website.
  - b. If a student doesn't bring in a written excuse **within three (3) school days**, the absence will be changed to unexcused or illegal. The student will not be permitted to make up work assigned on a day or days of unexcused/illegal absences.

- c. **Students are responsible to make up work that was missed because of absences and must make arrangements with their teacher(s).** In cases of unexcused absences, students may be denied the opportunity to complete make-up work and may not receive credit for the missed assignment.
- d. Any student who becomes habitually truant or is excessively absent because of parental neglect, or of his/her own will with or without parental knowledge, will be referred to the proper county agency or authority. For more information, refer to Board Policy #204.
- e. Future Ready Index Attendance – Students who miss more than 8 days in a semester or 16 in a school year will be subject to school and legal consequences, including eligibility from activities and athletics.

## **Late Arrival to School**

Any students not in their assigned area when the late bell rings are considered tardy. Five (5) unauthorized tardies will result in disciplinary action at the discretion of the principal. After the following times, students are considered late:

High School: 7:10 am

Middle School: 8:05 am

Elementary School: 9:15 am

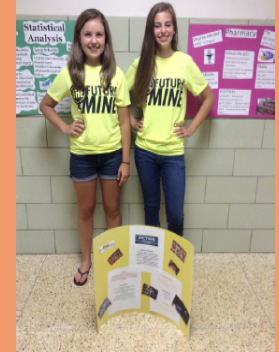
## **Early Dismissals**

Early dismissals should be kept to a minimum. Medical appointments should be made outside of school hours when possible. A written request from the parent/guardian must be submitted before the start of the school day during which the early dismissal will occur. The appropriate parent/guardian or their designee can only sign out students.



## **Educational Trips** **(Not school sponsored):**

Student absences from school resulting from family trips, with educational value, will be granted for up to five (5) school days throughout the year. Educational vacations must have approval at least ten (10) days prior to the date of the activity and are not approved during the administration of PSSA or Keystone examinations. A form can be obtained in your school's office.



**Yough School District**

915 Lowber Road  
Herminie, PA 15637

[www.youghsd.net](http://www.youghsd.net)

**Yough School  
District**

**Attendance Policy**



# Why is attendance important?

There is a direct correlation between school attendance and student academic performance. Students must be in school to receive the necessary course work to help them gain knowledge, enhance and develop their skill levels, and to gather the building blocks for future success. School attendance is governed by a number of laws and regulations, including The Public School Code of 1949, Chapter 11 and 12 of the Pennsylvania State Board of Education, and Yough School District Policy.



## Yough School District Procedures for School Absences

When students are absent from school, they are expected to return to school with a proper excuse for their absence within three (3) school days. There are two types of absences: Excused and Unexcused/Illegal Absences. Below are examples of both types:

### Excused:

- Illness
- Death in the Family
- Medical Appointment
- Court Appearance
- Religious Holiday
- Educational Trips

### Unexcused:

- Missed school bus
- Babysitting
- Hunting/Fishing
- Birthday
- Overslept
- No Excuse Documentation

If a student is absent and does not submit an excuse within three (3) days of return, the absence will be permanently marked as unexcused/illegal. The student will have an opportunity to complete make-up work when they are absent, unless the absences are unexcused/illegal.

Any student missing eight (8) days without a valid excuse in a semester or sixteen (16) days without a valid excuse in a school year may be subject to legal and school consequences, including repeating the school year/semester.

The district will require doctor's excuses for every absence after ten (10) days.

Also, any student missing days without medical documentation may be excluded from participating in extracurricular activities, including field trips, dances, athletics, etc.

# YOUGH INTERMEDIATE/MIDDLE SCHOOL BELL SCHEDULES

<b>5<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Regular Bell</b>	
<b>Period s</b>	<b>Time</b>
1	8:00 - 8:30
2	8:33 - 9:13
3	9:16 - 9:56
4	9:59 - 10:39
5	10:42 - 11:22 (Lunch)
6	11:25 - 12:05 (Lunch)
7	12:08 - 12:48 (Lunch)
8	12:51 - 1:31
9	1:34 - 2:14
10	2:17 - 2:55

<b>6<sup>th</sup> Grade Regular Bell</b>	
<b>Period s</b>	<b>Time</b>
1	8:00 - 8:30
2	8:33 - 9:13
3	9:16 - 9:56
4	9:59 - 10:39
5	10:42 - 11:22
6	11:25 - 12:05 (Lunch)
7/8	12:08 - 1:11
8/9	1:14 - 2:14
10	2:17 - 2:55

<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade 2 Hour Delay</b>	
<b>Periods</b>	<b>Time</b>
1	10:00 - 10:20
4	10:23 - 10:48
5	10:51 - 11:23
6	11:26 - 11:58 (Lunch)
7	12:01 - 12:33 (Lunch)
8	12:36 - 1:01
9	1:04 - 1:29
2	1:32 - 1:57
3	2:00 - 2:25
10	2:28 - 2:55

<b>6<sup>th</sup> Grade 2 Hour Delay</b>	
<b>Periods</b>	<b>Time</b>
1	10:00 - 10:20
4	10:23 - 10:48
5	10:51 - 11:23
6	11:26 - 11:58 (Lunch)
7/8	12:01 - 12:43
8/9	12:46 - 1:29
2	1:32 - 1:57
3	2:00 - 2:25
10	2:28 - 2:55

<b>5<sup>th</sup> Grade 2 Hour Delay</b>	
<b>Periods</b>	<b>Time</b>
1	10:00 - 10:20
4	10:23 - 10:48
5	10:51 - 11:23 (Lunch)
6	11:26 - 11:58
7/8	12:01 - 12:54
9	12:57 - 1:29
2/3	1:32 - 2:25
10	2:28 - 2:55

## BOOKBAGS (BACKPACKS)

Students are encouraged to use book bags to carry their books and supplies **to and from school**. This protects school materials and assists with keeping materials organized. However, once students arrive at YHS, they are to store their book bags in their lockers. **Bookbags are not to be carried throughout the school day**. Clear/mesh/drawstring bags are permitted for the carrying of gym clothes to and from PE class and for other times as approved by the principal.

## BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, social and athletic events, general information for the day and specific instructions are announced over the P.A. system each morning and early afternoon and during Cougar News Network (CNN) broadcasts. In addition, announcements may be posted throughout the school via television monitors. Pupils responsible for putting notices on any of these means must have their notices approved by their sponsor/advisor and in the main office the DAY PRECEDING the notice, to be approved by the Administration. According to school policy students may not place advertisement signs/posters/notices in the building without approval from the administration. See Also Student Expression / Dissemination of Materials on page

## BULLYING / CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

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

Bullying, as defined in this policy, **includes cyberbullying (through social media or text message, for example)**. School setting means in the school, on school grounds, in school vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

### Education

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

### Consequences For Violations

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

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

A bullying complaint form is located in the appendix of this handbook for students to use when reporting a bullying incident. Copies are also available in the office.

## BUS REGULATIONS

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous, cooperative, and well-behaved. The following regulations are required for each student:

1. Students will wait for the bus to come to a complete stop before entering/exiting the bus.
2. Except when assigned by the administration or driver, there are no reserved seats on the bus. Students will take seats available as they get on the bus and will not "save" a seat for any other pupil who may later board the bus.
3. Students are never permitted to stand in the aisle while the bus is in motion. State law forbids this practice.
4. For personal safety, students are not permitted by state law to put any part of the body out of the bus window.
5. In the interest of cleanliness and good appearance, students will not tamper with or deface anything on the bus, nor will they throw anything out of the windows. **FINANCIAL RESPONSIBILITY RESTS WITH THE STUDENT FOR ANY DAMAGE DONE TO THE BUS.**
6. Emergency doors are to be used only in an emergency, and not as the ordinary exit from the bus.
7. Drug/Alcohol/Tobacco use and use of abusive language is strictly forbidden on the bus.
8. Pushing, shoving and any other unnecessary roughness will not be tolerated.
9. If a student is reported for any of the above incidents, the administration may take disciplinary action which would include suspension from or loss of bus privileges and/or school consequences.
10. When exiting the bus to cross the roadway, students are required to cross in front of the bus and to be careful of traffic coming in either direction along the roadway.
11. **THE BUS DRIVER IS IN FULL CHARGE OF THE BUS.** Any situation that needs attention on the bus should be reported to the driver at once. The driver will bring the infraction or issue to the attention of the administration immediately.
12. A student who misses the bus and arrives at school late (after 8:05 AM) is required to report to the office, sign in, go to his/her locker, and report to the period in session.
13. **Students are expected to ride only their assigned bus to and from school;** further, students are expected to board and exit their bus only at their assigned stop. Students are NOT permitted to walk to school or walk off school property at any time during the day, including dismissal.
14. **Students are not permitted to ride home on another student's bus. Only emergencies with parental note.**
15. Violations occurring on school buses are also subject to the same policies as if they happened on school grounds.

**Please note, buses and vans are equipped with audio/video recording devices.**



## **CAFETERIA**

Students receive a thirty-minute lunch period each day and maintaining a clean cafeteria is the responsibility of the student. In order to keep the cafeteria clean and orderly, please observe the following rules:

1. Please cooperate with the cafeteria supervisor and staff on duty.
2. Keep drinks, food, and waste paper on the tray.
3. Throw all garbage away in the provided trash cans.
4. NO FOOD OR DRINK SHOULD BE TAKEN FROM THE CAFETERIA.
5. Students are not to wear hats, caps, visors, sunglasses or hoods in the cafeteria.
6. ITEMS THROWN IN THE CAFETERIA MAY RESULT IN SCHOOL CONSEQUENCES.
7. The use of any electronic device may be monitored and restricted.
8. Students must monitor the volume of their voice while in the cafeteria.
9. Students may only eat at their designated lunch time.
10. Students must get permission to use the restroom during their lunch period.

Violations of the established guidelines may constitute a health/safety hazard and an infringement upon the rights of other students. STUDENTS VIOLATING THESE GUIDELINES ARE SUBJECT TO DISCIPLINARY ACTION.

### **STUDENT MEAL PROCEDURE**

Student meals can be paid for by creating an account through [schoolcafe.com](http://schoolcafe.com) or by giving a check/cash to the cashier. Checks are to be made payable to "Yough School District Cafeteria Fund. If for any reason, a parent/guardian cannot afford to pay for breakfast/lunch for their child, free and reduced lunch applications are available online or through the school office.

A NSLP Free/Reduced meal application shall be sent home at the start of each school year. If you believe you may be eligible for free or reduced meals, please complete an application at [www.schoolcafe.com](http://www.schoolcafe.com) or contact your school's main office to ensure you have a paper copy.

**Feel free to contact the food service coordinator at 724-446-7272 x 2030 with any questions.**

## **DETENTION**

1. As an alternative to suspension, detention assignments may be scheduled on designated days and times throughout the school year.
2. It is the student's responsibility to inform parents of detention obligations and arrange for proper transportation should the detention session occur before or after school or on a Saturday.
3. Each student is to have sufficient study materials and is to cooperate with the supervisor and detention rules and procedures. Failure to cooperate will result in additional consequences.
4. Report promptly. Failure to report promptly will result in additional consequences.
5. Failure to report on an assigned detention will result in an additional detention. The principal will take additional disciplinary action if detention obligations are not met and the parent/guardian will be notified.
6. There is NO ACCEPTABLE REASON FOR NOT ATTENDING A DETENTION SESSION AS ATTENDANCE IS MANDATORY.
7. FOOD, BEVERAGE OR ELECTRONIC DEVICES are not permitted in the detention area.
8. SLEEPING IS NOT PERMITTED IN DETENTION.
9. TALKING IS NOT PERMITTED IN DETENTION.
10. Any student who is on the list to serve a detention may not participate in any school activity (including field trips and athletics) as either a spectator or participant until detentions are served. This includes practices.
11. Additional consequences may include suspension, parking restriction, loss of privileges (activities), etc.

## **DISMISSAL FROM CLASS (DISRUPTIVE BEHAVIOR)**

If a teacher finds it necessary to dismiss a student from class for disruptive behavior, the student must report immediately to the office. To be reinstated in the class, the student must confer with an administrator or counselor, and face any consequences, as outlined in the discipline policy. The student's parent/guardian will be informed and a meeting with the teacher may be necessary in order to ensure the issue is resolved.

## **DRESS CODE**

Students are expected to exercise prudent judgment in the selection of appropriate attire for school. Paramount to proper dress is good personal hygiene. All students are expected to come to school clean and well groomed. Like all aspects of our educational program, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress, and a quality education can lead to success. The following are specifics to the Dress Code for the Yough School District, despite current fashion trends.

### **SECTION 1: GENERAL**

1. Upon entering school, any student may be required to pass through a metal detector or to be scanned by a hand-held detector. Book bags and backpacks may be examined.
2. Torn or ripped clothing that exposes under-garments or anatomy is not permitted.
3. Baggy or excessively layered clothing that can conceal items and/or pose a safety hazard are not permitted.
4. Blankets are not considered an article of clothing, and therefore, must be kept at home.

### **SECTION 2: TOPS**

1. Blouses and shirts must be buttoned. Tops may not be "low cut" or exposing. Bare midriffs and bare backs are not permitted.
2. The following are examples of unacceptable tops as school attire (but not limited to): See-through blouses or shirts, halter or mesh tops, tube tops, and crop tops.
3. Coats and jackets designed for protection from the outside weather are not to be worn in school.

### **SECTION 3: PANTS/SHORTS/SKIRTS (LOWER BODY)**

1. Pants, shorts, skirts, etc. must be secured and worn at the waist, no lower.
2. Undergarments should not be exposed in any way.
3. All shorts, skirts, and slits in skirts must not expose undergarments or anatomy and must be appropriate in length.

### **SECTION 4: OFFENSIVE DRESS**

1. Clothing, patches, stickers, buttons, pins, tattoos or jewelry with sexually suggestive writing/pictures/symbols, advocating violence, or advertise or promote the use of tobacco, alcohol or drugs are not permitted.
2. Dress that is racially or ethnically offensive or causes disruption to the school day (ex. K.K.K., Black Panthers, Confederate flags) are not permitted.

### **SECTION 5: FOOTWEAR**

1. Footwear must be worn at all times.

### **SECTION 6: JEWELRY**

1. Spiked jewelry, chains or any jewelry that may cause injury or constitute a safety hazard are not permitted.
2. Body piercing that poses a safety hazard is not permitted to be worn.

### **SECTION 7: HEADWEAR**

1. Hats, bandanas, sunglasses, visors, and sweatbands are not permitted to be worn in school.

### **SECTION 8: HEALTH AND HYGIENE**

1. Any apparel that is judged to be unhealthy or unsanitary (e.g. clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

### **SECTION 9: DISCIPLINE**

1. Students violating the Dress Code shall be subject to disciplinary action.
2. In the event that a parent/guardian cannot be reached on the day of the violation, the parent/guardian may conference with the principal, upon the student's return to school, at the request of the principal.



However, as complete as these rules may be, they can never cover all possible situations which may arise. If a matter cannot be resolved by interpreting the above referenced rules, then the solution to be adopted by the District shall be based upon the spirit and principles referenced in the District Dress and Grooming Policy (221).

Any items not listed above may be addressed at the discretion of the administration.

## **EARLY DISMISSAL FROM SCHOOL**

Early dismissal will be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than school hours. However, when emergency demands, the appointment should be made as early or late in the school day as possible if there is enough time. Also, parents **MUST CALL** the office to verify this appointment. No student will be permitted to leave the building for an early dismissal if a parent/guardian has not been contacted.

To obtain an early dismissal, a student must present to the office a written request containing the following information:

1. Full name of student
2. Date of early dismissal
3. Time of early dismissal
4. Reason for early dismissal (name of doctor/dentist, if applicable)
5. Signature of parent or guardian
6. Home/cell phone number

Early dismissals may also be called in to the office or completed online using the early dismissal form located on the school's website.

Any student granted permission to leave the building because of illness, early dismissal or other emergencies **MUST SIGN OUT AT THE OFFICE** prior to leaving. Also, upon returning to school after early dismissal of the same day, a student is required to **SIGN IN AT THE SCHOOL OFFICE**. Verification of student's doctors' or dentists' appointments should accompany students upon returning to school (doctor's excuse).

Note: Early dismissal minutes are added into a student's absence total.

See also, ATTENDANCE on page 8.

## **ELECTRONIC DEVICES & BRING YOUR OWN DEVICE PROGRAM**

On school property, on buses and other vehicles provided by the district, and at school sponsored activities, the use of any electronic device will be monitored and restricted by the district.

Students may be permitted to bring and use their Chromebook, **with teacher permission** and when such use is for educational purposes. **Unless permission has been granted, all electronic devices should be off and out of sight.** In addition, students are not permitted to make & receive calls from their cell phones during school hours. All cell phones should be placed in student lockers.

**The district strictly prohibits the use of any electronic, picture taking, or audio/video recording device in any locker room, restroom, nurse's office, or any other changing area at any time. The district also prohibits audio/video recording of staff members, another student, fight/altercation, or any other event meant to embarrass another or that disrupts the school setting.**

The district shall not be liable for the loss, damage, or misuses of any electronic device.

For the safety of students; electronic devices, including ear buds, should not be worn or used in the hall. Electronic Devices include cell phones, tablets, laptops, and other personal devices.

The Middle School prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities unless participating in a BYOD activity or given prior permission from staff or administration. Such devices shall be stored in the student's locker during the school day. The Middle School prohibits use of cellular telephones to take photographs or record audio or video during the school day in district buildings, on district property, buses, and while the students are engaged in school-sponsored activities unless granted permission for an educational purpose. Such devices shall be stored in the student's locker during the school day. In addition, the Middle School prohibits possession and use by students any device that provides for a wireless, unfiltered connection to the internet. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. *Violations of the acceptable use policy by a student shall result in disciplinary action and confiscation of the electronic device.*

Consequences that do not violate the acceptable use policy will be the following:

- a. 1<sup>st</sup> offense: Disciplinary referral: Item sent to the office, parent contacted by administration, student pick up at the end of the day.
- b. 2<sup>nd</sup> Offense- Disciplinary referral: Item sent to the office, parent contacted by administration, student pick up at the end of the day, lunch detention.
- c. 3<sup>rd</sup> Offense: Disciplinary referral: Item sent to the office, parent contacted by administration, student pick up at the end of the day, continued loss of privileges and Saturday detention served for insubordination.

## **ELECTRONIC MULTIMEDIA IMAGING & RECORDING**

Opportunities arise from time to time for students to have their picture taken for various organizations, clubs, activities, athletics, newspapers, yearbook, etc. For safety reasons student photos may appear in surveillance cameras and film (recordings). The Yough School District will routinely authorize publication of pictures and information as allowed by law. **Any objection to being recorded or having one's picture taken should be forwarded in writing to the High School Office.**

## **FIRE & SAFETY DRILLS**

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

Setting off a false fire alarm is extremely dangerous and violators will face the full penalty provided by law and disciplinary action as outlined in the Student Code of Conduct.

Should a drill be sounded while seated in the auditorium, students should use all exits. Rows A through M will exit to the front of the auditorium, and N through Z will exit to the rear.

In addition to fire, other safety drills, such as: lockdown/intruder, severe weather, etc. may be scheduled throughout the school year.

## **GRADING POLICY (Honor Roll, Incomplete Grades, Senior Rank)**

Grade Reports (Report Cards):

The school year will consist of four 9 week grading periods. Report cards will be issued approximately one week after the end of each grading period.

Students (and their parents/guardians) are encouraged to monitor their grades through the use of the Powerschool portal. All students and parents/guardians have access to this system.

#### Yough Grading Scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 50-59

#### Grade weight to determine final end-of-year grade:

Each 9 week grade is worth 25% for a full year course and 50% for a semester course.

#### Incomplete Grades:

Students must follow policy guidelines concerning incomplete grades. All incomplete grades will become failures if not made up before the end of the grading period following the incomplete. Extenuating circumstances will be dealt with by the office on an individual basis.

## **GUIDANCE SERVICES**

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, career and occupational information, study help, assistance with home, school, and/or social issues, or any question the student would like to discuss with the counselor.

1. Students wishing to visit a counselor should contact the guidance office to arrange for an appointment. This can be done before or after school, during study periods, or through email. Only students with a pass indicating the time of departure from any room may be excused.
2. Program scheduling – each spring, students will begin the process of selecting courses for the upcoming school year. Course selections should be based upon interests in future career goals. Students will be advised by their teachers, counselors, and parents/guardians concerning suitable course selections. Careful planning by student and parent with teacher and counselor is the best way to assure an appropriate program of study is chosen.
3. Schedule changes – teachers may request the counselor to consider the initiation of a schedule change. The final decision for a schedule change will be made after considering the student's total program. Changes will be considered for the following reasons only:
  - Change of academic track or level.
  - Same teacher for the same courses in two semesters or two years due to failing.
  - Medical excuse for Physical Education class.
  - Extraordinary circumstances as approved by the counselor and principal.
4. Dropped course – Without parent, teacher, principal, and guidance counselor permission, dropping a course shall result in a WITHDRAWAL "FAILING" for the course.

## **GUM CHEWING/ENERGY DRINKS**

Yough Intermediate Middle School is a gum and energy drink free school. Gum chewing and energy drinks will not be permitted.

## **HALL PASSES**

Students excused from classes will be kept to a minimum. Students are not permitted in the halls during class periods unless accompanied by a teacher or a hall pass from an authorized staff member. Students found in the hall without a

hall pass may lose hall pass privileges, and could face other disciplinary action. Hall passes may be distributed and tracked by electronic means.

## **HAZING**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Endanger the physical health shall include but not be 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 substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity 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. However, this presumption may be rebuffed by competent evidence to the contrary.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing,

## **HEALTH SERVICES (Nurse's Office)**

Emergency cards are sent home with each student at the beginning of the school year. They are to be completed by the parent and returned immediately. In case of serious accident or illness, parents will be contacted or instructions will be followed as outlined by the emergency card.

Except for emergencies, students who become ill at school are to report to their class and receive a pass from their teacher before coming to the nurse's office. If it is necessary for a student to be sent home for illness or injury, a parent or person designated on the emergency card will be called. Students must sign out in the high school office. If the nurse is not in, the student should report to the office. Students must not leave the building because of illness without authorization from the nurse or office.

All students have vision screening and height and weight measurements yearly in the middle school.

School Nurses by law are not permitted to diagnose, prescribe, or dispense medication without physician's orders. If it is necessary for a student to take a medication during school hours which has been prescribed by a physician, there must be a compliance with the following procedures:

- 1. Medication must be brought to school by a parent in a container with the prescription labeled by a pharmacist or physician. It must include the name of the student, the medication, the dosage, and the time to be taken.**
- 2. If the medication is to be administered long term or is to be stored at school for use in case of an emergency, the physician's certification for medication must be completed by the physician and the parent.**

3. **Students are permitted to carry and self-administer inhalers after the physician's orders and parental permission (Form B) is received. After self-administration, the student must inform the nurse.**
4. **Over the counter medication (OTC) must also be brought to the school nurse by a parent/guardian and follow the above procedures. It must be sent in the original dispensing container.**
5. **Medications will only be administered by the school nurse.**

**Failure to register medications with the school nurse will result in discipline according to the District's Drug/Alcohol policy.**

The medication and permission forms must be brought to the school nurse. Medication forms are sent home at the beginning of each school year. Please call the nurse if you have questions.

The Yough School District has a no-nit attendance policy for Pediculosis (head lice).

Any student with best corrected vision in one eye of less than 20/40 should follow their eye care provider's recommendation of protective eyewear for physical education (gym) classes.

## **LIBRARY**

The Yough Intermediate Middle School Library is located on the first floor near the main entrance to the building. The library contains valuable print, on-line and Internet services. It is an integral part of the School curriculum and students will visit regularly during class time. Students are also encouraged to independently use all of the resources available to them in the library/media center. To enter the library/media center a student must obtain a pass from the librarian or his/her classroom teacher. The library is a place of quiet study, research and recreational reading. Students are expected to comply with the rules of the classroom and use of any technology in the media center.

## **LOCKERS**

Students are urged to keep their lockers **locked** at all times. The school is not responsible for losses which may occur. Students are to use their lockers prior to the start of homeroom and in between class periods. Visits to the lockers during classes should be kept to a minimum.

Lockers are the property of the school and are subject to periodic random searches. Lockers will be searched randomly and periodically without regard to any article of suspicion or alleged infraction of school rules.

Book bags/backpacks are to be kept in the lockers during the day. Sufficient time is scheduled for students to get whatever they need from their lockers before they report to class and at dismissal time.

1. There is no expectation of privacy in school lockers.
2. Each student is responsible for what is in the locker assigned to him/her.
3. A search of school property to include but not be limited to: lockers, cars, student possessions including bookbags, athletic bags, purses, wallets, pockets, shoes and coats shall be conducted at a time when school officials have reasonable suspicion to believe that stored items constitute a crime, a violation of regulations, or a threat to safety.
4. Students will be required to maintain a clean locker.
5. Tape, glue, or other adhesives are not permitted when hanging decorations.

## **LOST AND FOUND**

Typically, lost or misplaced items are sent to the office for safekeeping. Students and parents should inquire about lost items. After 30 days, the school is not responsible for unclaimed items.

## **OPEN CONTAINERS**

Open containers are defined as any container which does not have or has had a factory seal broken. Students are not permitted to bring open containers onto school property during the school day unless given permission by the principal.

Students may bring factory sealed drinks for use during their assigned lunch in the school cafeteria.

## **PARENT'S RIGHT TO INSPECT THEIR CHILD'S SCHOOL RECORDS**

Parents and Students Have the right:

1. To inspect and review education records following a written request. Such a review shall be in the presence of Administrator or his designee.
2. To add verified and relevant information to the educational record.
3. To submit a statement concerning the appropriateness or validity of information in the record.
4. To challenge information in the educational record and have it corrected or deleted.
5. To be informed where a full text copy of the policy can be obtained.
6. To file complaints with the Family Educational Rights and Privacy Act Office (FERPA) of alleged violations of section 438 of the Act by an employee of the Intermediate Unit.
7. To receive a response from the Westmoreland Intermediate Unit to reasonable requests for an explanation record.
8. To be informed of any and all personally identifiable information which has been designated as "Directory Information".
9. To be informed of the procedures for objecting to unidentifiable information categorized as "Directory Information".

Federal and State laws provide that parents have the right to inspect and review the school records of their children. In keeping with the spirit of the law and with our own desire for parents to participate in the educational process, we invite you to review the progress of your children by inspecting some or all of the records. These records are kept for all students:

- Assessment Records Grades/Transcripts
- Attendance Records Medical Records
- Additional records are kept for students enrolled in Special Education classes, for example:
  - Counseling Records
  - Educational Evaluations Hearing Records
  - Neurological Reports
  - Physical and Occupational Therapy Records Psychological Records
  - Speech Records
  - Vision Records

We also wish to inform you that you have the following additional rights:

For Special Education students, you must be allowed to see your child's records within a reasonable amount of time, but not later than 30 days after you have asked to see them. You may request an explanation or interpretation of the records by school personnel. You may also obtain a first copy of your child's education records without charge.

After you have inspected your child's records, if you believe something in the record is not correct, you may request a meeting with the Special Education Director, Principal, Guidance Counselor, or designee and try to resolve the matter; if matters are not resolved, you may request a formal hearing by the Superintendent or LEA or their designee.

State law provides that the following additional conditions will apply regarding the education records of the Special Education Students:



If you have asked to see your child's records, you must be allowed to do so prior to a conference regarding an Individualized Educational Program and so prior to a hearing regarding the identification, evaluation or placement of your child's records if you wish to have their advice. You may also ask for a list of the types and locations of the records kept about your child.

The law provides that your child's records may not be given out without a consent. However, certain pieces of information may be given out. This information is called directory information and it includes: the child's name, address, date and place of birth, grade, program, participation in officially recognized sports and activities, dates of attendance, certificate and awards received and the name of the most previous educational agency or institution attended. If you do not wish this information to be released, you must notify the school in writing within 20 days after this notice is sent out. The consent of the parent is not required for the use of pupil records for educational purposes by the school district.

A copy of the Westmoreland Intermediate Unit Policies for Special Education Programs and services of collection, Maintenance and Dissemination of Student Records is available for inspection in the Office of Director of Special Education.

If you have any concerns regarding compliance with the law or access to and correction of your child's records, you may file a written complaint with the Family Rights and Privacy Act Office, Department of Education, Room 4511, Switzer Building, Washington, D.C. 20202.

## **PUBLIC DISPLAYS OF AFFECTION**

Students should refrain from all public displays of affection while in school. Students violating this policy face disciplinary action which include notification of parents. (SEE Discipline Code of Conduct)

## **SCHOOL CLOSINGS & DELAYS**

In the event of severe weather or other extreme conditions, the district will initiate the use of the All Call Phone System to notify parents/guardians. Please listen to or watch local radio and TV stations, as well as the district's website, for additional information. Please do not call the school.

Flexible Instructional Days (students receive instruction remotely from home) may be utilized on days when weather conditions do not allow for school to be in session (face-to-face).

## **SEARCHES**

All students are assigned a locker. It is your responsibility to learn your lock combination. Do not give access to it to anyone since you are responsible for the use and care of your locker. Keep your locker locked at all times.

Lockers and desks are school property and can be subject to searches to ensure the safety and wellbeing of our students and staff. You have no expectation of privacy with regard to lockers and desks.

Backpacks and other bags may be searched each day at our security checkpoint. Please refer to the arrival procedures listed below.

## **SECURITY**

The Yough School District takes the safety and welfare of its students and staff very seriously. As such, the following security guidelines **MUST BE FOLLOWED**:

1. Arrival Procedures for Students – during morning drop-off, students must enter at the designated entrance (below) where they may be subjected to metal detection and a bag check. Students are to have their

bags/backpacks unzipped and accessible to staff. Students are to minimize the amount of items they bring to school each day.

- a. Door # 18 and 19 - Bus Riders
- b. Door # 5 - Parent Drop-off & walkers
2. Students who arrive after the start of homeroom, are to enter the office door, #1 where they may also be screened.
3. ALL EXTERIOR DOORS ARE TO BE CLOSED AT ALL TIMES! Propping open doors is NOT ACCEPTABLE!
4. Students are NOT PERMITTED to open exterior doors for any reason, unless given permission from their instructor or administrator. Students are not permitted to let anyone enter the building. All visitors must enter the office at door #1.
5. SEE IT – HEAR IT – REPORT IT: With safety in mind, we are all obligated to keep our ‘eyes and ears’ open. Should you see or hear something that would constitute a threat or concern to our safety and well-being, you are obligated to report it to a responsible adult or staff member.

## **SEXUAL HARASSMENT, HARASSMENT & NON-DISCRIMINATION POLICY**

The Yough School District will not discriminate or tolerate harassment or sexual harassment in its educational programs or activities based on race, color, national origin, sex, age, disability, sexual orientation or any legally protected classification.

The District prohibits all forms of unlawful harassment of students by all District students and staff members, contracted individuals and vendors, and volunteers in the schools. The term, harassment, includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion ancestry, sex, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile or offensive educational environment. Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive educational environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. The different circumstances and examples of sexual harassment are contained in the Board Policy. Any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment may be characterized as sexual harassment.

Each student shall be responsible for respecting the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment. When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure. A student shall report a complaint of harassment, orally or in writing, to the principal, teachers, counselors, or nurse or a designated employee, who shall inform the student of his/her rights and of the complaint process. A substantiated change against a District student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

See Policy Manual for details and compliance procedures.

## **SOCIAL EVENTS AND CLASS TRIPS**

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students. The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the Superintendent and building principal.

Class trips and social events that take place outside of school facilities require approval by the Superintendent.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.

Participation in school events (including dances and trips) is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school (attendance, grades, etc.).

The loss of class time for preparation and for competition shall be kept to a minimum, and extended trips or expensive out-of-state trips during the school year shall be discouraged.

Contests or other activities involving awards to students by agencies outside the school shall not be permitted unless approved by the Superintendent. This activity must have educational value and shall be of a noncommercial nature.

## **SPECIAL EDUCATION**

Yough Senior High School operates several classes and provides various educational programs, resources and support for students with physical and intellectual disabilities. Special education services include itinerant and resource teachers, speech/language therapists, vision/hearing therapists, psychologists, occupational and physical therapists and teachers of the gifted. Students may be referred by a parent or teacher and then screened to determine their needs.

Handicapped parking areas are located outside the main entrance. Handicapped wheelchair seating areas are available in the auditorium, gymnasium, and athletic stadium. For further information, contact the guidance department or Special Education office.

An elevator is available where necessary. Emergency evacuation procedures are handled on an individual basis for each situation. Any special problems or circumstances may be discussed by calling the school at 724-446-5520 or by speaking with a counselor or administrator.

## **STUDENT ASSISTANCE PROGRAM (S.A.P.)**

The Yough Student Assistance Program includes professional staff and administrators trained to recognize and help students who exhibit a wide variety of behaviors which interfere with academic performance and social, emotional and physical development.

S.A.P. cooperates with the family, professional staff and other appropriate community agencies to help students better develop their social responsibilities and academic potential. S.A.P. is designed to respond to the needs of students in a systematic, professional and realistic manner.

For more information, please see your school counselor.

## **STUDENT CHEERING SECTION GUIDELINES**

To help ensure that behavior by the fans contribute to the event, rather than distract from it, the following guidelines for student cheering sections and general fan behavior are established. Any conduct deemed to not be in the highest ideals of sportsmanship is at the discretion of school principals, athletic directors, PIAA officials, police and security, and game/site management.

### **Acceptable Behavior**

- Clothes appropriate within the district dress code.
- Face paint in school colors limited to school insignias/logos on cheek.
- Applauding and cheering for your team.
- Signs that support your school team.
- Respect the decisions of the officials.
- Staying in the assigned student cheering section.

### **Unacceptable Behavior**

- Chants, signs, and/or symbols of a religious, political, gender, or racially sensitive nature are strictly prohibited.
- Chants, signs, and/or symbols that single out a player, student, coach, cheerleader, or official by name, number, or otherwise unique description are strictly prohibited.
- Shirtless and undergarments exposed or worn as outer garments. Wearing clothes that would not be appropriate or acceptable for school are strictly prohibited.
- Full face paint or masks/hats that hide student identity, face paint in colors other than school colors is prohibited.
- Derogatory cheers, chants, songs, actions, or gestures directed toward opposing teams, their fans, or the officials, including during the game, pre-game, introductions, and post-game are prohibited.
- Chants and signs that taunt, boo, and/or heckle opponents and officials are prohibited. Any sticks or “props” accompanying signs are prohibited.
- Sitting in, taunting, or approaching opponents’ designated student section, team or fans with an intent to cause a disturbance is prohibited.
- Fans are NOT permitted to go onto the field or court before, during, or after the game.
- Any behavior that draws attention away from the players and the contest, including (but not limited to) inappropriate gestures, signs, cheers, balls, and noisemakers (including aerosol horns, sirens, whistles, drums, and portable speakers/listening devices) is prohibited.
- Anything that would create a mess or interfere with nearby fans or that draws attention away from the players and the contest, including (but not limited to) silly string, baby powder, liquids, balloons, streamers, confetti, etc. is prohibited.
- Anything that could be used to hit or strike another is prohibited.
- Under the influence of alcohol and/or drugs. Smoking and tobacco products are not permitted.
- Any theme-based plans must be cleared with the principal or assistant principal in advance.
- “Tailgating” or other related activities are not permitted on school property.

## **STUDENT EXPRESSION / DISSEMINATION OF MATERIALS**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate nonschool materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of district-sponsored activities (non school materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the district, which shall be regulated separately as part of the school district's educational program.

These procedures address the dissemination by students of non school materials that are not part of the curricular or extracurricular program of the district. Materials sought to be disseminated as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein.

Students may disseminate non school materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Board Policy 220 (Student Expression/Dissemination of Materials), the Code of Student Conduct, these procedures and the school dress code, if applicable. It is the responsibility of

students intending to disseminate nonschool materials to become familiar with the provisions of Board Policy 220 and pertinent provisions of the Code of Student Conduct.

The district has no responsibility to assist students in or to provide facilities for the dissemination of non school materials.

### **Dissemination of Non school Materials**

The dissemination by students of all non school materials will be governed by the following procedures:

1. All non school materials, together with a copy of the plan of dissemination, must be submitted to the building principal no later than 10 a.m. on the school day prior to the requested dissemination. The building principal will forward such information to the Superintendent or designee for approval. The plan will set forth in detail the desired time, place and manner of dissemination, as well as the individuals involved.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to disseminate such material must provide in writing their name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes expression that is prohibited by Board policy, and inform the building principal or designee of the decision. The building principal or designee will notify the student(s) planning to disseminate nonschool materials of the decision to grant or deny permission. If the decision is to not permit the dissemination, the building principal or designee will specify the reasons for the decision as well as the changes in the content of the material or in the plan of dissemination which must be made, if any, in order to secure such permission. If the student(s) desiring to disseminate such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned dissemination, the building principal or designee may then grant permission to disseminate.

Time- When permission has been granted, students may disseminate approved non school materials at the approved times

Place - Dissemination of approved non school materials on school property will be permitted only in approved locations.

Non school materials may not be disseminated during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

Manner - Materials approved to be disseminated may be required to display the appropriate district disclaimer, as directed by the building principal or designee.

**DISCLAIMER: THE YOUGH SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.**

All approved non school materials displayed in a fixed location shall be officially dated and the district shall remove the materials within ten (10) school days.

Any student who disseminates materials will be responsible for cleaning any resulting litter, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the dissemination of approved nonschool materials by student(s), nor may a student in any way compel or coerce a student to accept any materials.

### Disciplinary Consequences

Any student who violates any provision of Board Policy 220 or these procedures will be subject to disciplinary action, in accordance with Board policy and the Code of Student Conduct, which may in appropriate cases include suspension and/or expulsion from school.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Yough School District through cooperation with the technology coordinator, administrators, teachers, and board members have established this policy to ensure that all technology, Internet access, and email accounts are used for ethical, lawful, and educational purposes. Failure to adhere to this code can result in

- 1) the suspension or revocation of your email account and Internet access;
- 2) disciplinary action, suspension, or dismissal; and
- 3) prosecution under State and Federal laws, where applicable.

For the purpose of this code, technology should be defined as any equipment, hardware, or software that is capable of sending, receiving, or presenting visual, audio, or data messages. This includes but is not limited to computer workstations, personal digital assistants, calculators, scanners, digital cameras, printers, media players/recorders, networks, servers, fax, smart phones, kindles, nooks, netbooks/tablets and related accounts.

1. All use of technology during instructional, preparatory, and break time before, during, and after school hours must be for instructional, educational, or research purposes.
2. All faculty, staff and student accounts, profiles, and usernames are to be used only by the authorized user. Impersonating another user by supplying false user information or supplying another user's legitimate information without consent is prohibited and may be illegal. Suspect activity on user accounts can and will be monitored and violators will be prosecuted.
3. To safeguard your privacy, do not reveal any personal, financial, or security information to other Internet users or websites. This includes but is not limited to name, address, phone number, social security information, credit information, or banking information.
4. The use of technology for operating a personal business is prohibited.
5. The use of technology for product advertisement is prohibited.
6. The use of technology to engage in political lobbying or to produce or distribute political materials is prohibited.
7. The use of technology to download, copy, use, or distribute copyrighted materials is prohibited and illegal. This includes but is not limited to unlicensed software, copying text materials, and dubbing audio/video media.
8. The use of technology to play games, engage in chat, send/receive email, send/receive instant messages, or upload/download audio or video files is prohibited, unless these activities have educational merit for the completion of a teacher sponsored educational activity, are being used for educational or instructional purposes, and are used while under the supervision and consent of the sponsoring instructor.
9. The use of technology to create, distribute, or receive threatening, obscene, inappropriate, damaging, or harassing material is prohibited. This also includes attempts to intentionally create, access, or distribute "viruses", "worms" or other measures with the intent of damaging, crippling, or destroying technology resources. Use applies to all forms of technology including Email, fax, phone, instant messages, computer workstations, and other networked equipment.
10. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service and is subject to the same safeguards and privileges. Therefore, attempts to tamper, interfere, or intercept other users' email is prohibited and illegal.



Users are required to delete all unnecessary and unwanted email messages on a regular basis to conserve file server space and optimize machine resources. Periodic purges of email may be instituted by the district for the same reasons, should users fail to remove old mail messages.

11. In order to insure adequate resources for all users, the Yough School District Technology Dept. may log Internet use, monitor file server space, and measure network bandwidth usage. Any data, email, internet traffic, or other media transmitted across the network or residing on a Yough machine is subject to this periodic monitoring.
12. Using technology to digitize and publish student photographs or video without obtaining proper prior consent is prohibited.
13. Faculty and supervisory staff are responsible for student use of technology while students are using technology under their supervision. Although filtering software will be utilized as a means of monitoring and controlling student access, it is not 100% foolproof and is no replacement for direct supervision. For these reasons, students are not permitted to work on networked technology resources unsupervised at any time. When not in use, faculty and staff will take appropriate action to ensure that unsupervised use of technology does not occur (i.e., locking doors, turning off power, logging off machines, etc.).
14. Faculty know and will enforce the student ethics code and lab procedures. Faculty will only allow authorized student users to access networked devices. An authorized student user is one that has read, signed, and submitted a completed Student Technology Acceptable Use Form. Failure to complete the acceptable use form will result in loss of technology privileges. Violating this acceptable use policy will result in permanent loss of technology privileges as well as disciplinary action.
15. All Yough technology will be placarded with an identification tag. This tag is not to be removed or transferred to other equipment. Technology resources must remain in the assigned building/room they were placed in, and are to be only serviced by authorized technology personnel. All Yough technology is subject to periodic inventory audits. Requests to borrow or move equipment must first be cleared with the building administrator and the building technology coordinator.
16. Unauthorized modification to district hardware and software, including but not limited to installing or removing hardware components (i.e. memory drives, processors, boards, cards) or installation of unlicensed /illegal software is prohibited.

This policy is designed to provide the basic tenets of technology usage in the district. It does not replace building procedures and protocols already in place, but is to be used in conjunction with any additional responsibilities and procedures put forth by administration at the building level.

The Yough School District will modify this Technology Ethics Policy as necessary to keep pace with ever-changing technological advances and increased capability of our equipment. Please contact an administrator with any questions or concerns.

## **TELEPHONES**

The office telephone is a business phone and should be used by pupils for emergencies only. Parents should not call the school except in cases of REAL EMERGENCY. Messages and deliveries from home should be left in the office. Students will be called out of classes only in an emergency. Students who are given permission to carry/use cell phones are NOT permitted to make or receive calls from that device. Permission must be given at the office.

## **TERRORISTIC THREATS/ACTS**

The Yough School District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of District students, staff and community. The District acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard to the consequences that such an act could cause, and/or in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or an offense involving danger to another person.

The District prohibits any student from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building.

If it is determined that a student has made a terroristic threat or committed a terroristic act, the student shall immediately be suspended and reported to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to searches.

## **TOBACCO**

The possession and/or use of any tobacco product, including lighters on school property during school hours, is prohibited. Confiscation of the tobacco will result when students violate this guideline. Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; vapes/e-cigarettes, and smokeless tobacco in any form. The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the District. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. The District may initiate prosecution of any student who possesses or uses tobacco in violation of this policy.

For a first offense, the school requires a smoking cessation program. Subsequent offenses will result in a magistrate citation and disciplinary action through the building administrator.

## **NONSCHOOL-SPONSORED EDUCATIONAL TRIPS (VACATION) ABSENTEE POLICY**

The Yough School District allows only 5 excused absences during the course of the school year for an approved non- school sponsored educational tour or field trip when a trip request form is filled out and approved by administration. Please get a form from the building office. These days are not excluded from minimum attendance requirements. Ten excused absences are allowed for the entire year. Students on approved trips must complete make-up work within a number of school days equal to the number of days missed or at the discretion of the teacher.

## **VALUABLES AT SCHOOL**

Students, not the school, are responsible for their personal property. Take care of any valuables by leaving them at home.

## **VANDALISM**

Willful destruction or defacing of school and personal property shall result in suspension at the discretion of the building administrator with restitution being required including cost of labor and materials. Referral to law enforcement for institutional vandalism shall be made when deemed necessary by the building administrator. Depending on the nature of the offense, a recommendation for expulsion may be made.

## **VISITORS**

Parents and those interested in the school from a professional point of view may consult with teachers or principals. Arrangements must be made prior to visiting. **ALL VISITORS MUST ENTER THE BUILDING AT THE MIDDLE SCHOOL OFFICE ENTRANCE** and be subjected to screening/verification system. Visitors must bring a government issued photo identification in order to enter.

Pupils are not to bring friends to school for a visit. Such visits are not permitted.

## **WEAPONS POLICY**

The Yough School District recognizes the importance of a safe school environment to the educational process. Possession of weapons, as defined by law, will not be tolerated and will result in discipline, including expulsion.

A weapon shall include but not be limited to, any knife, cutting instrument, cutting tool, nunchuck stick, brass or metal knuckles, firearm, shotgun, rifle, look-alike gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.

A weapon does not include any device which is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for class. Any student, however, using any object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

A firearm means the following: (1) any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or fire-arm silencer; (4) any destructive device. The term does not include an antique firearm.

A destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter (1/4) ounce, mine, or any device similar to any of the devices described above.

A student is in possession of a weapon for purposes of this policy when the weapon is found on the person of the student, in the student's locker, or otherwise under his/her control while the student is on school property, on property being used by the school or at any school function or activity, or at any school event held away from the school, or while the student is on his/her way to or from school. Students are prohibited from possessing a weapon (1) in any District building; (2) on any grounds of the District; (3) in any conveyance (including private) providing transportation to or from the District; (4) at any school function, activity or event whether or not held on District grounds; or (5) while the student is on his/her way to or from school.

Any student found in possession of or transporting a weapon during any of the above-listed times, activities or events, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension and presented to the Board for a formal expulsion hearing in accordance with the Pennsylvania School Code and due process requirements. A student who has knowledge that a weapon is in or on school property shall be subject to disciplinary proceedings if the student does not timely report this information to school personnel.

In the event a student is found to have a firearm, destructive device or weapon on school property, said student shall be expelled from the District for a period of not less than one (1) year. Such penalty shall be given in conformance with formal due process proceedings required by law. The Superintendent may upon recommendation and approval of the Board issue a lesser punishment on a case-by-case basis. Consult the full policy manual for details.

# APPENDIX

## STATEMENT OF NON-DISCRIMINATION

The Yough School District will not discriminate in its educational programs, activities, or employment practices on the bases of race, color, national origin, sex or sexual orientation, disability, age, religion, ancestry or any other legally protected class, as required by Title IX of the 1972, Educational Amendments, Titles VI and VII of the Civil Rights Act of 1964 as amended, Sections 503 and 504

Regulations of the Rehabilitation Act of 1973 and/or any other applicable federal or state statute. The Yough School District has developed a policy and grievance procedure for the violation of any of the aforesaid acts. Any complaint of sexual harassment or sexual discrimination, or any questions regarding this policy or procedure, should be directed to Mr. Anthony DeMaro, Title IX Compliance Officer, 915 Lowber Road, Herminie, PA 15637 (724) 446-7272.

\*\*Student Sexual Discrimination Title IX – Grievance Procedures are found in the Yough School District Policy Manual, Policy #248.1, which is available in any building office and the school district's Central Office.

## HOW TO ACCESS SCHOOL BOARD POLICIES

All Yough School District School Board Policies are located on the Yough School District home page ([youghsd.net](http://youghsd.net)) under the Policy Manual link located in the School Board menu tab. The direct link is:  
<https://go.boarddocs.com/pa/youg/Board.nsf/Public?open&id=policies>

## ATTENDANCE POLICY

Book - Policy Manual

Section - 200 Pupils

Title - Attendance

Code - 204

Status - Active

Last Revised - October 2, 2018

### Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

### Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

### Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

### Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff and local children and youth agency and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[\[1\]](#)[\[11\]](#)

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

### Guidelines

#### Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[\[2\]\[5\]\[14\]\[15\]\[16\]\[17\]\[18\]\[19\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]\[7\]\[20\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]\[21\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[22\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]\[17\]\[23\]\[24\]\[25\]\[26\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[7\]\[15\]](#)

#### Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]\[6\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[\[27\]](#)
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[\[6\]\[28\]](#)
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[\[3\]\[6\]](#)

The district may limit the number and duration of non-school-sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

#### *Temporary Excusals -*

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]\[14\]\[17\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[27\]\[29\]](#)
  - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school



physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[20\]](#)

#### *Parental Notice of Absence -*

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

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

#### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#) *Parental*

#### *Notification -*

District staff shall provide notice to the person in parental relation.

#### Enforcement of Compulsory Attendance Requirements

#### *Student is Truant -*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[30\]](#)

The notice shall:[\[30\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[30\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a

School Attendance Improvement Conference.[\[30\]](#)

*School Attendance Improvement Conference -*

District staff shall notify the person in parental relation in writing and/or by telephone of the date and time of the School Attendance Improvement Conference.[\[30\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[30\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[30\]](#)

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[\[30\]](#)

*Student is Habitually Truant -*

When a student under fifteen (15) years of age is habitually truant, district staff:[\[31\]](#)

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[\[31\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[31\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local

children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[31\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[\[31\]](#)

#### *Filing a Citation -*

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[32\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[32\]](#)

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[36\]](#)

#### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[30\]](#)

#### Legal

- [1. 22 PA Code 11.41](#)
- [2. 22 PA Code 11.23](#)
- [3. 22 PA Code 11.25](#)
- [4. 22 PA Code 12.1](#)
- [5. 24 P.S. 1327](#)
- [6. 24 P.S. 1329](#)
- [7. 24 P.S. 1330](#)
- [8. 22 PA Code 11.13](#)
- [9. 24 P.S. 1326](#)
- [10. 42 Pa. C.S.A. 6302](#)
- [11. 24 P.S. 510.2](#)
- [12. 24 P.S. 1332](#)
- [13. 24 P.S. 1339](#)
- [14. 22 PA Code 11.22](#)
- [15. 22 PA Code 11.28](#)

- [25. 24 P.S. 1327.1](#)
- [26. Pol. 137](#)
- [27. 22 PA Code 11.21](#)
- [28. 22 PA Code 11.26](#)
- [29. 24 P.S. 1546](#)
- [30. 24 P.S. 1333](#)
- [31. 24 P.S. 1333.1](#)
- [32. 24 P.S. 1333.2](#)
- [33. Pol. 103.1](#)
- [34. Pol. 113](#)
- [35. Pol. 113.3](#)
- [36. Pol. 114](#)
- [22 PA Code 11.24](#)
- [22 PA Code 11.8](#)

- 16. Pol. 115
- 17. Pol. 116
- 18. Pol. 117
- 19. Pol. 118
- 20. 22 PA Code 11.34
- 21. 22 PA Code 11.32
- 22. 22 PA Code 11.5
- 23. 22 PA Code 11.31
- 24. 22 PA Code 11.31a

# STUDENT DISCIPLINE POLICY



Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Active
Adopted	November 1, 2007
Last Revised	April 22, 2022
Last Reviewed	June 8, 2016

## Purpose

The Board **recognizes** that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

## Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[1][2][4][5][6][7][8][9]

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, **the Code of Student Conduct** and district rules and regulations.[11]

Any student disciplined by a district employee shall have the right to **be informed of the nature** of the infraction **and the applicable rule or rules violated**. [12]

**When** suspensions and expulsions **are imposed, they** shall be carried out in accordance with Board policy. [7][12]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [5][7][13][14][15][16]

## On and Off-Campus Activities

**This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:** [3]

1. The conduct **involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;**
2. **The** conduct materially and substantially disrupts **or interferes with** the school **environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;**
3. **The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;**
4. The conduct involves the theft or vandalism of school property; **or**



5. The proximity, timing **or motive for the conduct in question or other factors pertaining to the conduct** otherwise **establish** a direct **connection** to attendance at school, **to the school community**, or **to a school-sponsored activity**. **This would include**, for example, **but not be limited to**, **conduct** that would violate the Code of Student Conduct if **it occurred** in school **that is committed in furtherance of a plan made or agreed to** in school, **or acts of vandalism directed at the property of school staff because of their status as school staff**.

#### **Delegation of Responsibility**

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be **included** in student handbooks **and on the district website**.<sup>[1][8]</sup>

The building principal shall have the authority to assign discipline to students, subject to **Board policies, administrative regulations, the Code of Student Conduct and school rules**, and to the student's due process right to notice, hearing, and appeal.<sup>[7][12][17][18]</sup>

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, **in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules**.<sup>[17]</sup>

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.<sup>[11]</sup>

#### **Referral to Law Enforcement and Reporting Requirements**

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.<sup>[19][20][21]</sup>

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.<sup>[16][19][20][22][23][24]</sup>

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.<sup>[16][19][25]</sup>

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.<sup>[16][20][26][27][28][29]</sup>

**When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.**<sup>[30][31]</sup>

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

#### **NOTES:**

Act 116 of 2002 defines graffiti as it relates to criminal mischief offenses and defines defiant trespassers – Title 18, Sec. 3304 (3503)

**PSBA Revision 3/22 © 2022 PSBA**

Legal

1. 22 PA Code 12.3
2. 22 PA Code 12.4
3. 24 P.S. 510
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. Pol. 113.1
8. Pol. 235
9. Pol. 832
10. Pol. 146.1
11. 22 PA Code 12.5
12. Pol. 233
13. 22 PA Code 10.23
14. 20 U.S.C. 1400 et seq
15. Pol. 113.2
16. Pol. 805.1
17. 24 P.S. 1317
18. 24 P.S. 1318
19. 22 PA Code 10.2
20. 24 P.S. 1303-A
21. 35 P.S. 780-102
22. 22 PA Code 10.21
23. 22 PA Code 10.22
24. 24 P.S. 1302.1-A
25. 22 PA Code 10.25
26. Pol. 218.1
27. Pol. 218.2
28. Pol. 222
29. Pol. 227
30. 24 P.S. 1302-E
31. Pol. 236.1
- 20 U.S.C. 7114
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 34 CFR Part 300
- Mahanoy Area School District v. B.L., 594 U.S. \_\_\_\_\_ (2021)
- Pol. 122
- Pol. 123
- Pol. 805

218-Attach (1).doc (50 KB)

218 Attachment (2).docx (17 KB)

**DISCIPLINE CODE LEVEL I**Description of Behavior

Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are usually handled by an individual staff member, but sometimes require the intervention of other school support personnel. They should be dealt with swiftly, fairly and unemotionally.

Examples

Inappropriate or distracting wearing apparel.

Removal of food from cafeteria.

Disrespectful language or gesture.

Nondefiant failure to complete assignments or carry out directions.

Defacing of property.

Eating during instruction time.

Minor abuse of hall pass.

Unauthorized use of automobile.

Classroom disturbance.

Classroom tardiness.

Loud noise, horseplay, scuffling.

Unauthorized running.

Pushing, shoving, jostling.

Lying, cheating.

Throwing objects.

Minor insubordination.

Littering.

Violation of any of the above as applied to bus transportation.

Procedure

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.

Repeated misbehavior requires a parent-teacher conference or a conference with the administrator and/or counselor.

A proper and accurate record of the offenses and the disciplinary action is maintained by the staff member.

Disciplinary Options/Responses

Verbal reprimand.

Special assignments.

Withdrawal of privileges.

Teacher/Parent conference.

Counseling.

Detention.

Behavioral contract.

Conference with student.

Letter to parents.

Apology by the student.

Special seating.

Loss of bus privileges – a warning by the driver and issuance of written documentation to the appropriate administrator outlining the misbehavior.

\* Students are prohibited from possessing and using laser pointers and attachments during school, on school property and at school-sponsored activities, on and off school property.

**NOTE: UNDER DISCIPLINE LEVELS II, III, AND IV, STUDENTS MAY BE CITED TO THE LOCAL MAGISTRATE FOR DISORDERLY CONDUCT.**



DISCIPLINE CODE LEVEL II		
Description of Behavior		Disciplinary Options/Responses
<p>Level II misconduct involves behavior of frequency or seriousness which tends to disrupt the learning climate of the school. These infractions which usually result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because execution of Level I disciplinary response has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but require corrective action on the part of administrative personnel.</p> <p><u>Procedure</u></p> <p>The student is referred to the administration for appropriate disciplinary action, using a referral form.</p> <p>The administrator meets with the student and/or teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p><b>NOTE:</b> Level II examples and disciplinary options/responses may be used individually or in any combination and are not limited to those provided above.</p> <p>* The administrator does not have to determine who started the fight but that a fight occurred.</p>	<p>Unmodified Level I behavior.</p> <p>School tardiness.</p> <p>Class tardiness (5).</p> <p>Class cutting.</p> <p>Tuancy.</p> <p>Gambling.</p> <p>Fighting (*).</p> <p>Bus disturbance.</p> <p>Use or possession of tobacco.</p> <p>Use of forged notes or excuses.</p> <p>Disruptive classroom behavior.</p> <p>Inappropriate sexual behavior.</p> <p>Failure to identify oneself when asked.</p> <p>Insubordination.</p> <p>Abusive language.</p> <p>Abuse of hall pass.</p> <p>Failure to report for detention.</p> <p>Obscene language, materials, gestures.</p> <p>Throwing food in the cafeteria.</p> <p>Encouraging a demonstration which disrupts the normal learning process.</p> <p>Intimidation, threats.</p> <p>Defamation of character.</p> <p>Leaving school without permission.</p> <p>Refusal to leave school property when so ordered.</p>	<p>Student/Principal conference.</p> <p>Phone call to parents by principal.</p> <p>Parent/Principal conference.</p> <p>Detention.</p> <p>Suspension.</p> <p>Behavioral contract.</p> <p>Mandatory parent/staff conference.</p> <p>Counseling.</p> <p>Referral to psychiatric evaluation.</p> <p>Referral to outside agency.</p> <p>Schedule change.</p> <p>Modified day.</p> <p>Social probation.</p> <p>Transfer.</p> <p>Loss of bus privileges.</p> <p>Prosecute for trespassing.</p> <p>Citation to magistrate.</p>

DISCIPLINE CODE LEVEL III		
<u>Description of Behavior</u>	<u>Examples</u>	<u>Disciplinary Options/Responses</u>
Level III misconduct involves acts directed against persons or property, and which may have consequences serious enough to endanger the health or safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts which are criminal or illegal are automatically referred to the appropriate law enforcement office.	<p>Unmodified Level I or II behavior.</p> <p>Fighting.</p> <p>Minor vandalism.</p> <p>Intimidation, threats.</p> <p>Throwing objects.</p> <p>Leaving school without permission.</p> <p>Obscene language, gestures, materials.</p> <p>Sit-down strike.</p> <p>Indecent exposure.</p> <p>Physical/Verbal abuse of student or staff.</p> <p>Attempting/Breaking into another's locker.</p> <p>Possession/Use of tobacco, alcohol and drugs.</p> <p>Vandalism, abuse, misuse of fire extinguishers.</p> <p>Bus disturbance.</p>	<p>Removal from class.</p> <p>Suspension (1-10 days).</p> <p>Mandatory parent/staff conference.</p> <p>Counseling.</p> <p>Referral to psychiatric evaluation.</p> <p>Criminal charges.</p> <p>Social probation.</p> <p>Loss of bus privileges (indefinite).</p> <p>Notification to State Police or citation to magistrate.</p> <p>Restitution.</p>
<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the misconduct and the resulting action. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. Restitution of property and damages is required through the student's own work whenever possible.</p>		<p><b>NOTE:</b> Level III examples and disciplinary options/responses may be used individually or in any combination and are not limited to those provided above.</p>

<b>DISCIPLINE CODE LEVEL IV</b>		
<u>Description of Behavior</u>	<u>Examples</u>	<u>Disciplinary Options/Responses</u>
Level IV misconduct involves acts which result in violence to another person or property or which may pose a direct threat to the safety of others in school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.	Unmodified Level III behavior. Extortion. Bomb threat. Possession/Use/Transfer of dangerous weapon. Assault/Battery. Major vandalism or theft. Bus disturbance.	Expulsion. Alternative education program. Parental hearing. Referral to psychiatric treatment. Criminal charges.
		All proven offenses in this level will have a mandatory ten (10) day full suspension with an informal hearing.
<u>Procedure</u>	Theft/Possession/Sale of stolen property.	No extracurricular activities for an indefinite period.
The administrator verifies the offense, confers with staff involved and meets with the student.	Incite to riot.	Loss of bus privileges (indefinite, but ten [10] day minimum).
The student is immediately removed from school. Parents are notified.	Possession/Use of tobacco, alcohol and drugs. Arson.	Other Board action. Restitution.
School officials contact law enforcement agency and assist in prosecuting the offender.	Possession/Sale/Furnishing of unauthorized substances.	<b>NOTE:</b> Level IV examples and disciplinary options/responses may be used individually or in any combination and are not limited to those provided above.
A complete and accurate report is submitted to the Superintendent for Board action.	Deliberately striking a staff member.	
	False alarm.	
	Rape or attempted rape.	
	Possession/Use of firecrackers.	
	Reckless driving on school property.	
	Engaging in any other conduct contrary to the Criminal Code or ordinances of the Commonwealth and/or community on school premises or at a school function.	

### **Discipline Code Level System**

**\*\***The intent of the examples and disciplinary actions is for a point of reference and are in no way inclusive of all possible examples or discipline for a violation. Reasonableness must be taken into consideration when dealing with situations and circumstances.

**LEVEL 1:** Misconduct involved behavior on the part of the student, which impede orderly classroom procedures or interferes with the orderly operation of the school. An individual staff member usually handles these misbehaviors, but sometimes behaviors require the intervention of other school support personnel.

**General Procedures:**

- The staff member who is supervising the student or who observes the misbehavior should intervene and establish contact via email or phone call to parent/guardian.
- Repeated misbehavior requires a parent-teacher conference or a conference with the administrator and/or counselor.
- The staff member should maintain a proper and accurate record of the offense.

**\*\*Examples:** Inappropriate apparel, failure to complete assignments, tardiness to class, horseplay, running in hall, littering, minor classroom disturbance

**\*\*Disciplinary Actions:** Verbal reprimand, special assignment, withdrawal of privileges, teacher/parent conference, detention, behavioral contract, student conference, parent letter, special seating

**LEVEL 2:** Misconduct involves behavior of frequency or seriousness, which tends to disrupt the learning climate of the school. These infractions which usually result from continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the Level I disciplinary response has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but require corrective action on the part of administrative personnel.

**General Procedures:**

- The student is referred to the administration for appropriate disciplinary action, using a referral form.
- The administrator investigates the infraction and meets with staff when appropriate.
- The administrator meets with the student and/or teacher and decides the most appropriate disciplinary action.
- The teacher is informed of the administrative disciplinary action.
- The administrator should maintain a proper and accurate record of the offense.

**\*\*Examples:** Unmodified Level 1 behavior, school tardiness, cutting class, gambling, bus disturbance, use of laser pointer, forged notes or excuses, bus disturbance, failure to identify oneself when asked, insubordination, abusive language, abuse of hall pass, obscene language, gesture, or materials, throwing food or other object

**\*\*Disciplinary Actions:** Student/principal conference, phone call to parents, parent/principal conference, suspension, detention, behavioral contract, referral to outside agency, schedule change, social probation, loss of bus privilege, citation to magistrate

**LEVEL 3:** Misconduct involves acts directed against persons or property, and which may have consequence serious enough to endanger the health or safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts, which are criminal or illegal, are automatically referred to the appropriate law enforcement office.

General Procedures:

- The student is referred to the administration for appropriate disciplinary action, using a referral form.
- The administrator investigates the infraction and meets with staff when appropriate.
- The administrator meets with the student and confers with the parent about the misconduct and disciplinary action.
- The teacher is informed, when appropriate, of the administrative disciplinary action.
- The administrator should maintain a proper and accurate record of the offense.
- Restitution of property and damages is required, where appropriate.

**\*\*Examples:** Unmodified Level1 or Level2 behaviors, fighting, vandalism, intimidation, indecent exposure, physical/verbal abuse of staff/student, stealing

**\*\*Disciplinary Actions:** Removal from class, suspension, mandatory parent/staff conference, referral to outside agency, citation to magistrate, criminal charges, social probation, indefinite loss of bus privileges, restitution

**LEVEL 4:** Misconduct involves acts which result in violence to another person or property or which may pose a direct threat to the safety of others in school. These acts are clearly criminal and are so serious that they always require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities and possible action by the Board of School Directors.

General Procedures:

- The student is referred to the administration for appropriate disciplinary action, using a referral form.
- The administrator investigates the infraction and meets with staff when appropriate.
- The administrator meets with the student and confers with the parent about the misconduct and disciplinary action.
- School officials contact law enforcement agency and assist in the prosecuting the offender.
- The teacher is informed, when appropriate, of the administrative disciplinary action.
- The administrator should maintain a proper and accurate record of the offense.
- Restitution of property and damages is required, where appropriate.
- A complete and accurate report is submitted to the Superintendent for possible Board action.

**\*\*Examples:** Unmodified Level 3 behavior, extortion, bomb threat, weapon violation, assault/battery, inciting a riot, drug/alcohol violation, arson, false alarm, possession or use of firecrackers, reckless driving, any conduct contrary to the criminal code

**\*\*Disciplinary Actions:** Expulsion, alternative education, parental hearing, criminal charges, restitution



Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	Active
Adopted	November 1, 2007
Last Revised	April 22, 2022
Last Reviewed	November 30, 2011

### **Purpose**

The Board adopts this policy in order to **support** an educational environment that is **orderly**, safe and secure for district students and employees, **while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.**

### **Definition**

**Electronic devices** shall include all devices that can take photographs; record, **play or edit** audio or video data; store, transmit or receive **calls**, messages, **text, data** or images; **operate online applications**; or provide a wireless, unfiltered connection to the Internet.

### **Authority**

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; **and** during the time students are under the supervision of the district.<sup>[1]</sup>

**The Board prohibits use of electronic devices** in locker rooms, bathrooms, health suites and other changing areas at any time.

### **Exceptions**

The building **principal** may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) **or Section 504 Service Agreement.**<sup>[2][3]</sup>
3. Classroom or instructional-related activities, **under the supervision of the classroom teacher.**
4. Other reasons determined appropriate by the building principal.

### **Authorized Use of Electronic Devices**

***The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.***<sup>[2][3][4][5]</sup>

***Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.***

**The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:**

1. **For educational or instructional purposes, as determined and supervised by the classroom teacher.**
2. **Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher.**
3. **When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[2][3]**

**The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.**

The district shall not be liable for the loss, damage or misuse of any electronic device.

#### Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

#### Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

#### Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. [4][7][8]

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

#### **PSBA Revision 3/22 © 2022 PSBA**

Legal	1. 24 P.S. 510
	2. Pol. 103.1
	3. Pol. 113
	4. Pol. 218
	5. Pol. 815
	6. Pol. 235
	7. Pol. 226
	8. Pol. 233

**Subject: Safety Drills**

Dear Parents and Guardians:

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by conducting drills designed to exercise our procedures.

Each year, we conduct various emergency drills, as listed below:

- Fire/Evacuation Drills
- Lockdown Drills
- Severe Weather (Shelter-In-Place) Drills
- Bus Evacuation Drills

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work and expect our students and staff to participate in them.

If you have any questions regarding any of these Safety Drills or other safety concerns, please contact your school office, or the office of the superintendent.

Sincerely,  
Kevin Smetak  
Middle School Principal  
Yough School District



## YOUGH SCHOOL DISTRICT

DISTRICT ADMINISTRATION  
915 LOWBER ROAD  
HERMISTON, PA 15627-1219  
PHONE (724) 446-7272 FAX (724) 446-5017

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### Integrated Pest Management Notification Letter

The Yough School District uses an Integrated Pest Management (IPM) approach for managing insects and rodents. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating hiding and breeding places. We accomplish this through routine cleaning and maintenance. We regularly monitor the school building and grounds to detect any pests that may be present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary. When chemicals are used, the school will use the least toxic products available. Applications will be made only when students and staff do not have access to the area being treated. Notices will be posted in these areas 72 hours prior to application and for two days (2) following the application. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry, so parents must notify the school each year in which they want to be notified.

Sincerely,

Yough School District

# Homeless Students

## Who is considered homeless?

Children or youth and their families living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled-up with relatives or friends due to a lack of housing are considered to be homeless.

## What choice of schools do homeless students have?

The law indicates that the local education agency shall, according to the child's best interest: continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year; -OR- for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## Is there any reason to delay enrolling a homeless child?

No. The school selected shall immediately enroll the child or youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The terms "enroll" and "enrollment" are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school the child or youth attended to obtain relevant academic and other records. Immunization records can be transferred over the phone from the school nurse of the sending school to the school nurse of the receiving school.

## Where can you call for assistance?

The Education for Children and Youth Experiencing Homelessness Program exists to help homeless children with a wide variety of services. We can assist homeless children during this time of change and stress. If you are homeless with school-age children or you are a school, agency or shelter employee, please contact one of the persons listed below.

1. Yough School District Homeless Liaison, Mrs. Dawn Hildenbrand, Director of Special Education, (724)-446-7272 ext. 1004
2. If you require further assistance, please contact: Nicole Anderson, Regional Coordinator (412) 394-5894.

# Bullying Complaint Form

The Yough School District is committed to providing a safe and positive learning environment for district students. The District recognizes that bullying creates an atmosphere of fear and intimidation while detracting from the safe environment necessary for student learning.

**Bullying** is defined as intentional electronic, written, verbal, or physical acts or series of acts directed at another student or students. These acts occur in a school setting and are severe, persistent, pervasive and create an imbalance of power. Persistent taunts, threats, insults, gossip, harassment, humiliation, pushing, hitting, and teasing can be considered as bullying behaviors. The principals and school staff are committed to responding to complaints of bullying. Any student/individual can complete the following complaint form and return it to the guidance counselor or principal's office. Additional forms may be obtained in the school office.

## PLEASE PRINT

Name of individual completing this form \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Name(s) of student(s) accused of bullying:

\_\_\_\_\_  
\_\_\_\_\_

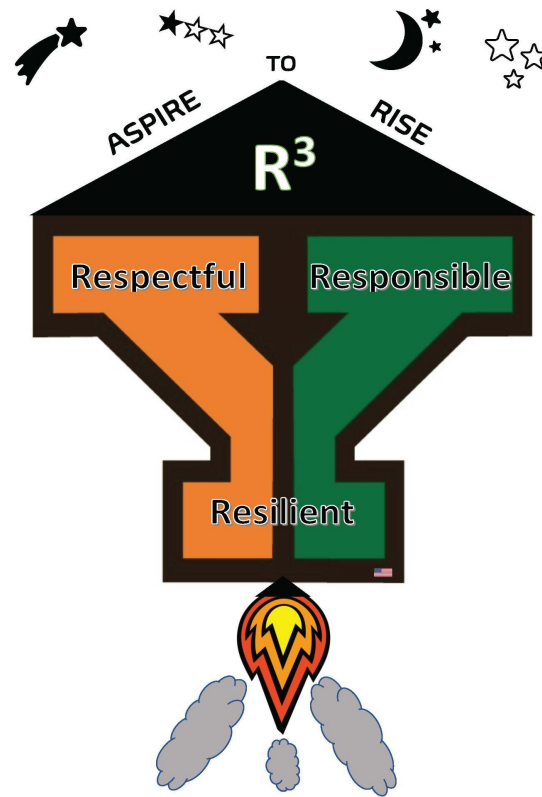
Description of the incident (who, what, when, where, why and how). Use specific dates, times, locations, witness names, etc. if possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of individual completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: All complaints will be followed by an investigation. Those accused as well as the parents of students will be informed of complaints, witnesses will be interviewed, and all information will remain confidential except for that which must be shared as part of the investigation.

## 2023 - 2024 School District Theme:



### **MISSION STATEMENT:**

In partnership with our community, our mission is to create a safe learning atmosphere that cultivates academic, social, and emotional skills, which challenge, motivate, and inspire students to achieve their full individual potential.

### **VISION STATEMENT:**

Our vision, as a school district, is to aspire to be more ready today than yesterday and to become better tomorrow than today.

### **SHARED VALUES**

As a Highly-valued school district, knowing all students can learn, we believe:

1. All decision-making will be in the best interest of the students.
2. All stakeholders adapt to ever-changing expectations and challenges based on current societal needs.
3. Education is a shared responsibility of the students, parents, district, and community.
4. The district will provide all students with a safe, caring, and healthy school environment.
5. Fostering and maintaining a high level of personal and civic pride is critical for our district and community.
6. Upon graduation, students are college/career ready, lifelong learners, problem solvers, and well-adapted individuals that are active and contributing members of a global society.

Title I  
Yough School District  
Yough Intermediate/Middle School  
**SCHOOL-HOME COMPACT**

**Yough Intermediate/Middle School**, and the families of the students agree that this compact outlines how the families, the entire school staff, and the students will share the responsibility for improved student academic achievement and how the school and families will build and develop a partnership that will help children achieve the State's high standards.

**SCHOOL**

The Yough Intermediate/Middle School recognizes that family involvement contributes to the achievement of academic standards by students. We view the education of students as a cooperative effort among the school, families, and community. The School will:

1. Ensure that your child is able to achieve the State's standards through high-quality, effective instruction
2. Invite you to family involvement activities that we develop to assist you in working with your child
3. Regularly communicate with you concerning your child's progress
4. Periodically request your input related to academics and family involvement through surveys or meetings
5. Foster the continual communication and collaboration between the Title I teacher, classroom teachers, and the guidance counselors regarding your child's progress
6. Provide copies of the School's and District's policies related to family involvement and complaint procedures

**STUDENT**

I know my education is very important to me and will help me become a better person. I know my parents want me to do well in school, but I am the one who has to do the work. Therefore, I agree to do the following to the best of my ability:

1. Arrive at school on time every day unless I am ill or an emergency arises
2. Take to my parents/guardians all corrected work/papers received by me either online or from my teacher
3. Have homework completed and be prepared for my classes and tests
4. Respect my school, my teachers, my classmates, my family, and myself
5. Pay attention, be cooperative, and ask for help when needed
6. Follow the school rules and rules in my classroom
7. Bring my charged Chromebook daily to school

**PARENT/CAREGIVER**

I realize that my child's education is very important, and I understand that my participation and support are essential to my child's achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Give my child a quiet place to study
2. Engage and assure that my child completes his/her homework
3. Make sure my child receives well-balanced nutrition, gets enough sleep each night and arrives to school on time each day unless an illness or emergency arises
4. Encourage my child to respect himself/herself, classmates, staff, and property
5. Outside of school, I will ensure my child reads and writes daily and positively uses time
6. Attend open house, school-family activities, and parent conferences when I am able

<hr/>	<hr/>	<hr/>
Parent(s)/Caregiver(s)	Student	Date
<hr/>	<hr/>	
Teacher	Date	

**YOUGH SCHOOL DISTRICT**  
**DISTRICT ADMINISTRATION**  
**915 LOWBER ROAD**  
**HERMINIE, PA 15637-1219**  
**PHONE (724) 446-7272 FAX (724) 446-5017**

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August 1, 2023

Dear Parent/Guardian,

At Yough School District we are very proud of our teachers. They are ready for the new school year and are prepared to give your child a high-quality education. As a school that receives Federal Title I funds to assist students in meeting state achievement standards, we must meet federal regulations related to teacher qualifications. These regulations allow you to learn more about your child's teachers' training and credentials.

This letter informs you of your right to request information about the qualifications of the classroom staff working with your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher meets state qualifications and certification requirements for the grade level and subject he/she is teaching

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration
- Whether your child receives help from a paraprofessional and if so, what are the paraprofessional's qualifications.

The *Every Student Succeeds Act* (ESSA), which was signed into law in December 2015 and reauthorizes the *Elementary and Secondary Education Act of 1956* (ESEA), includes additional right-to-know requests. You may request information on:

- Policies regarding student participation in assessments, and procedures for opting out
- Required assessments, including subject matter tested; purpose; source of the requirement (if applicable); amount of time it takes students to complete; and how results will be disseminated.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed. That commitment includes ensuring that all our teachers and paraprofessionals meet applicable Pennsylvania state requirements. Throughout the school year, we will be providing you with important information about this law and your child's education. If you have any questions, please contact the superintendent at 724-446- 7272. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,

Superintendent and Administration  
Yough School District

**TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**  
**For Yough Intermediate/Middle School**  
**2023-2024**

Yough Intermediate/Middle School, in the Yough School District, recognizes that parent and family engagement contributes to the achievement of academic standards by students. We view the education of students as a cooperative effort among the school, families, and community.

In compliance with federal law, the school and families of students jointly developed the following policy and annually review and improve the plan during the Spring Parent Advisory Council meeting.

**1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

- Scientifically research-based reading and math series student textbooks and core-based curricular resources
- Progress charted to drive instruction and communicate to families
- Students are provided with a one-to-one device to access curricular materials and intervention/enrichment opportunities

**2. Provide timely information to parents about Title I. Specifically:**

- Send home notification of qualification to the parent/guardian of each eligible child at the beginning of the school year, including a parental permission slip to indicate their willingness to have their child participate in Title I
- Distribute copies of this school parent and family engagement policy and the school-home compact and post them on the website
- Distribute resource materials and flyers concerning the program, statewide standards, curriculum, assessment, and expected proficiency levels as needed
- Maintain an up-to-date school-level and Title I webpage

**3. Provide families with frequent reports on their children's progress. Specifically:**

- Mid-term progress reports 3 times per year in addition to report cards
- PowerSchool Parent Portal
- Google Classroom, phone calls, emails, and text alerts as necessary

**4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

- Individually scheduled conferences or open house
- Phone calls and e-mail

**5. Provide opportunities for parents to participate in their child's learning. Specifically:**

- Access to resources through the Title I Parent Resource Center

- Opportunities to volunteer, provide input, and participate in their child's class through periodic invitations from the teachers or principal
- Opportunity to attend the PA State Parent Advisory Council (SPAC) annual conference, when offered, for training
- Activities held to promote strong family engagement and help them to work with their children to improve their children's achievement
- Reserve funds in the Title I budget for family engagement activities/resources; ensure that families are involved in decisions regarding how funds are allotted for family engagement activities