



Parent/Student Handbook 2018-2019

***181 Heritage Park Drive, Suite 2
Kittanning PA 16201
724.548.7200***

Armstrong School District

Elementary Schools

Dayton Elementary School

413 E. Grant Ave
Dayton, PA 16222
814-257-8816

Elderton Elementary

239 South Lytle Street
Elderton, PA 15736
724-354-2131

Lenape Elementary School

2300 Center Avenue
Ford City, PA 16226
724-763-5299

Shannock Valley Elementary School

210 Cowanshannock Avenue
Rural Valley, PA 16249
724-783-6991

West Hills Primary School

181 Heritage Park Drive
Kittanning, PA 16201
(GPS: 838 Butler Road)
724-548-7651

West Hills Intermediate School

175 Heritage Park Drive
Kittanning, PA 16201
(GPS: 838 Butler Road)
724-543-1121

Secondary Schools

Armstrong Jr.-Sr. High School

300 Buffington Drive
Kittanning, PA 16201
724-548-7600

West Shamokin Jr.-Sr. High School

178 Wolf Drive
Rural Valley, PA 16249
(GPS: US 9399 SR 85, Dayton PA 16222)
724-783-7040

TABLE OF CONTENTS

School Addresses	inside front cover
Absenteeism	5
Absence from Class.....	5
Attendance Regulations.....	5
Excessive Absenteeism.....	5
Illegal Absence.....	5
Religious Holidays.....	6
Religious Instruction.....	6
Requests for Absences from School.....	6
Compulsory Attendance.....	7
Early Dismissal.....	8
Make-Up Work.....	8
Tardiness.....	8
Truancy/Class Cuts.....	8
Academic Integrity	8
Annual Pest Management Notification to Parents	10
Authority of School Personnel	10
Board of School Directors' Meetings	10
Breakfast and Lunch Program	11
Building Assignment Change Requests	12
Bus Regulations	13
Bus Pass Requests.....	14
Bus Stop Assignment Change.....	14
Responsibility of Students On the Bus.....	14
Vandalism on School Busses.....	14
Closing and Delays	14
Co-Curricular Program – Secondary	15
Athletic Conditioning and Practices.....	15
Pre-Season Practice.....	15
Athletic Fee.....	16
Eligibility.....	16
Physical Exams.....	16
Lenape Tech Students.....	17
Music Groups.....	17
NCAA Clearinghouse.....	17
Recognition for Outstanding Achievement.....	17
Awards.....	17
Responsibility of Sponsor.....	18
Selection Process.....	18
Suspension from Participation.....	19
Title IX.....	19
Transportation.....	19
Uniforms and Equipment.....	19

Code of Conduct	19
Description of Disciplinary Options	19
Other Disciplinary Offenses	23
Bullying and Cyber Bullying	23
Drug/Alcohol.....	25
Hazing	27
Unlawful Harassment.....	29
Smoking Regulations	29
Terroristic Threats/Acts	31
Weapons – Act 26/Memorandum of Understanding.....	32
Confidentiality/FERPA	35
Curriculum / Instruction / Assessment – Elementary	36
Assignment Books	36
Early Admission to Kindergarten and First Grade	36
Assessment of Student Progress.....	37
Assessing Homework.....	38
Grade Reporting.....	38
Grade Retention	38
Incomplete Grades.....	39
Kindergarten Registration and Screening.....	39
Curriculum / Instruction / Assessment – Secondary	39
Curriculum Requirements	39
Drop/Add Guidelines	39
Elective Course Costs.....	40
Graduation Ceremonies	40
Graduation/Promotion Requirements	40
Early To College.....	40
ESS – Educational Support System	41
Employment Certificates	41
Grading/Promotion	41
Grade Reporting.....	42
Incomplete Grades.....	42
Guidance Services	43
Honor Roll/Class Rank and Determination	43
Independent Study	43
Expectation of Student.....	44
Expectation of Teacher	44
National Honor Society	45
Summer School.....	46
Virtual/Online Courses	46
Guidelines	46
Requirements.....	47
Career and Technical Education	47
Custody Guidelines	47
Debt	48
Dress and Grooming	48
Educational Support System (ESS)/Student Assistance Program (SAP)	49
Response to Intervention	49
Electronic Devices	49

English as a Second Language 51

Gifted 51

Health Services 52

 Accident Insurance 53

 Homebound Instruction 53

 Immunization Requirements 53

 Lice Prevention 57

 Medication Administration 58

Locks and Lockers 59

Motor Vehicles on Public School Grounds 59

Multiculturalism and Diversity 59

Multimedia Opt-Out 59

Parent Involvement 60

 Back-To-School Night 60

 Communication between the Home and School 60

 Entering Buildings Using the Electronic Safety Lock 61

 Visitors 61

 Fund Raising 61

 Volunteer Program 61

Rights of Parents/Guardians and Student Rights and Responsibilities 62

School Day – Daily Time Schedule For Students and Teachers 63

School Lockdown Procedures 63

School Safety-Metal Detectors 63

Search and Seizure 63

Social Events – Secondary 64

 High School 64

 Junior High School 64

 Prom/Holiday Dance Policy 64

Special Education Services and Programs 65

 Annual Notice 65

 Evaluation Process 65

Standardized Testing/Assessment 66

Student Drivers and Use of Motor Vehicles 68

Student Records 70

Surveys 70

Technology Policy 71

 Acceptable Use of Internet, Computers and
 Network Resources (Technology Resources) 71

Child Internet Protections Act Compliance Statement.....	72
Disclaimer.....	73
Monitoring Notification.....	73
Parent Signature Page.....	74
Privilege/Not A Right.....	75
Safety and Security.....	75
Student Signature Page.....	76
User Agreement.....	77
Violations, Limitation of Liability and Acknowledgment	77
Textbook Replacement.....	77
Title I Services.....	77
Parent and Family Engagement.....	77
Parent Right to Know.....	78
Parent Right to Know Letter.....	79
Complaint Resolution Procedure.....	80
Transfer/Adjudicated Students.....	80
Transfer/Withdrawal from School.....	81
Transfer of Records.....	82
Tutoring.....	82

ARMSTRONG SCHOOL DISTRICT MISSION STATEMENT

The Armstrong School District, in partnership with our families and communities, will graduate educationally prepared, productive, morally responsible individuals.

ABSENTEEISM

ABSENCE FROM CLASS

No student is to be excused from a class without written permission. A student may be excused from a study hall to work with another teacher only if a written request has been submitted to the study hall teacher signed by the teacher who will be responsible for the student that period. No student should be excused from a class or study hall for an extended period of time unless a class change has been made through the guidance office.

Students are not to leave the building without first securing permission from the principal, or in the case of illness, the nurse. Should the nurse not be available, students are to report to the school office. All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Leaving school without permission is classified as truancy.

ATTENDANCE REGULATIONS (POLICY 204)

Because school attendance is a vital component of each student's education, all schools in the Armstrong School District will enforce the Compulsory Attendance Laws of the Commonwealth of Pennsylvania as contained in the Pennsylvania School Code of 1949, as revised.

The following procedures have been established for the handling of daily student absences in the Armstrong School District:

Upon returning from an absence, each student will present a valid excuse, containing the date(s) of absence and reason for absence, signed by a parent or guardian. Failure to do so within three school days will result in the absence counted unexcused/illegal. In cases of extended absence (more than five (5) consecutive school days), a valid excuse must be presented to the District upon request. Any instruction or assignments missed during an unexcused/illegal absence will not be permitted to be made up.

Excessive Absenteeism

Cases of excessive absenteeism will be handled in the following manner.

- a. When a student accumulates 10 days of absence due to personal illness or unexcused reasons, other than extended periods of hospitalization or doctor verified illness, an Excessive Absence Letter will be sent to the parents or guardian of the offending student.
- b. When a student accumulates 15 days of absence due to personal illness or unexcused reasons, other than extensive periods of hospitalization or doctor verified illness, a Physician's Verification of Illness Letter will be sent to the parents or guardian of the offending student and school authorities will notify the Director of Child Accounting, Safe Schools and Transportation. Students who fail to provide a physician's excuse for personal illness or unexcused reasons after receipt of the Physician's Verification of Illness Letter will have such absences marked unexcused and/or illegal.

Illegal Absences

All illegal absences in the Armstrong School District will be dealt with in accordance with the provisions of Sections 1333 and 1354 of the Pennsylvania School Code.

- a. When a student accumulates three (3) days of illegal absences, a First Notice Letter will be sent by certified mail to the parents or guardian of the offending student and school authorities will notify the Attendance Officer.
- b. Unexcused instances of tardiness will be counted as illegal absences after the total accumulated minutes of unexcused tardiness equal one-half day of instructional time.
- c. When it is necessary to file charges for violation of compulsory attendance requirements, school authorities will notify the Director of Child Accounting, Safe Schools and Transportation.
- d. When a student accumulates six (6) or more illegal absences in one school year under Section 1333, amendment to the Public School Code, the school will hold an Attendance Improvement Conference. A letter will be sent from the school requesting parent/guardian attendance. In addition to this meeting at least one of the following will occur: 1) Referral to an attendance improvement program; 2) Referral to Armstrong County Children, Youth, and Family Services; 3) Citation filed in a magisterial district court.

Morning, afternoon, and period-by-period attendance checks are highly recommended as part of the daily routine for each building. This will help curb unauthorized absence by students during the school day.

The Director of Child Accounting, Safe Schools and Transportation, after receiving notification of attendance problems with a student, will investigate, and refer to the Armstrong County Children, Youth and Family Services Agency when necessary.

Religious Holidays

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

Religious Instruction

A student, upon written request of the parents/guardians, shall be released from attendance to participate in a religious instruction program acknowledged by the Board. Such instruction shall not require the student's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

Requests for Absences from School

Requests for special excuses for a day or any part of a day should be presented in writing, signed by a parent or guardian, to the principal/designee for approval prior to the absence, except in cases of emergency, which may be approved or disapproved after the fact. An excused absence for a medical or dental appointment is generally limited to one-half day. Special circumstances should be brought to the attention of the principal/designee prior to the appointment. Students who have been granted an excuse for a medical or dental appointment should procure an excuse verification, have it authorized at the doctor or dentist's office and return it to the principal/designee upon returning to school.

A request for a family vacation or educational trip which would occur on a school day or days should be presented to the principal/designee for approval prior to the trip. Forms for these types of requests are available in the school office. Family vacations or educational trips should not exceed five school days during a school year.

Eligibility criteria for requesting a family vacation or educational trip:

- a. The student shall not have been absent or tardy from school for more than 10 days prior to the trip.
- b. The student shall not have a failing grade in any subject for a nine-week grading period in the current school year prior to the trip.

The principal/designee may review and approve requests for family vacations or educational trips that do not comply with these criteria only under special, extenuating, circumstances.

Other justifiable absences for part of the school day will be recognized. These shall include, but not be limited to, the following:

- Medical or dental appointments
- Court appearance
- Family emergency
- Urgent reasons

COMPULSORY ATTENDANCE

Students who wish to quit school for full-time employment after age 16 must be regularly engaged in useful and lawful employment during the school session with a valid employment certificate. The Department of Education's opinion is that "regularly engaged" means 35 or more hours per week of employment. (BEC 24 P.S. 13-1327)

SCHOOL ATTENDANCE IMPROVEMENT CONFERENCE (POLICY 204)

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

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.

The following individuals shall be invited to the School Attendance Improvement Conference:

- The student
- The student's person in parental relation
- Other individuals identified by the person in parental relation who may be a resource
- Appropriate school personnel
- 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.

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.

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.

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, District staff:

- Shall refer the student to a school based or community-based attendance improvement program, or the local children and youth agency; or
- 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

When a student fifteen (15) years of age or older is habitually truant, District staff shall:

- Refer the student to a school-based or community-based attendance improvement program; or
- 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 a program.

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.

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.

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. (24 P.S. 1333.2)

When a student accumulates ten (10) days of absence due to personal illness or unexcused reasons, other than extended periods of hospitalization or doctor verified illness, an Excessive Absence Letter will be sent to the parents or guardian of the offending student.

When a student accumulates fifteen (15) days of absence due to personal illness or unexcused reasons, other than extensive periods of hospitalization or doctor verified illness, a Physician's Verification of Illness Letter will be sent to the parents or guardian of the offending student and school authorities will notify the Director of Child Accounting, Safe Schools and Transportation. Students who fail to provide a physician's excuse for personal illness or unexcused reasons after receipt of the Physician's Verification of Illness Letter will have such absences marked unexcused and/or illegal.

EARLY DISMISSAL

Students may be permitted to leave school before regular dismissal time under certain conditions. A signed excuse must be presented to the school office for approval before school begins. The parent must come to the office and sign the student out for early dismissal.

MAKE-UP WORK

A student who misses or anticipates missing two or more consecutive days may request homework assignments through the principal's office.

Students who are in attendance the day before an announced examination must take the examination the day of their return to school.

Students must complete missed work within the number of days equal to their absence. Credit will not be given for work which has not been made up.

TARDINESS

Any student late to school must report to the office upon entering the school building for a tardy admission slip. Students are not to be admitted to class without this pass.

Failure to pick up a tardy admission slip may result in detention or suspension from school.

Unexcused tardiness to school involving 3 times tardy or 45 minutes accumulation for first period will be considered a class cut. Tardiness of 5 times or 25 minutes cumulative for all other classes after first period will also be treated as a class cut and will follow the same disciplinary action as mentioned under "class absences and cuts."

Tardiness to class will be handled by the classroom teacher.

TRUANCY/CLASS CUTS

Truancy and class cuts will be dealt with according to the established district disciplinary policy. Repeated violations will be cause for social probation and class failure.

When a student accumulates three days of illegal absences, a First Notice Letter (ASD 6012) will be sent by Certified Mail to the parents or guardians of the offending student and school authorities will notify the District Attendance Officer. When a student accumulates any additional day(s) of illegal absence, school authorities will file charges against the parents or guardian of the offending student at the appropriate District Magistrate's office.

When a student is habitually and without justification truant from school, school authorities will make a referral to the Armstrong County Children and Youth Services Agency.

ACADEMIC INTEGRITY (POLICY 213)

The Armstrong Board of School Directors recognizes that academic integrity is fundamental to the development of students. The District requires all students to demonstrate honesty and responsibility in preparing and presenting materials, as well as in testing situations. The Armstrong Board of School Directors requires students to take ownership of their own academic work.

The Armstrong Board of School Directors has the authority to establish acceptable consequences for a student's failure to adhere to the District's Guidelines for Academic Integrity.

Violations of Academic Integrity can include, but are not limited to:

- Cheating
 - Unauthorized attempt to copy or share materials for any academic task, work, assignment, or evaluation.
 - Unauthorized attempt to give, receive, or acquire assistance for an academic task, work, assignment, or evaluation.

- Plagiarism
 - "To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism then, constitutes intellectual theft." (MLA Handbook for Writers of Research Papers. Fourth Edition.)
 - Substituting a word or phrase for the original while maintaining the original sentence structure.
 - Paraphrasing or summarizing the ideas or text of another work without documenting the source.
 - Citing sources incompletely with the intention to deceive.
 - Using someone else's argument, thesis, and/or argument structure as if it were one's own.
 - Using a translation from a resource without citing that source.
 - Using any audio visual materials or graphics without permission or acknowledgement to the author or creator.

- Multiple Submission
 - Submitting substantial portions of any academic task, work, assignment, or evaluation more than once without any prior authorization and approval of the teacher(s).

When issues of cheating, plagiarism, and/or multiple submissions arise in an academic setting, there is a presumption that the nature of the infraction and the age/grade of the child will be taken into consideration as consequences are applied; consequences will be progressive in nature. Justifiable grading will be at the discretion of the teacher. The parent/guardian of the student(s) will be contacted if appropriate and when necessary, the building level administrator will be involved.

- Following the above guidelines, the range of consequences *may* include, but are not limited to: the opportunity for the student to correct the academic task, work, assignment, or evaluation and learn from the mistake; receive a failing grade or “0” on the academic task, work, assignment, or evaluation in question; receive a failing grade for the class (if warranted and agreed upon by administration); and/or any administrative disciplinary action as outlined in District Policy 218.

ANNUAL PEST MANAGEMENT NOTIFICATION TO PARENTS

The Armstrong School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are 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 pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

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 IPM Coordinator in writing. Please note that because it is updated annually, parents must submit a letter to the school every year if they wish to be placed on this registry. Include your name, address, telephone number, your child/children(s) name, and the school they attend.

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. If you have any questions, please contact the District’s IPM Coordinator.

AUTHORITY OF SCHOOL PERSONNEL

Section 1317 of the Pennsylvania School Code states that every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct any behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P.L. 315)

BOARD OF SCHOOL DIRECTORS’ MEETINGS (POLICY 008)

The Board of School Directors recognizes the rights of its citizens to be present at all open meetings. The Board wants citizens of the District to attend its open meetings so that they may become better acquainted with the operations and programs of the schools. Public participation at open meetings is a statutory right accorded to the public. Furthermore, the Sunshine Act allows the School Board to adopt reasonable rules and regulations necessary for the conduct of its meetings and the maintenance of order.

To assure that persons who wish to appear before the Board may be heard, and simultaneously conduct its meetings properly and efficiently, the Board will allow public participation according to the terms of this policy as follows:

Residents and taxpayers of the District shall be accorded reasonable opportunity to address the Board at the regular and special meetings. Members of the public wishing to speak shall be accorded time at the beginning of the open caucus or other non-voting meeting on agenda items. Members of the public wishing to speak at voting meetings shall be accorded time at the beginning of the meeting on agenda items. The members of the public shall not be allowed to comment upon personnel items. The President of the Board shall be responsible for the enforcement of this policy and will poll members of the Board upon any request for deviation from said policy. When the President recognizes an individual from the audience, that said individual will use one of the microphones and, before speaking, give their name and address.

Formal requests to address the Board shall be made for all non-agenda items. Requests shall be made to the Superintendent or his/her designee. The formal request must be submitted in writing, not less than seven (7) days before the date of the Open Caucus Session, setting forth the topic of the presentation, the name and address of the speaker, and whether the speaker will be representing a particular group. Formal requests to speak at the Regular Meeting shall be submitted in writing by the end of the day immediately following the Open Caucus Session, setting forth the topic of the presentation, the name and address of the speaker and whether the speaker will be representing a particular group.

Residents shall not speak for longer than five (5) minutes. The total time allotted for public participation shall not exceed thirty (30) minutes unless otherwise waived by a majority of the quorum.

Persons appearing before the Board are reminded, as a point of information that members of the Board are without authority to act independently as individuals in official matters. All information, statements, and comments shall be directed to the presiding officer and Board as a whole. No participant may address statements or comments to individual Board members at the open meeting.

The Board vests in its President or other presiding officer the authority to end the remarks of any individual when they do not follow the provisions of this policy. The presiding officer retains the right to declare out-of-order members of the public who direct criticisms toward individual School Board members or administrators by name.

Speakers may offer such objective criticisms and comments of school operations and programs as concern them. In public session, the Board will not hear personal complaints against particular school personnel or against any person previously connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals. Any such charges, complaints, or challenges should be presented to the Superintendent or Secretary of the Board in writing and signed by the complainant. All such charges, as presented to the Board directly, will be referred to the Superintendent for investigation and report, in the Board's discretion.

Residents are encouraged to present written statements to the Board of School Directors containing remarks or comments. Instead of formally speaking on agenda items, or in the event time allotted for public participation has already been filled, written comments regarding agenda items may be submitted to the Board's Secretary, who shall deliver the same to the Board members before the Board meeting if timely received.

BREAKFAST AND LUNCH PROGRAM

At the Armstrong School District, the Food and Nutrition Services Department is part of the educational system, responsible for teaching children nutrition and good food choices. The program offers new and exciting food items helping students to learn. Students who eat nourishing foods do better in school and are less frequently absent from school.

The Breakfast Program is available for students in grades K-12 and is served in the school cafeteria prior to the start of the instructional day. This meal is supportive to the students' nutritional needs, provides one-third (1/3) of a student's daily nutritional needs, and contains the following foods: two (2) servings of bread or one (1) serving of meat; AND one (1) serving of bread and one (1) cup of fruit or juice and one-half (1/2) pint of low-fat milk or skim milk.

The Lunch Program is served to students in grades K-12. The school lunch provides one-third of all daily nutritional needs and consists of the following foods: at least two (2) ounces of protein-rich foods, one-half (1/2) cup of fruit for elementary level and one (1) cup for secondary level, three-fourths (3/4) cup vegetable for the elementary level and one (1) cup for the secondary level, 8-10 servings of grains per week for the elementary level and 10-12 servings of grains per week for the secondary level, and ½ pint of low-fat or skim milk. All lunches served over a weekly average must have less than 30% of the calories from fat. Standards for calories, protein, saturated fat, iron, calcium, Vitamin A and Vitamin C must also be met. Lunch and breakfast menus and nutrition information are posted monthly on the

Armstrong School District Website under the Food Service Program. Information regarding calories, carbohydrates, protein and fat content of the meals can be found on the District website under Food Service.

Students with special dietary needs that require a meal substitution must have a special Dietary Needs Form filled out by their physician. The forms are available from the school nurse and on line. This includes substituting lactose free milk.

The School Breakfast and Lunch Program prices are adjusted by the Board of School Directors as food costs fluctuate and as advised by the Director of the Food/Nutrition Service Program. Reduced breakfast and lunch costs or a free breakfast and lunch are available to students whose families qualify; the Free/Reduced meals are based on income and family size. Application forms are provided to every student in the Armstrong School District at the beginning of each school year, and to every new pupil who moves in the District attendance areas. Forms are available in every school office, as well as the Administrative Office.

The Armstrong School District works cooperatively with the Department of Welfare. The DPW provides us with a monthly list of families receiving food stamps and TANF. Families receiving these benefits automatically qualify for free meals. Notices are sent to families when they are added to the list. These families do not need to fill out a meal benefit application.

Meal benefit applications are sent home to all students at the beginning of each school year and are available in the school offices. Free/reduced meal benefits received during the prior school year will be carried over to the current school year for thirty days, beginning on the first day of school. If notification has not been received indicating that your child has been automatically qualified for meal benefits, a new application will need to be submitted by you for the current school year. The school district uses a software program called Primero Edge to process free and reduced applications. Applications can also be completed on line at www.paschoolmeals.com. The information you enter on the application is confidential and used only for purposes indicated during the application process. The school district uses a computerized system for paying for meals that keeps free and reduced meal status confidential.

The Armstrong School District offers School Café to ensure that funds are available for the student's nutritious meals. School Café offers the following services:

- Check account balances online at www.schoolcafe.com
- Make payments using a credit card or debit card
- Auto-pay your student's account when it reaches a low balance

To save credit card fees, parents/guardians may send checks to their child's school made payable to ASD Food Service. The cafeteria staff will credit the child's account. At the elementary level, please put cash or checks in an envelope marked "Food Service".

Procedures governing the School Lunch Program in the Armstrong School District do not permit an open lunch arrangement. Students may purchase a school lunch or bring a lunch from home. Since menus are designed to promote sound nutritional choices for students, no candy, or soda is available for purchasing in the cafeteria. Other snacks should be purchased as a treat and not in place of lunch. All snacks sold must meet the nutrition standards set by the Department of Education for the Smart Snack Initiative.

The Food and Nutrition Services Department allows students to charge a lunch when they do not have money; however, we do not allow the charging of snacks or a la carte items. When your child has a negative balance on their account, the cashier will remind them, and negative balance information and letters will be sent home every Friday with your child.

Additionally, Armstrong School District procedures do not permit any food or drink to be removed from the cafeteria area in any form. Students may not bring beverages into the building except those intended to be consumed during lunch. Such beverages may not be consumed at any other time during the day. Any opened beverage containers in the halls/lockers will be confiscated by faculty.

BUILDING ASSIGNMENT CHANGE REQUESTS (POLICY 252)

The parent/guardian requesting a student transfer is required to submit a Student Transfer Request form to the Superintendent of Schools, Armstrong School District. This form is located on the ASD Website. If approval is given by

the Board of School Directors, this will have the effect of granting a one-time transfer for the remainder of that student's educational career at Armstrong School District.

Policy 252 (Student Transfer Requests) will remain in effect. If the student transfer is approved, bus transportation assignments will be based on no additional costs to the District. If additional costs will be incurred, parent/guardian will need to provide transportation to a bus stop in the new school's attendance area.

As per Policy 252, students in Grades 9-12 only receiving Board approved transfers or transfers to another school within the District by Resident and Right to Free School Privileges Affidavit shall be ineligible to participate in any sports for a period of one (1) calendar year immediately following the date of transfer. This ineligibility will not apply to a renewal transfer after the elapsing of the initial year or to a student whose extenuating circumstances are due to a parent/guardian custody order issued by the courts. The one year sports ineligibility may be administratively waived if (1) the custody decision results in the student changing attendance areas and the student's desire to attend school in the previous attendance area or (2) the transfer is not motivated for an athletic purpose.

Students must maintain normal behavior, attendance and academic achievement at the requested school. In addition, they must adhere to all building and District policies and rules. Failure to do so may result in the immediate return to their home school.

The initial request for student transfers from one attendance area/school building to another, recommended by the Superintendent and approved by the Board, will remain in effect until such time that the transfer is rescinded or revoked by the administration.

Parents may request a change in the attendance area/school building assignment at any time upon written submission of the Student Transfer Request form (Policy 252-AG) to the Superintendent's Office.

BUS REGULATIONS

The supervision of children afforded the privilege of school bus transportation will be governed by regulations established to effect the maximum safety of all pupils. Only assigned bus students are permitted to ride the daily school buses. These bus regulations ensure an orderly process for the disposition of disciplinary problems involving students in transit on transportation provided by the Armstrong School District.

The bus driver is the person best able to define and identify behavior that is distracting and/or interferes with the safe operation of the vehicle. All students shall be under the authority of and responsible to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for the student to be referred to the bus company or to the principal and may be subsequently denied transportation in accordance with school district regulations and policy. Bus Pass Request forms may not be approved for students who are referred to the principal for inappropriate bus behavior. Additional instances of bus misconduct may result in the student losing his/her bus privileges for the remainder of the school year. In cases involving withdrawal of the bus-riding privilege, transportation to and from school will be the responsibility of the parent/guardian. School absences due to bus suspension are unlawful.

The school bus is an extension of the classroom and all Armstrong School District rules and regulations are in effect. Parents can and will be held responsible for any damage done by their children.

The Board authorizes the use of video/audio recording on school buses and school vehicles (18 Pa.C.S.A. Sec. 5704). All student riders must be notified of the potential presence of a video and audio monitor on the school bus. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording. Additionally, the District will notify all students and parents/guardians annually, by letter mailed to the students' home addresses, of the policy authorizing video and audio recording on school buses and school vehicles. (Policy 810.1)

A student may have a specific medical health issue to which the bus contractor would need to be alerted. Student medical needs are confidential; therefore, it is the responsibility of the parent/guardian to contact the school nurse in order to communicate the student's condition.

BUS PASS REQUESTS

Due to bus safety regulations, minimal changes will occur in daily bus transportation. In extenuating circumstances, a Bus Pass Request is considered for principal approval. The Bus Pass Request form is issued through the principal's office and must be submitted to the school office for approval, minimally the morning of the requested date of bus change. This request form includes the following information: current bus number, temporary bus number, student's full name, date of bus change, reason for the request, current bus stop, requested bus stop, parent phone number, and parent signature.

BUS STOP ASSIGNMENT CHANGE

Parents must submit a written request (Permanent Change/Request Form) to the building principal's office or the Director of Child Accounting, Safe Schools and Transportation. The request must be approved by the building principal and the Director of Child Accounting, Safe Schools and Transportation.

Parents must assume responsibility for their child after discharge at the requested stop and provide assurances to the Administration's satisfaction that the student would not be placed in a dangerous situation.

Parents must assume responsibility for transportation to the ultimate destination should the student board the wrong bus.

RESPONSIBILITY OF STUDENTS ON THE BUS

1. Arrive at the bus stop 5 minutes prior to the expected arrival of the bus. The driver is responsible for the maintenance of the schedule and cannot wait for pupils who are late.
2. Display good behavior at the bus stop. Do not push or shove students.
3. Cross the road after the driver signals.
4. Sit in the seat that is assigned by the driver.
5. Remain seated at all times while the bus is in motion and as directed by the driver.
6. Keep arms, head, and all objects inside the bus at all times.
7. Use school appropriate language. Vulgar or abusive language is not allowed.
8. Eating and/or drinking are not allowed on the bus.
9. Fighting, serious arguing, threatening excessive mischief, pushing and shoving are all behaviors that are not allowed on the bus and are subject to serious consequences.
10. Unwanted illegal items are not allowed on the school bus.
11. Compensation for any damage to the school bus is the responsibility of the parent/guardian.
12. WHILE ON THE SCHOOL BUS, FOLLOW THE DIRECTIONS OF THE SCHOOL BUS DRIVER.

VANDALISM ON SCHOOL BUSES

Every attempt will be made by the driver, contractor, and school to determine the cause and person(s) responsible for the vandalism.

When person(s) are identified as responsible for vandalism, their names will be submitted to the contractor for recovery of damages at the contractor's decision.

The contractor will notify the Director of Child Accounting, Safe Schools and Transportation if the damage cost is not submitted within three (3) weeks from the date of the contractor's letter to parents. The student's bus riding privileges will then be suspended until notification is received from the contractor that damage costs have been paid.

If the person(s) responsible for vandalism cannot be specifically identified, those person(s) substantially implicated through investigation will receive bus suspensions. The matter will then be reviewed if additional evidence, and/or admittance, is presented to the Director of Child Accounting, Safe Schools and Transportation.

CLOSINGS AND DELAYS

The closing or delay of the Armstrong School District schools in cases of an emergency or inclement weather conditions is the responsibility of the Superintendent of Schools.

Teachers, students, and other Armstrong School District personnel are directed to listen to radio station KDKA 1020 Pittsburgh, WTYM 1380 Kittanning, WDAD 1450 Indiana, or WTAE 1250 Pittsburgh; or watch television stations KDKA, WTAE, WPXI Pittsburgh, or WJAC Johnstown. All of these stations have agreed to announce emergency closing of schools.

You may also get information by logging on to SchoolCast. At the ASD homepage (www.asd.k12.pa.us), select Weather and Closings. You may also go directly to the SchoolCast information website at www.iu28.org.

A modified breakfast of cereal and muffin will be served on days that school is delayed.

CO-CURRICULAR PROGRAM – SECONDARY (POLICY 122-AG)

Co-curricular activities are defined as: (1) student participation programs which require either a coach or sponsor approved as the holder of a supplemental contract approved by the Board of School Directors or (2) any other school-sanctioned activities which require time to be spent after school hours.

The Armstrong School District's co-curricular program has been established for the promotion of students' physical and mental development. Through participation in these programs, students will gain an understanding and appreciation for the differences between individual and group needs. The teamwork required in such activities sometimes requires one to place group needs before those of the individual. The student should realize that such attributes have a positive carry-over to numerous other lifetime activities. Participation in co-curricular activities shall be promoted with concern and respect for all other participants in the activity. Finally, each student should realize that an individual's actions, both during and after each event, become the benchmark for school and community evaluation.

ATHLETIC CONDITIONING AND PRACTICES

It is the intent of the Armstrong School District to ensure that student athletes have been and remain properly trained, conditioned and competitive for interscholastic competition. Subsequently, it shall be the responsibility of each coach, under the direction of the building principal or designee, to establish adequate pre-season and non-school day practice schedules to achieve proper conditioning levels.

There will be no practice sessions on days when schools are dismissed early due to inclement weather.

Practice or competition in hot and/or humid environmental conditions poses special problems for student athletes. Heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. PIAA guidelines regarding heat acclimatization will be followed.

Absence from practice during the regularly scheduled season (including pre-season and play-off berths) will be acted upon through the normal process involving player/coach. Athletes should make every attempt to clear the absence prior to the said date/time (excluding emergencies). Athletic absences will be ruled upon by the coach using one of three categories: excused, unexcused or unexcused with parent consent. Absences involving the latter category must have pre-approval and will be non-penal in nature. It should be noted, however, that the term non-penal shall not restrict the coach from "benching" a player for being improperly trained, conditioned or competitive.

Pre-Season Practice

Students may begin practice for a team sport when the physician/parent/guardian consent card has been properly signed by both parties and returned to the coach in charge. The Certificate of Athletic Eligibility form shall be on file with the principal.

Practice sessions for a particular sport should conform to PIAA calendar dates. In recognition of the merits and value of pre-season conditioning, a full pre-season practice schedule will be completed by each athlete before participation in his/her first game.

Normally, absences from pre-season practices due to illness must be made up before the student's first competition. Exceptions must be approved by the coach and the principal.

ATHLETIC FEE

Students shall be assessed a one-time yearly fee for participation in the Armstrong School District athletic program. The fee shall be \$30.00 per student. The non-refundable fee shall be payable at the time physical examinations are conducted. Principals may waive the fee for students who are eligible for free or reduced lunches.

ELIGIBILITY

With the exception of children who are home schooled pursuant to Section 1327.1 of the Public School Code, students must be enrolled on a full-time basis in the Armstrong School District in order to be eligible to participate in any curricular activity. All students desiring to participate in any activity must have passing grades in all subjects and approval of the principal in citizenship. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. During each grading period, students failing no more than one subject will be permitted a one-week probationary period. Students failing more than one subject will be ineligible.

Unacceptable performance will be documented on the "Athletics Denial Request" form and submitted to the building principal on Thursday of each week. The period of denial shall begin on Monday of the following week and conclude the following Sunday. The building principal will inform students and staff members of the eligibility status.

On days of denial, a student is declared ineligible for participation in the activity. Because of safety and conditioning considerations, members of athletic teams may participate in practice sessions during the denial period.

When a student is absent from school for a partial or full day of an event or the last school day before an event, participation in the event is dependent upon the following factors:

1. If a student is absent in the afternoon or for the whole day because of illness, participation will not be permitted unless written permission is given by a licensed physician.
2. For other reasons of absence, approval must be granted in advance by the building principal.

Responsibility for the decision on participation is under the jurisdiction of the building principal or his designee after consultation with the head coach or supervisor of the activity.

Physical Examinations

No pupil shall be eligible to represent his/her high school in any athletic contest unless he/she has been examined by a school physician or Authorized Medical Examiner (AME), and his/her condition pronounced satisfactory before he/she commences to train or practice in the sport in which he/she intends to participate. A certificate to this effect shall be on file with the principal at the time said principal certifies to eligibility of his/her players.

Student athletes will be required to have one physical per school year at a cost of \$10.00 regardless of the number of sports said student participates in and have appropriate person(s) complete Sections 1-6 of the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE). Students participating in more than one sport would only need to be recertified by a physician prior to training or practices for the sport, at no cost to the student. Students participating in more than one sport, in which students initially indicated interest in participating, would only need to be recertified prior to training or practices for the sport and complete Section 7 of the CIPPE. If students wish to participate in a sport that he/she initially did not show interest, a physical would be required at parental/guardian cost. If a student requires medical treatment subsequent to the initial physical exam, a licensed physician of medicine or osteopathic medicine must complete Section 8 of the CIPPE. Physical examinations scheduled with the school physician or Authorized Medical Examiner (AME) are conducted with the highest regard to privacy and confidentiality. A parent/guardian who wishes to be present during his/her child's physical examination shall contact the school.

The District has developed a policy to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity as per Policy 123.1.

The District has developed a Policy to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes (24 P.S. Sec. 5331 et. seq.) as per Policy 123.2.

LENAPE TECH STUDENTS

Students who elect to attend Lenape Tech may participate in all interscholastic competitions, marching band, musicals, etc., pending academic eligibility, at their home school. Lenape Tech students will attend prom, dances, formals, etc. at Lenape Tech unless they are a principal approved guest with appropriate permissions.

MUSIC GROUPS

Music performance groups are somewhat different than most other high school classes. The performance groups which receive academic credit are Chorus and Band. One element of these performing groups is to participate in performances that are scheduled for times outside the regular school day. Performances are always scheduled in advance to allow all students, parents/guardians and interested community members to include them in all personal schedules.

Participation in the performance is one element a teacher may consider in establishing grades for the music course. Teachers will have at least five recorded grades for each student during the nine-week marking period. The grade for participation could be one mark considered for the marking period grade, and it may be weighted as much as 40% of the nine-week's grade. However, no one performance can be weighted greater than 20% of the nine-week's grade.

Unanticipated situations could arise to prevent a student from attending a performance. An emergency in the family, an illness affecting the student's ability to perform, death of a relative, and religious obligations are examples of concerns that could cause a student's absence from a performance. Whenever possible, the student should inform the director in advance of the performance. A written excuse, signed by the parent/guardian, should be given to the director on the next school day the student is in attendance.

If it should occur that the student is absent for a reason deemed inappropriate by the director, a failing grade for the performance could be included in the grades which contribute to the marking period grade. An excused absence will not lower the marking period grade.

NCAA CLEARINGHOUSE

To qualify for an athletic scholarship or eligibility for a Division I or Division II college or university, a student must meet the eligibility requirements and provisions of the National Collegiate Athlete Association's Proposition 48. For students who are planning to enroll in college as a freshman and who wish to participate in Division I or Division II athletics, the NCAA Clearinghouse must certify initial eligibility. The Clearinghouse ensures consistent application of NCAA initial eligibility requirements for all prospective student athletes at all member institutions.

Students considering athletic participation at a Division I or II university or college are responsible for completing and submitting certain documents, as well as satisfactorily completing certain academic requirements. Student Release Forms which are available free of charge from the high school guidance counselor must be completed and submitted to the Clearinghouse before graduation from high school; after graduation, students are required to send to the Clearinghouse a copy of the official transcript as released from the high school.

Attention to the NCAA information is very important to students who are considering entrance to college and participating in athletic programs. If interested, students should begin to consider the NCAA Clearinghouse process as early as their freshman year in high school to allow for proper and successful course completion and academic eligibility criteria for Division I or II schools. For registration, visit: www.eligibilitycenter.org. Note that courses in grades 9-12 are reviewed for eligibility. For information on eligibility, visit: www.2point3.ncaa.org.

RECOGNITION FOR OUTSTANDING ACHIEVEMENTS

Any student, school, school group, school team, professional or supportive staff personnel of the Armstrong School District who earns first place recognition at the state or national level for a school-related accomplishment will receive an appropriate trophy, medallion, plaque or similar award from the Board of School Directors of the Armstrong School District.

AWARDS

The school district will be responsible for the purchase of school letters to be awarded to band members at the completion of ninth grade. The school district will also be responsible for the purchase of National Honor Society awards.

Students will be awarded the school letter during the first program period successfully completed. A student will only be awarded one letter regardless of membership in a number of activities. Each subsequent program period completed will earn the student an appropriate bar or insert.

The principal, with the recommendation of the sponsor, may award letters or certificates at his/her discretion to any participant for meritorious service even though the necessary requirements have not been fulfilled.

No funds from Student Activity Accounts may be used to purchase school jackets, coats or similar products for individual ownership.

RESPONSIBILITIES OF SPONSORS

Sponsors must attend all meetings and other functions and be responsible for assuring the accurate preparation of forms as indicated by the school's principal. Working cooperatively with school booster clubs and other community groups is expected. Sponsors must cooperate fully with all members of the school's staff, recognizing that co-curricular activities are only one facet of the total school program.

Each sponsor must, at the beginning of the first practice or meeting, explain to students in writing the regulations and policies which have been approved by the principal.

All practices must be scheduled and registered in advance with the principal or designee. Practice schedules or modifications to schedules are not effective until approved by the principal or designee. Sponsors must be at school prior to the expected arrival time of students for any practice session or event and remain at school until all students have left the building and premises after events and practices. The sponsor is responsible for the supervision of all students and affiliated personnel. Merely being in the building or somewhere near the students does not constitute supervision. After the building has been emptied, it is the responsibility of the sponsor in charge to inspect and assure that the facilities are reasonably clean and locked. The sponsor must insist that all participants conduct themselves with propriety and in the spirit of good sportsmanship during participation in any co-curricular activity. A sponsor must remove a student from an activity if the student's actions reflect poor and unacceptable behavior. Special attention should be directed to assure that no students use abusive or foul language while at practice or engaged in an activity. It is especially important that the sponsor set the proper example of self-control over language and expressions.

Whenever a sponsor wishes to discipline a student, he/she must confirm that action in advance, if possible, with the principal/assistant principal. If exclusion is deemed necessary, it will be administered as specified in the Student Rights and Responsibilities Policy approved by the State Board of Education and the Armstrong School District Policy on Student Discipline.

Sponsors do not have the authority to suspend or expel students from the classroom or school programs. If a sponsor must discipline a student immediately in a manner that has not been approved in advance by the principal, the principal must be notified in writing as soon as possible thereafter.

SELECTION PROCESS

Selection of students for participation in a co-curricular program must be consistent with Title IX regulations and school district policies. All students selected for participation must, after a prescribed period of preparation, demonstrate their proficiency during a scheduled try-out performance. The sponsor or director will supervise the try-out performance within the following guidelines:

1. Each student wishing to try-out for a particular program will be informed one week in advance of the proficiencies needed to be selected for the program.
2. Each student, either singularly or in a group, will receive instruction from the sponsor, director, or his/her designee in the activities or events that need to be mastered for successful try-out and ultimate selection.
3. Each student will be provided one-week practice time prior to the actual try-out.
4. A minimum level of proficiency will be noted as the level needed for selection.
5. The sponsor or director will schedule try-outs at least one week in advance and notify each prospective participant of his or her time for try-out.
6. A student wishing to participate in a program during succeeding years must successfully try-out and be selected for each succeeding year.

7. Try-outs will be held each spring prior to the summer recess.
8. Vacancies created during the school year will be filled by following the above process or by appointing the next qualified student who had tried out.
9. All requirements contained in this section require approval by the principal.

SUSPENSION FROM PARTICIPATION

All school sponsored programs are subject to the approval of the principal. Students are subject to all rules and regulations of the Armstrong School District.

Suspension of a student from a co-curricular program in operation during non-school hours must be consistent with school suspension policies. A coach/sponsor may recommend to the principal/ assistant principal that a student be suspended from the program. Suspension may result because of, but is not limited to, the following infractions:

- a. Violating coach/sponsor's rules, approved in advance by the principal
- b. Disrespect, including using abusive language or profanity
- c. Insubordination
- d. Fighting
- e. Excessive absence from practices, performances, or events
- f. Use of prohibited drugs or alcoholic beverages whether or not on non-school time at a gathering or event which is not related to the school through name or funding.

A student who has been suspended from the program will not be permitted to practice, be in uniform, or participate in any performance or event during non-school hours through the term of suspension.

TITLE IX

The Armstrong School District is committed to comply with Title IX of the Education Amendments of 1972. The school district adheres to a plan of nondiscrimination on the basis of sex assuring equal opportunity in its programs, activities, and employment practices. Further, the Armstrong School District does not discriminate against individuals or groups because of age, handicaps, marital status, national origin, race, or color.

TRANSPORTATION

Access to transportation provided by the school district is limited to members of the student group and sponsors for whom it is arranged. Exceptions are permitted only with the written consent of the principal.

Students and sponsors are expected to ride the bus to and from events. Unauthorized stops at any location are prohibited.

Parents/Guardians who wish to provide their child's transportation to or from events must present a written request to the coach or sponsor before departure to the event.

Changes to established departure schedules will be made on an emergency basis only.

UNIFORMS AND EQUIPMENT

It is the intent of the Armstrong School District to adequately support groups approved for funding through the District budget. Groups or individuals wishing to donate supplies or services must do so on a non-returnable basis. Any and all supplies donated to the Armstrong School District must be done so in whole, and not in part, and becomes the property of the Armstrong School District. Individuals will not purchase uniforms.

CODE OF STUDENT CONDUCT (POLICY 218 AG)

DESCRIPTION OF DISCIPLINARY OPTIONS

Building administrators will exercise/direct with prudent judgment, the implementation of disciplinary options and will be aware of Special Education protocol involving these options. Federal mandates and state guidelines specify procedural safeguards that must be followed when disciplining special education students. Disciplinary options should be

used based on the type of offense exhibited by the student and/or the frequency to which the same offense occurs. Following is a description of the various disciplinary options available to school personnel:

1. Verbal Reprimand - offending student will be told exactly what behavior he/she displayed that is unacceptable and will not be tolerated and will be offered the behavior that will be expected.
2. Parent(s)/Guardian(s) contact - by teacher/administration. (This option may be used as a preventive measure as well as disciplinary action.) Counseling - offending student meeting with appropriate personnel in an attempt to modify behavior in a positive manner.
3. Detention - the student will be notified that he/she will be detained in school, after school hours, for a specified period of time. Failure to attend assigned detention may result in additional disciplinary actions.
4. Withdrawal of Privileges and Social Activities - all privileges and social activities that students are normally extended or permitted to participate in, will be withdrawn for a specified period of time.
5. Peer Mediation - used to resolve ongoing conflict between two or more students, in lieu of a suspension in or out of school.
6. In-School Suspension - the student will continue to report to school, but will report to the person in charge of discipline for special assignment for a specified period of time.
7. Out-of-School Suspension - the offending student will be suspended from school for a specified period of time. One or both parents/guardians are to contact the school for a conference with the principal or assistant principal.
8. Contact Local Law Authorities - proper authorities (i.e. local/state police) will be notified in combination with this option.
9. Extended Meeting - referral will be made to Central Office Administration for cases which deal with drug and alcohol-related issues and the use of the "Extended Meeting" would follow full suspension and may be used in lieu of an expulsion.
10. Expulsion - legal procedure whereby the Board of School Directors, based upon the evidence presented by appropriate authorities, and the recommendation of appropriate authorities, orders the immediate removal of the offending student from school. This level of disciplinary option may occur for any violation of ACT 26 and/or questioned when a student continues to be suspended for the same offense(s).

Unacceptable Options

NOTE: Corporal punishment, which has been defined as applying a paddle to a student's buttocks with reasonable force in the presence of a witness, is not permitted in the Armstrong School District. However, school district employees and especially professional employees are authorized to use reasonable force to prevent or terminate students fighting or to protect themselves or others from injury or personal property from damage.

Physical activity will not be used as a disciplinary option except as follows:

1. Reasonable requests to clean specified areas of the school facility that the offending student has been responsible for soiling.
2. Clean up activity that would be considered part of the normal routine of a special class such as industrial arts, home economics, or art.
3. Reasonable requests by physical education teachers or athletic coaches to perform extra exercises normally associated with conditioning or specific skill development.

Repetitive and/or extensive writing (i.e. writing a sentence numerous times; writing an excessively long theme) will not be used as a disciplinary option.

Disciplinary Offenses:

Following are the major areas of concern within the District's discipline policy followed by the disciplinary options which may be employed. Habitual disregard for rules may increase the severity of discipline options applied. They are as follows:

Attendance - Regular school attendance serves to improve student performance and enriches the overall education of the individual.

Examples:

1. School/Class tardiness
2. Cutting class
3. Truancy

Disciplinary Options: 1, 2, 3, 4, 6, 7, 8, and 9

Unacceptable Classroom Behavior - Unacceptable classroom behavior tends to disrupt the educational environment and interferes with learning process.

Examples:

1. Not paying attention - daydreaming, sleeping, etc.
2. Repeated failure to bring materials (i.e. textbook(s), assigned notebook, etc.)
3. Forgetting to or not doing daily homework
4. Forged notes and passes
5. Disturbing other students - talking, etc.
6. Cheating
7. Throwing or shooting objects

Disciplinary options: 1, 2, 3, 4, 6, 7, and 8

Insubordination- An act that challenges authority or an act that is blatantly defiant. These acts seriously jeopardize the authority of school personnel and the well-being of other students and adversely affect the operation of the school and classroom. In general, insubordination is refusing to follow instructions or complying with any reasonable request made by a teacher, administrator or representative of the school.

Examples:

1. Continuing with an inappropriate behavior after being told to stop (i.e. talking during class, running in the halls, etc.)
2. Blatant refusal to comply with a request.
3. Refusing to go to the office when directed to do so

Disciplinary Options: 1, 2, 3, 4, 6, 7, 8, 9 and 11

Problem Social Behavior - Unacceptable social behavior displayed in the school, on school buses, and while attending co-curricular activities will be handled in accordance with the total discipline policy.

Examples:

1. Improper dress - as defined by District dress code
2. Inappropriate affectionate behavior
3. Ridiculing other students
4. Tampering with school property
5. Profane language, gestures, and illustrations
6. Unacceptable and/or disorderly conduct - erratic behavior
7. Minor Theft
8. Verbal harassment - Unacceptable verbal behavior related to gender, race, etc.

Disciplinary Options: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11

9. Use and/or possession of tobacco products and/or look-alike tobacco products. Use/possession, transportation, distribution, sale or attempt to sell drugs and/or look-alike drugs and/or drug paraphernalia.
10. Use/possession, distribution, transportation, sale/purchase or attempt to sell/purchase alcohol or thought to be alcohol (i.e., non-alcoholic beer/wine, etc.)

Disciplinary Options: 7, 8, 9, 10 and 11

Violence - is defined as an act which poses a threat to, or results in harm to a person(s) or property. These acts could be considered criminal and be dealt with through the courts and/or criminal justice system, or at times, they could be handled through the disciplinary mechanism in the schools depending upon the severity, the frequency, and the nature of the incident.

Examples:

1. Vandalism
2. Intimidation
3. Fighting
4. Extortion
5. Participation in disorderly conduct or behavior that could be identified as disorderly
6. Theft
7. Physical or verbal assault on teachers, students, or other Armstrong School District employees

Building administrators will determine whether the aforementioned violence examples will be considered Level I - Minor Act or Level II - Major Act. The following are examples of each, followed by disciplinary options:

Level I - Minor Acts - These acts would be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school.

Examples:

1. Minor vandalism
2. Intimidation without the imminent threat to do bodily harm, etc.
3. And other acts of lesser violence

Disciplinary Options: 1, 2, 3, 4, 5, 6, 7, 8, and 9

Level II - Major Acts - An act which is considered criminal.

Examples:

1. Fighting
2. Major vandalism
3. Intimidation with the imminent threat to do bodily harm, etc.
4. Arson
5. Extortion
6. Bomb threats - violations will result in a full suspension of ten (10) school days subject to full due process. The incident will be referred to the Superintendent for possible disposition to the Board of School Directors for consideration or further disciplinary action. Violators may also be referred to law enforcement agencies for action in accordance with local, state, and/or federal statutes.
7. Participation in, instigating a riot
8. Storing, possessing, carrying a dangerous weapon
9. Physical assault on teachers, students, or other school district employees
10. False fire alarms - violations will result in a full suspension of ten (10) school days subject to full due process. The incident will be referred to the Superintendent and the Board of School Directors for consideration for further disciplinary action. Violators will also be referred to law enforcement agencies for action in accordance with local, state, and/or federal statutes.
11. Tampering with fire extinguishers - any student tampering with a fire extinguisher shall be suspended for ten (10) school days and shall be required to pay for the cost of refilling the fire extinguisher if refilling is necessary.
12. Major theft

OTHER DISCIPLINARY OFFENSES

Please note each of the sections which speak to these offenses. These offenses are considered extreme and necessitate specific procedures to be followed by the administration.

1. Bullying And Cyber Bullying
2. Drug/Alcohol (Controlled Substances/Paraphernalia)
3. Hazing
4. Unlawful Harassment
5. Smoking Regulations (Tobacco Use, Possession/Electronic Smoking Device)
6. Terroristic Threats/Acts
7. Weapons – Act 26/Memorandum of Understanding

Appropriate written records will be kept when the various disciplinary options are implemented. All maintenance of such records will conform to the regulations contained in the District Policy on Collection, Maintenance and Dissemination of Pupil Records.

1. BULLYING AND CYBER BULLYING (POLICY 253)

The Armstrong Board of School Directors 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 and/or outside 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.

School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Bullying, as defined in this policy, includes **cyber bullying**. Researchers have identified four (4) forms of bullying including but not limited to:

1. Physical-the most commonly known form includes hitting, kicking, spitting, pushing, and taking personal belongings.
2. Verbal-includes taunting, malicious teasing, name calling and making threats.
3. Psychological and Relational-involves spreading rumors, manipulating social relationships and engaging in social exclusion or intimidation.
4. Cyber Bullying- forms of verbal and psychological bullying may also occur on the internet through email, instant messaging or personal profile web site such as MySpace, Facebook, etc. Cyber bullying includes, but is not limited to, the following misuse of technology: harassing, teasing, intimidating, threatening or terrorizing another student, teacher or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational environment of the District, offenders shall be the subject of appropriate discipline.

The Board prohibits all forms of bullying by District students and staff members, contracted individuals and vendors, and volunteers in the school.

The Board encourages students who have been bullied to promptly report such incidents to the building administrator or designee.

The Board directs that all complaints of bullying shall be investigated promptly and corrective action 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.

The District shall annually inform students that bullying or cyber bullying of students will not be tolerated.

The Board directs that each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from all forms of bullying and cyber bullying.

All employees who receive a bullying or cyber bullying complaint shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be submitted to the building administrator or designee.

The building administrator or designee will inform the parents/guardians of the victim and person accused.

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

The Superintendent or designee shall ensure that this policy and administrative guidelines are reviewed annually with students.

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

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

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

Guidelines

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.

Investigation Procedures

1. A student or staff member shall report a complaint of bullying or cyber bullying, orally or in writing, to the teachers, building administrator or designee.
2. The building administrator/designee will investigate the alleged conduct that occurred.
3. The building administrator/designee may ask assistance from other District employees in the investigation process.
4. After the investigation, the building administrator or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

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.

All incidents of confirmed bullying, including those that are mediated, shall be documented in writing and placed in the offending student's discipline file. The parents/guardians of each offending student and each victim shall be informed of any bullying incidents involving their child(ren).

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

Disciplinary records of student transfers expand provisions to include students transferring to or from a non-public school and to and from schools within the same school entity.

Whenever a pupil transfers to a non-public school or between schools within the same school entity, a copy of the student's disciplinary record shall be transmitted to the school to which the pupil has transferred.

2. DRUGS AND ALCOHOL (POLICY 227/227AG)

The Armstrong Board of School Directors recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by State or Federal Law, such as, but not limited to, herbal incense or other products containing synthetic cannabinoid.
8. Prescription or patent drugs, except those for which permission for use in school has been granted, pursuant to Board policy.

For purposes of this policy, *under the influence* shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building principal and the student will be escorted to the school nurse's office for an examination that may include checking the student for abnormal vital signs.

If based on the student's observable behavior, medical symptoms, vital signs or other factors, school administrators have a reasonable suspicion that the student is under the influence of a controlled substance, the student

may be required to submit to drug or alcohol testing. The testing may include, but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

If the student is required to submit to drug or alcohol testing, the testing will be done in the following manner:

1. The administration will attempt to contact the student's parent/guardian before the student is tested.
2. Testing will be done by a medical professional or clinic with appropriate testing facilities approved by the District. The parent/guardian of the student may exercise the right to choose a different medical professional or clinic to administer the test within the time limit set by the District. If the parent/guardian exercises the right to choose another medical professional or clinic, the parent/guardian will pay for the costs of the testing.
3. The testing will be conducted in a reasonable manner using a method that takes into account the factors of the student's age, sex, and the degree of intrusiveness involved in collecting a sample for testing.
4. Disclosure of drug testing results will be limited to the student, the student's parent/guardian, and appropriate District Administrators for the purpose of providing counseling or taking appropriate disciplinary action.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

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

The school district is not a criminal investigative agency. The primary purpose and justification for a search should be the health, safety and welfare of students. Under certain threatening circumstances the school may use "in loco parentis" power to permit search without warrant; however, police involvement in a school search should normally require the proper warrant. Lockers belong to the school and may be opened for a variety of administrative reasons. Automobiles parked on school property may be searched if there is reasonable suspicion to believe a school rule has been violated.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students 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.

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

If the administration deems necessary to confiscate a substance/or paraphernalia the following procedure should be followed to protect the rights of the student and staff involved.

1. The student should never be accused of unsubstantiated possession or use.
2. The confiscated substance should be placed in an envelope in the presence of adult witness.
3. The confiscated information should be recorded on the outside of the envelope:
 - date and time
 - school name
 - objective description of contents
 - signature of building administrator and witnesses
4. The building administrator will notify the parents.
5. The building administrator will notify the police.
6. The building administrator will notify the Superintendent/Assistant Superintendent.
7. The Board of School Directors will be notified of all drug and alcohol violations.

Confidentiality shall be respected and maintained in the best interest of the student.

3. HAZING (POLICY 247)

The Armstrong Board of School Directors endeavors to provide 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.

Definitions

"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, 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, such as shunning, 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.

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.

The District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Delegation of Responsibility

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal. Each principal shall notify the Assistant Superintendent.

The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers and District staff that hazing of District students is prohibited, by means of:

1. Publication in handbooks
2. Presentation at an assembly
3. Verbal instructions by the coach or sponsor at the start of the season or program

Complaint Procedure

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. A final report should be forwarded to the respective Assistant Superintendent. A final report identifying disposition of the complaint shall be provided to the complainant, the accused, and others directly involved, as appropriate and subject to the Family Educational Rights and Privacy Act (FERPA). The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary actions, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
5. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, he/she will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.
6. The District shall document the corrective action taken and, where not prohibited by law, inform the complainant.

4. UNLAWFUL HARASSMENT (POLICY 103)

It is the policy of the Board that all students should enjoy a school environment free from all forms of discrimination, including sexual harassment. No student, either male or female, should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.

This policy is intended to be in compliance with Title VII of the Civil Rights Act of 1964, with the guidelines adopted by the Pennsylvania Human Rights Commission, current law and current board policy.

It is illegal and against the policies of this District for any student, employee, or outside visitor, male or female, to sexually harass a student by:

1. Making acceptance of unwelcomed sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature a condition of the student's learning environment;
2. Making submission to or rejections of such conduct the basis for the student's learning environment; or
3. Creating an intimidating, hostile, or offensive student working environment.

The District will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect the student's learning environment.

The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship rather than one of sexual harassment requires a factual determination based on all facts in each case.

The District will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.

Given the nature of this type of illegal activity, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

Students who believe they have been subjected to sexual harassment as defined in this Policy should contact the building principal. If, for any reason, students feel uncomfortable discussing a sexual harassment problem with the building principal, complaints may also be directed to the Executive Secretary of the Board of School Directors.

5. SMOKING REGULATIONS (POLICY 222)

The Board of School Directors and the school administration intend to enforce the municipal ordinance which controls smoking in public buildings as per the regulations, provisions, penalties, conditions, and terms of the Building Officials and Code Administrators (BOCA) Basic Fire Prevention Code. No smoking is permitted in or around the school building. No lighted flame is permitted in or around the school building unless authorized.

All persons entering the school fall within the scope of the ordinance. This includes teachers, administrators, students, secretaries, custodians, maintenance personnel, cafeteria personnel, paraprofessionals, visitors, adult evening classes, recreational activities, and audiences and participants at student or other performances in the cafetorium or gymnasium. It is important that all students and parents be aware that no student smoking areas are provided in or around the school, nor does the School Board or the Administration deem it to be educationally sound or defensible to do so.

Violators of the no-smoking policy will be prosecuted following regular arrest procedures and if convicted may be fined plus court costs or students admitted to alternative-adjudication in lieu of imposition of fine. The amount of the fine and costs will be determined by the magistrate. In addition, the building principal or his designee will have the option of imposing disciplinary measures on student violators when warranted. Voluntary compliance is the desired goal. Penalties for violation of the ordinance are set by municipal law rather than school policy. Your cooperation in this matter is appreciated and will be of benefit to all concerned.

As appropriate, the following procedures will be followed when the no-smoking policy is violated:

1. The violator will be accompanied to the principal's office.
2. The principal or his designee will summon the police.

3. The police will take the information and file the charges with the District Magistrate.
4. In the case of student violators, parents will be notified by telephone and/or letter of the action taken. The student will then return to class unless the principal uses the option of additional disciplinary measures.
5. The disposition of the incident will be the responsibility of the District Magistrate. A summons is mailed by certified mail from the Magistrate's office notifying the violator of the complaint and date of the hearing. If the violator requests a hearing, then testimony is given by the principal. In the event the violator is found guilty of the violation, the fine and cost is imposed by the Magistrate.
6. In communities where local police departments are not available, charges may be filed by the principal or his/her designee.

Additionally, Section 3.5 of Act 128 (2000), which prohibits the use of tobacco products by students in school, is enforced by school officials. Following are the provisions of the act:

- a)
 1. Tobacco use, electronic smoking device, and/or possession by pupils is prohibited at any time in school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.
 2. Tobacco use by any person other than a pupil is prohibited in school buildings; and on buses, vans or other vehicles owned by, leased by or under the control of a school district; and on property owned by, leased by or under the control of a school district.
 3. The Board of School Directors may designate certain areas on property owned by, leased by or under the control of the school district where tobacco use by persons other than pupils is permitted. Such areas shall be no less than fifty (50) feet from school buildings, stadiums or bleachers.
- b)
 1. The Board of School Directors may designate smoking areas for employees and shall establish policy to enforce the prohibition of tobacco use under this section and may further establish policy relating to tobacco use at school-sponsored events which are held off school premises.
 2. The Board of School Directors shall notify employees, pupils and parents of the policy developed in subsection (b) (1) by publishing the information in a student handbook and parent newsletter, and on posters or other efficient means.
- (b.1) An offense under this section shall be deemed an offense under 18 Pa. C.S. §6306.1 relating to use of tobacco in schools as prohibited.
- c) This section supersedes any municipal ordinance or school board regulation to the contrary.

"School," means a school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the act of March 10, 1949 (P.L. 30. No. 14), known as the "Public School Code of 1949." The term includes area vocational-technical schools and intermediate units.

"Tobacco use," shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; electronic cigarette (e-cigarette and other similar devices), other smoking product or material; and smokeless tobacco in any form. (Policy 222)

Act 145 of 1996, subjecting students to potential criminal prosecution for use and/or possession of tobacco, is enforced by school officials. Following are the provisions of the act:

Any student between the ages of 6 and 21 enrolled in school, who possesses or uses tobacco in a school building, school bus, or on school property owned, leased or under control of a school district, commits a summary criminal offense.

Student violators are subject to prosecution initiated by the local school district, and shall upon conviction be sentenced to pay court costs plus a fine. In lieu of imposing a fine, courts may admit offenders to an Adjudication Alternative Program (such as community service or counseling). Act 145, though, expressly states that a summary offense under this legislation will neither be a criminal offense of record, be reported as a criminal act, nor be placed on the criminal record of the offender.

"Tobacco" is defined as "a lighted or unlighted cigarette, cigar, pipe; electronic cigarette (e-cigarette and other similar devices), or other smoking product or material; and smokeless tobacco in any form." Consequently, under

the Act 145, a student who carries into school or on a school bus an unlighted cigarette, chewing tobacco or snuff commits a violation as would a student who openly smokes a cigarette on school property.

The Board prohibits tobacco use, electronic smoking devices, and possession by students at school-sponsored activities that are held off school property.

A student convicted of possessing or using tobacco in violation of policy may be fined plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

6. TERRORISTIC THREATS/ACTS(POLICY 218.2)

Purpose

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of District students, staff and community. The Board 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 of the risk of causing such terror or inconvenience.

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

Authority

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

Delegation of Responsibility

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

Guidelines

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall promptly report the incident to the Superintendent after receiving a report of any threat or act.
2. The building principal shall comply with all applicable District discipline policies. Based on further investigation, the building principal shall report the student to law enforcement officials. Procedures shall be consistent with Chapter 12 and considerations under the Individuals with Disabilities Education Act.
3. The building principal shall immediately suspend the student, subject to due process and the requirements of the Individuals with Disabilities Education Act.
4. 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, as a condition to return to school, the student shall be subject to random searches.

In the case of eligible students, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act.

Student Assaults on Employees

The following administrative regulations shall be followed in cases of student assaults on school district employees or contracted employees associated with the operation of the school district.

1. Students who assault or threaten to assault any student, employee or contracted employee of the school district will be temporarily suspended while the next steps are processed under Chapter 12, etc. and a meeting is held with the parent, teacher, building administrator, any law enforcement official or CYS representative deemed appropriate.
2. In the case of a student who assaults or threatens to assault any student, employee or contracted employee of the school district, an investigation will be conducted by the building principal. Charges may be filed with law enforcement officials, based on a determination by the building principal with input from the employee involved. When deemed appropriate, the school district shall file charges with law enforcement officials on behalf of the employee or contracted employee of the school district. The building principal will represent the district at any hearing scheduled by the courts.
3. Within five (5) days of an incident involving an identified special needs student, a meeting will be scheduled. The building principal and all teachers having contact with the student must be present at the meeting. As deemed appropriate, the school district shall pursue any and all processes to modify the student's IEP to address the individual student needs.
4. With respect to any incident involving an identified special needs student, the District shall follow the requirements of the Individual Disabilities Education Act (IDEA). These procedures shall include the completion of a "manifestation determination" on the eligible student and his or her actions. The IEP team will be convened, including proper notification to the parent(s)/guardian(s) for participation and attendance at the IEP meeting.

Recently enacted Act 23 amends the Pennsylvania Vehicle Code and now mandates a license suspension for conviction of terroristic threats on school grounds. Act 23 requires the Department of Transportation to suspend the Driver's License of any person twenty-one (21) years of age or younger who has been convicted of terroristic threats on school grounds, during any school-sponsored activity, or on a school bus. The individual's license will be suspended for six (6) months for a first offense, one (1) year for a second offense, and two (2) years for any subsequent offenses.

7. WEAPONS IN SCHOOL (POLICY 218.1/218.1AG)

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. Pennsylvania Act 26 of 1995 requires local school districts to adhere to certain discipline and reporting requirements in the event a student is in possession of a weapon. The Federal Gun Free Schools Act provides that no local educational agency may receive federal financial assistance unless it has in effect a policy requiring the expulsion from school for a period of not less than one (1) year of any student who is determined to have brought a firearm or explosive device to school. The Gun Free Schools Act requires that when any local educational agency requests financial assistance, it must assure that the local educational agency has in effect such a policy. Therefore, Armstrong School District has adopted the following Policy:

Prohibition

- A. Students are prohibited from possessing a weapon:
 1. in any Armstrong School District building;
 2. on any grounds of the Armstrong School District;
 3. in any conveyance (including private) providing transportation to or from Armstrong School District;
 4. at any school function, activity, or event whether or not held on Armstrong School District grounds; or
 5. while the student is on his/her way to or from school.

- B. Students are also prohibited from possessing a weapon on any other public school district's property. As such, a person who is determined to have possessed a weapon on another public school district's property will not be admitted to Armstrong School District for a period of one (1) year from the date of the person's resultant expulsion or voluntary withdrawal from the other public school district.

Definitions

- A. Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, manchaku (nun-chuck stick), brass or metal knuckles, firearm, shotgun, rifle, pellet gun, taser/stun gun, BB gun, look-alike gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury. Weapon includes any object purported by the possessor to be such a weapon. A weapon possessed and used in conjunction with a lawful supervised activity or course shall be permitted.

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 art class, and the like, or any device or object which has been given prior approval by the principal in connection with any educational program or extracurricular activity. Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

- B. 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 firearm silencer;
 - 4. any destructive device; or
 - 5. muzzle loader/flint lock
- C. Destructive device means any explosive, incendiary, poison gas, bomb, grenade, firecracker, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or any device similar to any devices described above.
- D. 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 or 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.
- E. Other Public School Property shall mean any public school grounds, school-sponsored activity or any conveyance providing transportation to or from a school or school-sponsored activity of a public school district, intermediate unit or area vocational-technical school.

Investigation Procedures

- A. Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property shall immediately inform the principal or other appropriate school official, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not timely report same.
- B. Upon reasonable suspicion that a student possesses a weapon, the principal or his designee will request that the student voluntarily empty his or her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.

- C. If the student resists such a voluntary search, the principal or school official shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. Officials and administrators of the District shall cooperate with any police investigation arising out of a possession of a weapon on school property by a student. Upon the police appearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings.
- D. The school official shall also follow the procedures for student locker searches.

Penalties

- A. In the event the student is found to have violated this policy, the student may be subjected to suspension and/or expulsion. Such penalties shall be given in conformance with informal and formal due process proceedings required by law.
- B. Except as provided herein, a student in possession of a weapon shall be subject to an expulsion from school for a period of not less than one (1) calendar year as provided by Act 26 of 1995. Such a penalty shall be given in conformance with formal due process proceedings required by law.
- C. The Superintendent may recommend to the Board of School Directors disciplinary action less than a one year expulsion on a case-by-case basis. The Superintendent shall assess the circumstances of the possession, including but not limited to the type of object confiscated, the intent of the student, the potential threat or danger to the school community for the purpose of making a recommendation on the appropriate discipline in accordance with Act 26 of 1995.

In the event the Superintendent has chosen not to initiate expulsion proceedings, the School Board may direct the Superintendent and administration to schedule such a due process hearing.

- D. For instances involving any student possessing a small folding pocketknife (pen knife), the student shall be suspended from school for a period of three to ten days, and will not be referred to the Board of School Directors for expulsion proceedings unless the pocketknife was used to inflict bodily injury or used to threaten or intimidate another person, or the Superintendent otherwise elects to proceed with expulsion.

Students with Disabilities

In the event a student with a disability is determined to be in possession of a firearm in violation of this policy, all steps will be taken to comply with the Individuals With Disabilities Education Act, as amended, and other applicable Federal and State Law and Regulations. The student may be removed from school for up to ten (10) school days during which time educational services need not be provided. During that time, the IEP team will convene to determine the program and placement of the student into an alternative education placement for a period of time in excess of ten (10) days but not to exceed forty-five (45) calendar days. During any period of alternative education placement, due process may be implemented in accordance with Federal and State Law and Regulations, and the IEP team may convene to determine if the possession of the firearm was related to the student's disability. The student may be subject to further disciplinary action in accordance with Federal and State Law and Regulations.

Transfer Students

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

Aggravated Assault

DEFINITION: A person is guilty of aggravated assault if he attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member or other employee or student of any elementary or secondary publicly funded educational institution.

POLICY: Any student who attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member or student of the Armstrong School District shall receive a ten day suspension from school and shall be recommended to the Board of School Directors for expulsion from school. In addition, said student shall be reported to the appropriate law enforcement officials.

CONFIDENTIALITY/FERPA

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and “eligible students” (students 18 years of age or older) certain rights which are described below.

Access to Records

Parents/guardians or eligible students have the right to inspect their child’s or their own educational records, to receive copies of the records in most cases, and to have school officials explain the records if requested. To inspect your child’s or your records, call the building principal.

Challenge to Records

Parents/guardians or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violate students’ rights, and to have a hearing if that request is refused.

Disclosure

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

Release of Information

Information which is labeled “directory information” by a school district is excluded from FERPA’s protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers, and date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the student.

If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district. Please address these requests to the building administrator.

Policy

A more detailed explanation of your rights, and the procedures to follow if you want to take advantage of them, and the limitations of the release of records is presented in the School District’s FERPA Policy statement. You may obtain a copy of this policy by contacting the building administrator.

Complaints

If you believe that the School District is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-5920

CURRICULUM / INSTRUCTION / ASSESSMENT – ELEMENTARY

ASSIGNMENT BOOKS

Homework assignment books or organizational binders are used in grades 3-8. The school principal and classroom teacher encourage students to apply good study habits and organizational skills by using these resources. Homework may be assigned for one or more of the following reasons:

1. To promote positive parent involvement in the district curriculum and inform them of daily, weekly or long-term lessons covered in the classroom.
2. To provide practice opportunities for students to review previously or newly taught skills, concepts, or information.
3. To provide opportunities for students to review prior to assessments/ tests.
4. To serve as a monitoring device for teachers to determine if re-teaching and/or adjustment in the lesson need to occur.
5. To provide students extra time to complete class work assignments.

Homework assignment books support communication between the home and school.

Teachers:

1. Assign meaningful homework related to classroom instruction and explain reasons for the assignments.
2. Provide detailed and thorough explanations of expectations for homework assignments.
3. Assist and model for students, accurate recording of assignments.
4. Remind students to take home necessary books, workbooks and materials required to complete homework assignments.

Parents are encouraged to:

1. Ask their child to share with them the assignment book on a daily basis and review all homework entries.
2. Offer help as needed for organization of materials and for providing a special and quiet area where homework can be completed.
3. Look over all papers or pages that are to be turned in to the teacher and write notes in the assignment book (as necessary) to provide information to the teacher about the completion of the assignment(s).
4. Initial and date the designated areas in the assignment book to indicate recognition of their child's dedication to accepting responsibility for completing all homework assigned.
5. Contact their child's teacher to discuss homework assignments or to schedule a meeting at school regarding homework assignments.

EARLY ADMISSION TO KINDERGARTEN AND FIRST GRADE (POLICY 201/201AG)

When a child is to be considered for early admission to kindergarten or first grade, the following procedure must be followed:

1. Parents/guardians must submit a letter to the Superintendent requesting consideration for early admission on or before March 31 of the school year immediately prior to the requested year of entry.
2. Parent/guardian letters will be reviewed and accepted for kindergarten children who are four (4) years of age or older on or before August 31, and for first grade children who are five (5) years of age or older on or before August 31.
3. With signed parent/guardian consent, the Armstrong School District certified school psychologist will assess the child's intellectual potential and school readiness skills through the use of screening and standardized measures.

Early Admission to kindergarten or first grade will be considered when the following conditions are met:

- A. Test results on an individual measure of intelligence must indicate the child possesses Very Superior cognitive ability (an I.Q. score of 130 or higher). Additionally, the child must earn scores on a measure of school readiness which are commensurate with his/her cognitive ability.
- B. The school psychologist will submit his/her recommendation to the Superintendent for approval. The recommendation is then submitted to the Board of School Directors. The Board either grants or refuses admission and the action is final.

ASSESSMENT OF STUDENT PROGRESS (POLICY 213)

Teachers assign point values to each test, quiz, class work, active participation, performance, homework assignment, lab activity, report or project and record the total possible points and points earned in the grade book. The quarter grade will be determined based upon Chart A. In each grading period, the student should have at least five non-homework recorded grades.

The following letter grades represent the specified percentages:

- 92% - 100% = A
- 83% - 91% = B
- 74% - 82% = C
- 65% - 73% = D
- 0% - 64% = U

The following letters indicate particular circumstances:

- I** = Incomplete (temporary grade)
- E** = Passing with effort
- M** = Medical
- W** = Withdrawn
- WF** = Withdrawn / Fail

The recorded grades will represent student assessment on work from the following categories. The percentages associated with each category are the maximum the category can count toward the quarter grade.

Chart A

Grading Category	Maximum Percent
Evaluations Tests Quizzes	80%
Applications Labs (grades 5 & 6) Projects Reports Classwork Active Participation Performances	80%
Timed Math Facts (grades 2-4)	15%
Homework (grades 5 & 6)	15%

The Elementary Grading Committee identified two primary goals for graded homework assignments:

- building responsibility and
- promoting student accountability.

The committee members also acknowledged the fact that due to societal factors (socio-economics, single parent families, child care factors, etc.) many of our students do not have the advantage of having parental support to assist with homework assignments on a regular basis. Therefore, homework assignments should be used for the primary purpose of providing independent practice under the following conditions:

1. The skill/concept has been modeled by the teacher.
2. The skills/concept has been practiced under the supervision of the teacher (guided practice).
3. The teacher determines that the skills/concept has been mastered by the student.

Under the above stated conditions, a reasonable amount of homework may be assigned to determine if students can demonstrate mastery of the skills and/or concepts in an independent practice situation.

Assessing Homework

Homework shall be assessed utilizing the following scale/rubric:

- 2 points - The assignment was totally completed and the student demonstrates mastery of the skill/concept.
- 1 point - The assignment was partially completed and the student demonstrates mastery of the skill/concept; or the assignment was totally completed and the student does not demonstrate mastery of the skill/concept.
- 0 points - The student did not complete or submit the assignment.

Individual student needs must be considered in the assignment of and assessment of homework. Appropriate adaptations and accommodations, as stipulated in IEPs and Chapter 15 Service Agreements, must be followed.

The percentage of the quarterly grade (maximum of 15%) that timed math facts or homework will be assigned, shall be determined by grade level at each building and shall be applied uniformly.

Grade Reporting

1. Percentages will be used for quarter grades. Final grades will be recorded as letter grades.
2. Special needs students who participate in regular education classes may need adaptive testing. Adaptive testing is a qualitative adjustment to the testing situation which meets the student's needs; the test and test-taking strategy may be adapted, but the same percentage grading scale must be utilized.
3. Final grade Calculations
 - a. Each quarter will be assigned equal value in the calculations of a course final grade, which does not include a final exam.
4. When available, teachers shall be required to post/upload grades weekly to an on-line portal provided to parents for access to student's grades.

Grade Retention (POLICY 215)

In order for a student to be retained in grades 1, 2 or 3, he/she must receive a final grade of "U" in reading or math. In order for a student to be retained in grades 4, 5, or 6, he/she must receive a final grade of "U" in reading and at least one other subject OR math and at least one other subject.

Parents/Guardians have the right to refuse retention for their children who attend kindergarten. However, for children who attend grades 1-6, there will be retention with or without parent/guardian approval.

Incomplete Grades

When an “I” is used as a grade due to incomplete work, the grade will be recalculated within the District make-up work guidelines: For every day a student is legally absent, the student has that number of day(s) to make-up the work. Incomplete should be utilized only when a student was unable to complete work due to extended excused absences.

1. If the student does or does not satisfy the requirements, the teacher will change the quarter grade to the earned value.
2. In all instances, the “Incomplete” must be removed by the teacher and replaced by the earned grade.
3. With approval by the building principal, teacher discretion may be used due to extenuating circumstances to extend the time as defined under the District’s make-up work grading policy.

KINDERGARTEN REGISTRATION AND SCREENING

Kindergarten registration and student screening will take place in the month of March for all children entering kindergarten according to the District’s entrance age. Admission to kindergarten will be limited to children reaching five (5) years of age on or before August 31. Registration and screening are done at the same time.

Registration forms can be downloaded from the District’s website and completed prior to registration. Parents may also stop at the school to pick-up a registration packet, complete the forms, and bring them to registration. Registration dates for each school will be posted on the District’s website in January for the following school year. Official registration must be done in person. If you have any questions, please contact your child’s school.

Parents/Guardians are asked to bring the following information to registration:

- an original copy of the child’s birth certificate
- the child’s immunization records
- proof of residency with an accurate description of the location of your residence including municipality, road names, and landmarks for the purpose of planning transportation routes

During the kindergarten screening, each child will complete various literacy and language related tasks to assess readiness skills. Information gathered during the screening is used to enable our staff to create classroom environments that help children grow and learn.

CURRICULUM / INSTRUCTION / ASSESSMENT – SECONDARY

CURRICULUM REQUIREMENTS

All students in grades 9 through 12 must take the equivalent of six and one-half units for subjects that meet daily plus Physical Education for a complete school term. Any deviation from this requirement must be approved by the building principal. A minimum of 25 units is required for graduation. One unit credit is awarded for any course that meets all year, five periods a week. Fractional unit credit is determined by multiplying .20 times the number of periods a course meets each week. Semester courses that meet five days per week are awarded .50 units of credit.

Drop/Add Guidelines

The scheduling of classes for the upcoming school year generally begins early in the spring of that year. Students have an opportunity to meet with the counselor on an individual basis and plan an appropriate schedule of classes based upon state and district guidelines and individual needs. No changes will be considered except for emergency situations once the deadline date has passed in the summer. The deadline date will be provided in a letter mailed with the student’s schedule. The dropping of a course during the regular school year will be handled on an individual basis. Students should be prepared to take a “U” in the dropped course.

Elective Course Costs

Students scheduling elective Family and Consumer Sciences, Tech Ed. and Art courses requiring materials which will become their property at the completion of the course must assume the cost of these materials. Students who fail to accept this responsibility may be removed from the course and receive a "U" grade.

Graduation Ceremonies

Ceremonies will be available to all qualified graduating seniors. Seniors choosing to participate in these ceremonies are required to attend all rehearsals unless previously excused by the principal. Requests for absence from rehearsals must be presented in writing to the principal prior to the day of the requested absence. Requests for absence should be only for extraordinary reasons and not for routine business. Seniors absent from scheduled rehearsals without prior approval will not be permitted to participate in Baccalaureate or commencement ceremonies. Students graduating from Lenape Technical School may participate in the graduation ceremonies of their home schools. They will receive a diploma from Lenape Technical School.

Please review the District calendar on the Armstrong School District website for graduation dates. Graduation dates are subject to change due to inclement weather. *Graduation dates will be finalized in March.*

Graduation/Promotion Requirements

Promotion and graduation of students shall be based upon the minimum requirements of the various curricular programs as established by the Board of School Directors of the Armstrong School District.

Students must earn the following cumulative credit totals to promote to the next appropriate grade level:

- Grade 9 - must earn 4 credits to promote to Grade 10
- Grade 10 - must earn 11 credits to promote to Grade 11
- Grade 11 - must earn 17 credits to promote to Grade 12

Beginning in grade 7, students have the opportunity to make up a maximum of two courses failed during the school year in summer school.

Students in grades 7 and 8 who have failed no more than three (3) full-year subjects or the equivalent at the conclusion of the school year or summer school will be assigned to the next grade and will be scheduled to repeat subjects failed.

Students in grades 7 and 8, who fail more than three (3) full-year subjects or the equivalent at the conclusion of the school year or summer school, will be retained.

To receive a diploma from the Armstrong School District, a student must satisfactorily complete the program and graduation requirements stipulated by the Commonwealth of Pennsylvania and the local Board of School Directors of the Armstrong School District.

EARLY TO COLLEGE PROCEDURES

Students wishing to enter college on a full-time basis after completing his/her junior year must adhere to the following protocol in order to attend college during the student's senior year and graduate from an Armstrong School District high school:

1. The student must receive acceptance to a college or university.
2. Upon confirmation from the college or university that the student has been accepted, the principal shall notify the college or university of the required courses the students' needs to successfully complete for high school graduation.
3. The principal shall verify that the college or university can provide the required courses for high school graduation.
4. The student must maintain full-time status, minimum 12 credits per semester, during fall and spring term to receive credit for the school year.
5. Each full year high school course is equivalent to one college course.

6. The high school diploma will be issued when the college or university verifies that the student has successfully completed the required courses.

NOTE: College courses will not count toward high school class rank.

EDUCATIONAL SUPPORT SYSTEM (ESS)

The Educational Support System is one component of the support services offered in accordance with the requirements for maintaining safe and drug free schools. ESS is a resource available to students and their parents/guardians as a means of addressing concerns that are negatively impacting academic performance. Participation with parent permission is voluntary. All referrals to and information gathered as part of the ESS processes are maintained in a confidential manner. The ESS team will comply with all laws requiring that information regarding student safety issues (a student plans to hurt him/herself, someone else, or is being hurt) be reported.

The Educational Support System will focus on concerns that may negatively affect academic performance. These may include, but are not limited to:

- Educational needs
- Behavior
- Attendance
- Health issues that affect academic performance
- Drug/Alcohol use
- Safety

Each school has a team of trained professionals whose purpose is to identify concerns that negatively impact the student's learning through a referral process, gather information about performance in school, and with parent participation, plan activities to maximize school success. Students and/or parents/guardians may contact the school office or the ESS team for additional information.

EMPLOYMENT CERTIFICATES

Applications for any type of employment certificates must be made in person by the parent, guardian or the student seeking employment. This regulation pertains to all students in school under the age of 18 years. Information and certificates may be secured from the high school office. Evidence of age is required. All of the following are acceptable: birth certificate, baptismal certificate, passports, documentary evidence other than a school record, or an affidavit of parent or guardian accompanied by a physician's statement of opinion as to the age of the minor.

GRADING/PROMOTIONS: SECONDARY

Teachers assign point values to each test, quiz, culminating project, class work, active participation, performance, homework assignment, lab activity, report or project and record the total possible points and points earned in the grade book. The quarter grade will be determined based upon Chart A. In each grading period, the student should have at least five non-homework recorded grades.

The following letter grades represent the specified percentages:

- 92% - 100% = A
- 83% - 91% = B
- 74% - 82% = C
- 65% - 73% = D
- 0% - 64% = U

The following letters indicate particular circumstances:

I = Incomplete (temporary grade)	W = Withdrawn
E = Passing with effort	WF = Withdrawn / Fail
M = Medical	

The recorded grades will represent student assessment on work from the following categories. The percentages associated with each category are the maximum the category can count toward the quarter grade.

Chart A

Grading Category	Maximum Percent
Evaluations Tests Quizzes *Culminating Projects	80%
Applications Labs Projects Reports Class work Active Participation Performances	80%
Homework	15%

*This category pertains to the following courses: Band, Chorus, Tech Ed, & Art.

Final exams count as 10% of the final grade in any one subject.

No individual band or chorus performance can be weighted greater than 20% of the nine-week grade.

Extra credit may be offered to students. The extra credit may only be worth a maximum of 2%.

Grade Reporting

1. Percentages will be used for quarter grades. Final grades will be recorded as letter grades.
2. Special needs students who participate in regular education classes may need adaptive testing. Adaptive testing is a qualitative adjustment to the testing situation which meets the student's needs; the test and test-taking strategy may be adapted, but the same percentage grading scale must be utilized.
3. Final grade Calculations
 - a. Each quarter will be assigned equal value in the calculations of a course final grade, which does not include a final exam.
 - b. In all courses utilizing final exams, the final exam will be weighted to count as only 10% of the final grade.
 - c. The result is that:

Semester Courses – Each quarter counts as 45% of the final grade and the final exam is 10% of the grade.

Year Long Courses – Each quarter will be weighted as 22.5% of the final grade and the final exam weighted as 10% of the grade.
4. Teachers are required to post/upload grades weekly to the Student/Parent Portal provided to parents to access to student's grades.

Incomplete Grades

When an "I" is used as a grade due to incomplete work, the grade will be recalculated within the district make-up work guidelines: For every day a student is legally absent, the student has that number of day(s) to make-up the work. Incomplete should be utilized only when a student was unable to complete work due to extended excused absences.

- If the student does or does not satisfy the requirements, the teacher will change the quarter grade to the earned value.
- In all instances, the “Incomplete” must be removed by the teacher and replaced by the earned grade within 10 school days of the end of the 9 week grading period.
- With approval by the building principal, teacher discretion may be used due to extenuating circumstances to extend the time as defined under the District’s make-up work grading policy.
- Incomplete grades must be changed to a letter grade within 10 school days of the end of the nine weeks.

GUIDANCE SERVICES

Guidance counselors are certified, specially trained professionals who are available to help all students. Counselors may assist families in locating information on outside counseling services and agencies. Counselors work with the students in light of student interest, abilities, past achievements and teacher recommendations. Counselors also assist students with career and occupational planning.

Parents are invited to contact the school office to make appointments to consult with a counselor privately or together with the student.

HONOR ROLL/CLASS RANK DETERMINATION

Calculation of class rank in the Armstrong School District shall include all courses taken in grades 9 through 12. All students will be required to take a minimum of 6 1/2 credits in addition to physical education each school year.

Calculations for valedictorian and salutatorian will be based on all courses in grades 9 through 12. Selection as either valedictorian or salutatorian shall be limited to students who have completed seventeen (17) credits as a student in the Armstrong School District.

The student shall begin and complete the senior year in the ASD junior/senior high school in which they begin.

The following courses will be given weighted status when calculating the honor roll and class rank with quality point values of: A - 5 points, B - 4 points, C - 3 points, D - 2 points, and U - 0 points.

1. Physics I & II
2. Chemistry I & II
3. Biology II
4. Algebra III/Trigonometry
5. Analytical Geometry
6. Calculus I
7. Foreign Language III & IV
8. Advanced Placement Courses
9. STEAM Art

Honor roll and class rank calculations for weighted courses carry quality point values of A=5; B=4; C=3; D=2; and U=0 points. The calculation of class rank includes all courses taken in grades nine through twelve. All students will be required to take a minimum of 6 1/2 credits per semester in addition to physical education each school year.

The District has two honor roll levels:

Distinguished Honors - Grade point average of 3.8 or higher and can have one grade within the range of 74% through 82% and cannot have a grade less than 74%.

Honors - Grade point average of 3.0 to 3.79 and can have one grade within the range of 74% through 82% and cannot have a grade less than 74%.

INDEPENDENT STUDY (POLICY 146/146AG)

Students may earn credit through independent study outside the regular classroom. Course requirements are the same as if the student attends the regularly scheduled class. The expectation is all independent study courses are

rigorous and have high expectations for the student. All independent study courses will be non-weighted. The building principal may approve an independent study course as weighted if the instructor provides a minimum of 1.5 hours of direct instruction a week and the independent study course is a natural extension of a weighted course within the curriculum. Only those students shall be admitted to courses of independent study who have demonstrated:

1. academic proficiency
2. maturity of judgment
3. a strong motivation to learn
4. self-reliance

All documentation for an independent study must be completed and approved by the teacher, guidance counselor and building principal.

The following procedure is defined for students in grades 11 and 12 who are requesting to complete an independent study course:

1. Independent study consists of studies which are not part of the normal curriculum but are important for the student's educational growth.
2. Independent study is ordinarily reserved for eleventh and twelfth grade students.
3. An Independent Study Contract must be used for approval for all courses in the District. The information required includes the name of the course, length of the course (year/semester), and credit to be granted depending on the final project and rubric designed for the assessment.
4. The advisor/mentor teacher and student are responsible for developing the agreement required for the Independent Study Contract.
5. The Independent Study requires the signature of the teacher, student, parent/guardian, guidance counselor and building principal.
6. Grades/Credit will be issued in the same manner as other courses. The Independent study must be completed within the time frame established in the Contract for grades/credit to be awarded. The minimum time a student must account for is 60 hours per semester. These hours must be documented and verified by the teacher supervisor on the weekly time log form.
7. A copy of the Independent Study Contract is filed in the student's cumulative folder. Credits and grades are reflected in all student information, class standing and academic reports.

Expectations of Student

1. The student is expected to be familiar with and abide by these guidelines for the independent study.
2. The student is responsible for arranging a schedule of meetings with the supervising teacher. These meetings are to take place regularly, usually once per week at the supervisor's convenience. The student is responsible for reestablishing a schedule of appointments in the event that the meeting arrangements break down, (i.e. if the student is absent due to illness or the teacher is called away to a meeting, etc.).
3. The student is responsible for asking for help when needed, not necessarily waiting for the scheduled appointment.
4. The student is responsible for maintaining a log of activities while studying independently. The notations in the log are expected to be as follows: dates and times worked, description of work accomplished (pages in a text or title, author and pages in a reference used, part of project worked on, etc.) questions or problems that came up, and, ultimately, a plan for the next week's work. The student is to bring the log to each meeting with the supervising teacher. The student is to ask the supervising teacher to sign and date the log at each meeting.
5. The student is responsible for maintaining a portfolio of activities while studying independently. The portfolio should contain all work accomplished during the nine- weeks.

Expectation of Teacher

1. Supervision of Independent Study is voluntary for teacher members.

2. The teacher must submit to the building principal the course outline. This includes objectives for each nine-weeks, suggested activities to be completed, types of assessments used and frequency of student contact (usually weekly).
3. It is the teacher's responsibility to assist in a quality study experience for the student(s), while not allowing his/her Independent Study commitments to interfere with that teacher's regular teaching duties.
4. The supervisor must meet his/her student(s) as per their agreed upon schedule of meetings (typically weekly). The supervisor should keep a brief written conference record of the details of each meeting (time, place, topic, etc.). Teachers may be requested to submit their conference record at the end of the term of study.
5. It is the responsibility of the supervising teacher to submit the final grade each nine-weeks to the principal.

NATIONAL HONOR SOCIETY

Selection Of Members

Each school will establish a "Standing Committee" comprised of the principal, advisor, counselor and four teachers. The purpose of the committee will be to oversee the procedures set forth and to make the final determination of those students to be selected for National Honor Society membership.

Guidelines For Minimum Eligibility

SCHOLARSHIP: Juniors and seniors who have maintained a grade point average of 3.5 or better will have satisfied the scholarship criterion for membership. Grade point averages will be calculated and rounded to the nearest 1/100th for National Honor Society purposes. A list of those students who satisfy the 3.5 average will be prepared at the end of the first semester.

SERVICE: Two service related activities during grades 9 through 12 inclusive are required. Of the two service activities at least one must be a service to the school. Participation in athletics, cheerleading, student council and marching band are acceptable in this category. In order for clubs to be considered, the club must be service oriented. Membership in any of the eligible activities does not in itself satisfy the requirement. Active participation must be verifiable.

LEADERSHIP: One leadership role is required during grades 9 through 12 inclusive. Although only one leadership role is required, that element must: 1) be the result of an elected position and/or office, or an assumed leadership role 2) be supported by the student that the elected or assumed leadership role was authentic and that it can be supported and verified that the student was active in that role.

The Selection and Review Committee will review each student's information form and make the final determination regarding the student's qualifications for service and leadership.

CHARACTER: Evaluations will be completed by the faculty on four designated characteristics: integrity, positive behavior, cooperation and ethics. The teachers will rank the student on a scale of 1, 2, or 3 in each of the four areas, with 1 the lowest and 3 the highest. The student needs an average minimum score of 10 for eligibility. In calculating the score, the lowest rating form will be dropped.

Dismissal of Members

National Honor Society members are reminded that the standards used to determine eligibility in the National Honor Society are to be maintained throughout active membership. Any member displaying a violation of the standards, flagrant violation of school rules or civil laws, may warrant a sanction or a dismissal proceeding. Furthermore, a student who is dismissed or who resigns may never again become an Honor Society member.

When dismissal proceedings are determined to be in order, the student will be informed in writing of the hearing date, time, and alleged violation(s). (Standard due procedures will be employed as per informal hearings). The purpose of the hearing will be to provide an opportunity for the student to hear the charges and present any evidence in his/her defense, or extenuating circumstances as to why he/she should not be dismissed. Following the hearing, the National

Honor Society faculty council will respond in writing with their findings. If the member is dismissed, he/she must then surrender the National Honor Society emblem and membership card to the chapter advisor.

SUMMER SCHOOL (POLICY 124)

The Armstrong School District annually conducts a Summer School Program for students who have failed courses during the regular school year. Those courses offered each year are based on sufficient enrollment according to student needs. Pupils have the opportunity to register for one or two classes and must successfully complete all assignments and instructional activities. Summer school courses will be offered in cyber school format using the Canvas online learning platform. ALL students must come in the first day. **Armstrong School District will not provide computers or technology for use during summer school. Students may come into the building during designated hours to utilize Armstrong School District technology, and tutoring assistance if needed.** The Armstrong School District discipline code is enforced at all times. Dismissal from the Summer School Program may occur due to failure to abide by these regulations. Appropriate grades and credits are granted to students at the conclusion of the session, and when all requirements have been met and verified by the instructors.

Teachers in the Armstrong School District Summer School Program are certified in each specific content area or subject matter taught. These professionals are committed to helping students achieve goals and strengthen academic areas of weakness.

Building principals and guidance counselors assist students in completing registration forms and submitting necessary information to the District's Curriculum Department and Summer School Coordinator. Payment of the fee per course and all transportation arrangements are the responsibilities of the pupil(s) and parent(s)/guardian(s).

Nonresident students may enroll in the Summer School Program depending on course availability and enrollment numbers. The Armstrong School District Guidance Department and Curriculum Department can provide information to individuals who request materials pertaining to the Summer School Program.

VIRTUAL/ONLINE COURSES (POLICY 141)

High School students may earn a maximum of three (3) units of academic credit to be applied toward graduation requirements by completing online courses offered by Pennsylvania public schools, colleges and universities accredited by the Pennsylvania Department of Education, or other providers approved by the Board of School Directors. The Superintendent or designee, upon the recommendation of the high school principal, may make an exception to the course limit provision.

Guidelines

Credit from an online or virtual course may be earned in the following circumstances:

1. The course is not offered at the high school.
2. The course counts towards graduation credit requirement, but not toward GPA/Class Rank unless the approved Armstrong School District course is taught by a District teacher.
3. The course may count as an Armstrong School District required course, if Armstrong School District offers the course.
4. Although the course is offered at the high school, the student is not able to take the course due to an unavoidable scheduling conflict.
5. The course will serve as a supplement to extended homebound instruction.
6. The student has been expelled from the regular school setting, but educational services are to be continued as per federal/state law.
7. The student requires a differentiated or accelerated learning environment as outlined in the student's special education or gifted individualized educational plan.
8. The tuition fee for virtual/online courses will be the responsibility of the school district under the following conditions:

- A legitimate course conflict exists.
- The virtual/online course is one of the eight (8) maximum credits in which a student may enroll during the school year. Exception to the eight (8) credit maximum may be granted by the principal.
- Limited to Armstrong School District courses.
- The student/parent is responsible for initial payment of tuition and associated costs. The District will reimburse the student/parent said costs if the student completes and passes the course.

9. Financial Responsibility: Some courses (some elective course) are **not** taught by Armstrong School District instructors. Therefore, students may have the option of enrolling in courses offered by approved out-of-district vendors. When this happens, it is the **responsibility of the parent/student** to pay the Armstrong School District prior to the start of class the full costs of any on-line course(s) not taught by an Armstrong School District instructor.

10. Access to on-line content at an elementary level may occur when acceleration and/or enrichment is appropriate within the student's regular building assignment during the regular student day. The District will offer appropriate options from among the following:

- instructional software
- district-approved on-line curriculum

Acceleration courses are limited to those offered as a part of the Armstrong School District curriculum. Participation in online courses outside of the regular curriculum offerings will not be funded by the District.

Requirements

- Students applying for permission to take a virtual/online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the technology skills and maturity level needed to function effectively in an online learning environment.
- During the school day, Armstrong School District students will be provided appropriate access to computers, software and online connectivity.
- Parents of students applying for permission to take a virtual/online course must assume responsibility for providing access to appropriate computer, software, and online connectivity.
- The written approval of the principal and Superintendent's designee shall be obtained before a student enrolls in a virtual/online course.
- The student may be required to participate in a proctored examination in their home school or at a regional site.
- The student must submit to the high school guidance office an official transcript of the final grade received from the approved online provider before credit toward graduation will be granted.
- Students must follow all school rules as outlined in the Armstrong School District Handbook.

CAREER AND TECHNICAL EDUCATION (POLICY 115)

All students who have completed ninth or tenth grade requirements are eligible to apply to attend Lenape Technical School and will attend the school part-time or full-time. Any exception to the eligibility requirement must be approved by a committee composed of the counselor, principal and Assistant Superintendent, with notification to the Superintendent. Students may participate in only one vocational technical school program unless approval is granted by the Armstrong School District and Lenape Technical School to participate in the second program and the Technical School agrees to waive the fee cost for the second program.

CUSTODY GUIDELINES

Often the school is requested not to release children to certain individuals. Parents involved in divorces or separations, adults with custody of children, or parents whose children have been placed in foster homes by the court often make such requests. **In all such cases, the school cannot refuse to release a child to a natural parent unless a copy of the current court or restraining order denying that individual access to the student has been placed on file in the school office.** Therefore, if you have custody papers or a court order placing a child in your custody, you should bring these papers to the school office so that a copy can be made for placement in our files.

Records must be released to any person who can prove they are a legal parent or guardian of the student in question, unless educational rights have been revoked by the court.

Parents/Guardians must provide the school with an updated copy of custody orders, protection from abuse orders, restraining orders, or other court documents each year. If a change in a court order occurs during the school year, parents/guardians must immediately notify the school and provide a copy of the updated order.

DEBTS

Students are obligated to pay costs for the following reasons: lost book(s), cost of on-line course, equipment, materials or supplies directly assigned to them; cafeteria charges; library debt; and damaging or defacing school property in any manner. Assessments for such debts will be put in the form of a written statement by the building principal and presented to the student in lieu of the report card. In this situation parents have the opportunity to call the school and ask that the student's grades be read to them. Seniors whose debts have not been cleared will not receive diplomas, will be denied participation in Baccalaureate and Commencement programs and will not have transcripts issued by the school.

DRESS AND GROOMING (POLICY 221)

Students are expected to exhibit cleanliness and good taste in personal appearance. Students are expected to dress in such a manner that they are not disruptive nor infringe upon the health and safety of themselves and others. Parents are reminded that student behavior improves as dress improves. Questions on the appropriateness of dress will be determined by the principal. Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty and good sense in attire and appearance.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the students.

All students must conform to the following code of dress, rules and regulations.

1. No headgear, such as hats, shall be worn inside the building, except where permitted by instructors of industrial/technology education or science laboratories.
2. Hats, handkerchiefs or similar headwear, as well as outerwear, may not be worn in the school building during regular school hours except for religious or health reasons. Approval by the building principal may be made for "Special Hat" Day or any other special activity designated and/or approved by the principal that would have educational benefit.
3. Sunglasses are not permitted to be worn inside the building unless required for medical purposes supported by a physician's prescription.
4. Halter tops, tube tops, mesh shirts, spaghetti straps, gapping, low cut or revealing blouses are not permitted. The bottom of the top garment should meet and overlap the top of the lower garment, or be worn tucked one inside the other.
5. Shirts or tops with larger than normal armholes, which do not cover from the underarm to the waist, shall not be permitted.
6. Students will be required to wear appropriate footwear at all times.
7. No basketball type shirts or garments that resemble men's underwear are permitted.
8. The length of dresses, skirts, shorts and skorts must be longer than the finger-tips when standing straight with arms down.
9. Any clothing containing obscene, lewd, vulgar or profane words, depictions, prints or graffiti may not be worn, whether it is wearing apparel, footwear or other accoutrements usually associated with a person's dress.
10. Any clothing encouraging the use of, depicting or advertising any alcohol, drugs or tobacco may not be worn, whether it is wearing apparel, footwear or other accoutrements usually associated with a person's dress.
11. No clothing which causes or would reasonably cause actual and material disruption of school operations or activities may be worn, whether it is wearing apparel, footwear or other accoutrements usually associated with a person's dress.
12. No clothing depicting or implying racial hatred or prejudice, including racial or derogatory slurs, may be worn.
13. Students are expected to dress in such a manner that they are not disruptive, nor do they infringe upon the health and safety of themselves or others. Any extremes in dress that create a disturbance in the educational process of the school are prohibited. The principal will make the final decision in this regard.
14. Undergarments should not be exposed nor visible through the outer garments.

Students who violate this policy will be required to secure appropriate apparel and may be subject to disciplinary action.

EDUCATIONAL SUPPORT SYSTEM (ESS)/STUDENT ASSISTANCE PROGRAM (SAP)

The Armstrong School District, through its Educational Support System/ Student Assistance Program, provides general education intervention services to students who experience academic difficulties and/or behavior problems that interfere with their learning in school.

The Educational Support System will focus on concerns that may negatively affect academic performance. These may include, but are not limited to:

Educational needs
Behavior
Attendance
Health issues that affect academic performance
Drug/Alcohol Use
Safety

The team approach involves the parents/guardians and is designed to provide peer support for teachers and staff through a multidisciplinary process. Referrals to ESS are made by a parent, principal, teacher, or professional staff member. Parental participation is encouraged although consent is not required. Problem areas are identified and interventions are designed and implemented according to specific timelines. Specific intervention strategies are continued over time within the general education setting. For students whose needs may extend beyond what may be provided for within the general education setting and ESS interventions, a referral is made to the Multidisciplinary Evaluation (MDE) team.

Response to Intervention

At the elementary level, the Response to Intervention framework is used to enable early identification and intervention support for students at academic or behavioral risk. Response to Intervention is a comprehensive, multi-tiered intervention strategy. In most cases these interventions are offered in addition to the core program using a combination of state, local, and federal funds. Comprehensive progress monitoring is used to determine student progress and team meetings are held to discuss student performance and/or make necessary program adjustments.

ELECTRONIC DEVICES (POLICY 237)

The Armstrong Board of School Directors has adopted an Electronic Devices policy to maintain an educational environment that is safe and secure for District students and employees.

The Armstrong Board of School Directors has the authority to prohibit possession of certain electronic devices by students and to establish acceptable use guidelines for other electronic devices. (SC 1317.1)

Electronic Communication Devices are communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications, perform word processing and other computer and online applications (apps), and provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Examples of Electronic Communication Devices include, but not limited to, smartphones (iPhone, Android, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, media players; PDAs; digital cameras; tablet and laptop computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and District policies.

Electronic Communication Devices could be devices that are not capable of transmitting telephone communications (such as iPads, radios, etc.), do not have Internet access (such as District issued and student-owned Kindles), are lasers and/or are radar communication devices.

Personal Electronic Communication Devices – are Electronic Communication Devices that are owned by the student.

Unless a teacher determines otherwise, Electronic Communication Devices, including Personal Electronic Communication Devices, must be turned off upon entering any instructional area and remain off until the student leaves the instructional area. Instructional areas include, but are not limited to, classrooms, gymnasiums, practice fields, field trip locations, auditoriums, band rooms and chorus rooms.

The District shall have the right to restrict Electronic Communication Devices during school evacuations as necessary for the safety and security of all individuals.

The District shall not be liable for the theft, loss, damage, misuse or unauthorized use of any Personal Electronic Communication Device brought to school by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to school, school events or District property. The District will not be responsible for restricting, monitoring or controlling the personal electronic communications of students; however, it reserves the right to do so.

If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by non-owners, the owners of the Personal Electronic Communication Devices are jointly responsible with the non-owner for the misuse and/or violation of District policy, regulations, rules or procedures.

Guidelines

1. In accordance with Policy 237, Electronic Communication Devices, including Personal Electronic Communication Devices, *may be used* in authorized areas or as determined by the school administration as follows:
 - A. For educational or instructional purposes.
 - B. Before and after school, in the library and a study hall, if authorized by the teacher.
 - C. When the educational, safety, emergency, medical or security use of the Electronic Communication Devices, including Personal Communication Devices, by the student is approved by the building principal or designee or the student's IEP team. In such cases, the student's use must be supervised by a District professional.

2. In accordance with this Policy, Electronic Communication Devices, including Personal Electronic Communication Devices, *may not be used* in unauthorized areas or as determined by the school administration as follows:
 - A. The Board strictly prohibits possession by students on school grounds, at District-sponsored activities and on buses or other vehicles provided by the District, any non-District-owned laser pointers or laser pointer attachments and any Electronic Communication Devices, including Personal Electronic Communication Devices, that are hazardous or harmful to students, employees and the District.
 - B. During tests, examinations and/or assessments, unless the teacher authorizes such use. When Electronic Communication Devices, including Personal Electronic Communication Devices, are not permitted to be used during tests, examinations and/or assessments, they must be stored in closed items such as pocketbooks and book bags and may not be visible or turned on. For example, they may not be placed on desktop, table or on an individual's lap.
 - C. To cheat, engage in unethical conduct and threaten academic integrity.
 - D. To access and/or view Internet websites that are blocked by the District. Examples include, but are not limited to, social media sites and "inappropriate matter" as defined in the District's Responsible Use Policy and Social Media Policy.
 - E. To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent or storing/accessing personal and/or academic information/data without consent.
 - F. In locker rooms, bathrooms and dressing rooms.
 - G. To create, send, share, view or disseminate sexually explicit, lewd images or video content, as such acts may be a crime under state and/or federal law.
 - H. To disrupt the educational and learning environment.

3. Electronic Communication Devices, including Personal Electronic Communication Devices, that violate this Policy, other relevant District policies, regulations, rules and procedures shall be confiscated and given to the building administrator.
4. If school officials have reasonable suspicion that this Policy, other relevant District policies, regulations, rules, procedures and laws are violated by the student's use of Electronic Communication Devices, including Personal Electronic Communication Devices, and that the use of these devices materially and substantially disrupt the school's atmosphere, the devices may be *lawfully searched in accordance with the law*, and/or the Electronic Communication Devices and the Personal Electronic Communication Devices may be turned over to law enforcement, when warranted.
5. Students should have no expectation of privacy when using the District-owned Electronic Communication Devices and when using the District's WiFi or other service(s). In addition, students should have no expectation of privacy when they use Personal Electronic Communication Devices on the District's WiFi or other service(s).
6. When legally required and/or when in the interest of the student, the student's parent/guardian shall be notified.
7. If an Electronic Communication Device, including a Personal Electronic Communication Device, is suspected of being stolen, it shall be turned over to law enforcement.
8. Disciplinary consequences shall be in accordance with the District's policies, regulations, rules and procedures, including but not limited to Student Discipline, Responsible Use of Information Technology Resources, Bullying/Cyberbullying, Harassment, Social Media and other policies.
9. Violations of this Policy should be reported to the Superintendent or designee.

Discipline: Students who violate this policy shall be subject to appropriate disciplinary responses including but not limited to warnings, in-school suspension, out-of-school suspension, temporary or permanent revocation of any electronic device privileges, and/or confiscation of the electronic device. A confiscated electronic device shall be deactivated and returned at the end of the school day. Parents/Guardians will be notified of any disciplinary action, including confiscation or denial of privileges. At the discretion of the principal, confiscated devices may not be returned until a conference has been held with a parent/guardian.

ENGLISH AS A SECOND LANGUAGE (POLICY 138)

English as a Second Language is an academic discipline that is designed to teach English language learners social and academic language skills as well as the cultural aspects of the English language necessary to succeed in an academic environment and contribute to society. The ESL/Bilingual Program is part of the core curriculum; it replaces the English planned instruction required under Chapter 4. The budget includes funding to support the program.

The Armstrong School District provides a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency. Eligible students receive instruction in listening, speaking, reading, writing, and comprehension at appropriate developmental and proficiency levels. The student receives sufficient instructional time from a PA certified teacher (hired as a teacher not an aide) with appropriate resource materials. The teacher uses an assessment system that monitors student progress in learning English. Classroom teachers provide assistance and accommodations so the English Learner has academic success while learning English. The ESL Program is evaluated annually to determine if the English Learners are achieving success in learning English. If they are not, the program is adapted to meet their needs.

ESL COMPLAINT RESOLUTION PROCEDURES

Please follow the procedures outlined under the section titled, "Communication between Home and School." In addition, a state assistance line is available at 717-787-8913.

GIFTED (POLICY 114/114AG)

The Armstrong School District implements a system to identify students within the District who are thought to be gifted and in need of specifically designed instruction. Each school routinely reviews data such as cumulative records,

enrollment records, report cards, work samples and achievement test scores. The District's multi-criteria gifted screening process is designed to identify potentially gifted students who may need further evaluation because they show evidence of one or more of the following:

1. Performance or expertise in one or more subject areas
2. Intense academic interest in one or more subject areas
3. High rate of acquisition and retention of new information
4. Scores that are a year or more above grade level in one or more academic areas
5. Early and measured use of high level thinking skills
6. Academic creativity
7. Appropriate leadership skills
8. Effective communication skills
9. Foreign language aptitude
10. Technology expertise

When conducting screening for gifted learners, the school team must consider intervening factors that may mask gifted ability.

The Gifted Multidisciplinary Evaluation (GMDE) will begin with parental permission when further evaluation is needed. This process involves a certified school psychologist who gathers additional information that will be used to determine if the child qualifies for gifted education. If so, the types of services and programming based on the child's individual needs will be established by the Gifted Individualized Education Plan (GIEP) team. Gifted programming shall be in the form of enrichment and/or acceleration.

For more information, contact:

Pennsylvania Association for Gifted Education (PAGE)
P.O. Box 15350
Pittsburgh, PA 15237
www.giftedPAGE.org
1-888-736-6444

HEALTH SERVICES (POLICY 209)

The following health services are required for students by Pennsylvania School Law. Any parent/guardian who does not wish their child to receive the services and examinations in school by the School Nurse, School Physician, or School Dentist, must notify the School Nurse in writing.

Height, Weight, BMI	- all students.
Vision Screening	-all students
Hearing Screening	- Grades K, 1, 2, 3, 7, 11 and students referred by teachers or other school staff
Physical Examinations	- Grades K, 6, 11.
Dental Examinations	- Grades K, 3, 7.
Visual Scoliosis Screening	- Grades 6 and 7.

If a parent or guardian elects not to have the school provide the above services, they must supply the school with the results of examinations by their own family physician or dentist.

If a child is exempt from health services for medical or religious reasons, written proof of the exemption is required.

Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, asthma, recent surgery, medication or anything that might limit students at school.

If a student becomes ill while in school, he/she should seek permission to visit the school nurse. If the nurse is not in, students are to report to the office.

If a student's illness warrants leaving school, parents/guardians will be notified by the office. Students are not to make arrangements for leaving on their own.

Upon returning to school from this absence, the student shall present a valid excuse under the procedures established in the Attendance Regulations section of the Parent/Student Handbook.

Emergency cards are provided for each child at the beginning of the school year. The parent/guardian is to assume the responsibility of filling out the card completely and returning it to the school. The valuable information which is given on this card is necessary to provide early professional care and use of special treatment facilities which may improve chances for survival and lessen severity. The emergency card also provides the opportunity for the parents/guardians to comment on any medical problems or conditions their child may have so that the school may be aware and provide adjustments when necessary to meet the needs of the child.

Medical problems found as a result of any examinations are recorded on the student's health record. Teachers are notified regarding any student who has a condition which might cause him/her to have difficulty in class.

The school is vitally interested in the health status of every student. The constant school objective is to maintain, protect, and when possible, improve the health of each individual.

STUDENT ACCIDENT INSURANCE

The Armstrong School District will make available a group plan of student accident insurance for purchase on a voluntary basis for every child from kindergarten to grade 12. The cost of insurance will be paid by the parent/guardian of the student.

Although insurance is not required for participation in the athletic program, parents are urged to provide adequate medical insurance coverage through private resources or through the District.

HOMEBOUND INSTRUCTION (POLICY 117)

Application for homebound instruction shall be made to the building principal and shall certify the nature of the illness or disability, state the probable duration of the confinement, and be recommended by a physician. Homebound instruction will be provided for those students whose confinements are expected to last at least two (2) weeks and not to exceed three (3) months. Approval may be requested from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months. The program of homebound instruction provided to each student shall be in accordance with the standards established by the State. The Board reserves the right to withhold homebound instruction when any one (1) of the following occurs:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

IMMUNIZATION REQUIREMENTS (POLICY 203)

Immunization records need to be updated within the first five days of school. The District must exclude students who have not obtained the required immunizations outlined below from admittance or attendance until they provide proof of immunization or immunity, or fall within the following provisions:

1. Exempt for medical, religious or philosophical reasons, in accordance with law, regulations and Board policy.
2. Homeless student who has not been immunized or is unable to provide immunization records, in accordance with law, regulations and Board policy.

3. Foster care students or students transferring into a school within the Commonwealth, who must meet the requirements listed below.
4. Provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and meeting the requirements listed below.

Required for Attendance (K-12)

Diphtheria, tetanus and pertussis – four (4) or more properly spaced doses administered in a combination form (diphtheria, and tetanus toxoids and acellular pertussis (DTaP) or diphtheria and tetanus toxoids and pertussis (DTP). If the student has a contraindication to pertussis vaccine, the student shall receive diphtheria-tetanus toxoid vaccine (DT) to complete the vaccination series. The fourth dose will be administered on or after the fourth birthday.

Poliomyelitis – four (4) properly spaced doses of either oral polio vaccine or inactivated polio vaccine, which may be administered as a single antigen vaccine, or in a combination form. The fourth dose shall be administered on or after the fourth birthday and at least six (6) months after the previous dose.

Measles (rubeola), mumps and rubella (German measles) – One (1) of the following:

1. Multiple antigens – two (2) properly-spaced doses of live attenuated measles, mumps, rubella combination vaccine, the first dose administered at twelve (12) months of age or older.
2. Single antigens – in the event the antigens were given separately, and not in a combination vaccine, the dosage is as follows:
 - a. Two (2) properly-spaced doses of live attenuated measles vaccine, the first dose administered at twelve (12) months of age or older.
 - b. One (1) dose of live attenuated rubella vaccine, administered at twelve (12) months of age or older.
 - c. Two (2) properly-spaced doses of live attenuated mumps vaccine, administered at twelve (12) months of age or older.
3. Evidence of immunity – may be shown by a history of measles and rubella immunity proven by laboratory testing by a laboratory with the appropriate certification and a written statement of a history of mumps disease from a physician, certified registered nurse practitioner or physician assistant.

Hepatitis B – three (3) properly spaced doses, or a two (2) dose vaccine regimen approved by the Food and Drug Administration, or documented immunity through a laboratory test. The vaccine may be administered as a single antigen vaccine or in a combination form.

Varicella (Chickenpox) – two (2) properly spaced doses with the first dose administered at twelve (12) months of age or older, which may be administered as a single antigen vaccine or in combination form. Evidence of immunity may be shown by a laboratory test or by a written statement from a physician, certified registered nurse practitioner or physician assistant.

Required for Entry into 7th Grade/School Year When Student Turns Twelve (12) Years of Age

In addition to those required for attendance in K through 12, the following immunizations are required for entry into 7th grade or, in an ungraded class, in the school year when the student turns twelve (12) years of age:

1. Tetanus and Diphtheria Toxoids and Acellular Pertussis (Tdap) – one (1) dose of Tdap in a combination form.
2. Meningococcal Conjugate Vaccine (MCV) – one (1) dose.

Required for Entry into 12th Grade/School Year When Student Turns Eighteen (18) Years of Age

In addition to those required for attendance in K through 12, the following immunization is required for entry into 12th grade or, in an ungraded class, in the school year when the student turns eighteen (18) years of age:

1. Meningococcal Conjugate Vaccine (MCV) – one dose. A dose of MCV received at the age of sixteen (16) years or older shall count as the 12th grade dose.

Vaccination Administration Grace Period

A vaccine dose administered within the four-day period prior to the minimum age for the vaccination or prior to the end of the minimum interval between doses will be considered a valid dose of the vaccine. A vaccine dose administered more than four (4) days prior to the minimum age or interval will be considered invalid, and the dose will have to be repeated.

Proof of Immunizations

Prior to or at school registration, parents/guardians will be informed in writing of the requirement to provide proof of immunizations.

Parents/Guardians of students who will be entering 7th and 12th grades shall also be provided with written notice in the school year prior to the student's entry into 7th or 12th grade, informing them of the requirements for the additional immunizations.

School staff who register students for enrollment in District schools will ensure that the required written proof and dates of immunizations are received for each student prior to being admitted to District schools, subject to the exceptions noted below.

School health staff will monitor health records for students entering 7th and 12th grades to ensure written proof of immunization is received prior to the student's entry into 7th or 12th grade.

Proof of a record of immunization, which is a written document showing the date immunizations were administered, includes the following:

1. Physician's record
2. Baby book
3. School health record
4. Family Bible
5. Health Passport
6. Other states' official immunization documents
7. International Health Certificate
8. Immigration records
9. Similar documents or history

District staff will maintain a Certificate of Immunization, in paper or electronic format, for each student enrolled in District schools, in accordance with state regulations.

A sample Certificate of Immunization may be obtained from the Pennsylvania Department of Health: [Certificate of Immunization](#)

Provisional Attendance

State regulations require that any student who has not completed the full series of required immunizations and has not been exempted from immunization for medical, religious or philosophical reasons will not be permitted to attend District schools.

If a student has not received a vaccine that only requires a single dose on the student's first day of attendance that school year, the student will not be admitted to school.

If a student has received at least one (1) dose of a multiple dose vaccine series by the first day of attendance that school year, the school administrator, school nurse or designee may provisionally admit the student when one (1) of the following occurs:

1. The student will receive the final dose in a multiple dose vaccine series within five (5) school days of the first day of attendance. The parent/guardian must provide proof of immunization on or before the fifth day of school attendance.
2. The student will receive the next scheduled dose in a multiple dose vaccine series within five (5) school days of the first day of attendance. The parent/guardian must provide a medical certificate on or before the fifth school day of attendance, scheduling the additional required doses and detailing the plan for completion of all required immunizations.
3. When the next dose in a multiple dose vaccine series is not medically appropriate during the five (5) school days following the first day of attendance, the parent/guardian must provide a medical certificate on or before the fifth school day, scheduling the additional required dose and detailing the plan for completion of all required immunizations.

The medical certificate shall contain the detailed plan to ensure completion of all required immunizations for a student who has been provisionally admitted. The immunization requirements must be completed in accordance with the requirements detailed in the medical certificate.

A sample Medical Certificate may be obtained from the Pennsylvania Department of Health:

Medical Certificate

The Medical Certificate will be reviewed at least every thirty (30) days by the school administrator, school nurse or designee. If, upon review, the requirements have not been met, the school administrator or designee may exclude the student from school.

Exceptions to Immunization Requirements

The immunization requirements of the state regulations do not apply to students in the following circumstances:

1. Homeless Students – the student has not been immunized or is unable to provide immunization records due to being homeless. The school will comply with laws, regulations and Board policy pertaining to homeless students.
2. Transfer Students – a student transferring into a school within the Commonwealth who is unable to provide immunization records immediately upon enrollment.

Parents/Guardians of transfer students will have thirty (30) days to:

- a. Provide the immunization records showing proof of required immunizations.
- b. Complete the required immunizations.
- c. Complete the medical certificate detailing the plan to complete the course of required immunizations for multiple dose vaccines.

A student who is unable to complete one (1) of the above requirements in thirty (30) days may be excluded at the end of the thirty-day period.

3. Foster Care Students – a student has not been immunized or is unable to provide immunization records due to being in foster care. The school will comply with laws, regulations and Board policy pertaining to foster care students.

Parents/Guardians of foster care students will have thirty (30) days to:

- a. Provide the immunization records showing proof of required immunizations.
- b. Complete the required immunizations.
- c. Complete the medical certificate detailing the plan to complete the course of required immunizations for multiple dose vaccines.

A student who is unable to complete one (1) of the above requirements in thirty (30) days may be excluded at the end of the thirty-day period.

Department of Health Temporary Waiver

The Pennsylvania Secretary of Health may issue a temporary waiver of the immunization requirements in cases where the Centers for Disease Control and Prevention recognize a nationwide shortage of a particular vaccine, or in the event a disaster impacts the ability of children transferring into a school to provide their immunization records.

LICE PREVENTION (POLICY 209.2)

The Armstrong Board of School Directors is committed to maintaining a healthy environment for students and staff. To fulfillment of that commitment, the Board establishes this pediculosis policy to provide guidelines for the prevention and control of head lice in students. The school nurse is responsible for carrying out the school district's health program, including the screening and monitoring of pediculosis (head lice). The teachers and principals should consider the school nurse as a consultant for all matters pertaining to the health and welfare of the pupils under their jurisdiction.

A. Exclusion

The Armstrong School District shall exclude students from school who have been found to have live lice until treated with a pharmaceutically-approved pediculicide and found to be free of active lice by the school nurse.

B. Prevention and Control of Pediculosis (Lice)

1. Upon detection of active head lice in the school setting, the nurse will contact the parent who should pick up the child by the end of the day. The family will be provided prevention and treatment information.
2. Once a student is readmitted to the classroom, the school nurse will examine the student at 7 days. Group and individual screening for lice should occur at the discretion of the school nurse.

Head lice are parasitic insects, flattened in shape from top to bottom. They have no wings and do not jump or fly. During all stages of their life cycle, they need to feed on human blood. They make their home on a person's head. They grow in little tear shaped eggs (nits) which are attached to the hair. These tiny nits are usually found approximately 1/4 to 1/2 inch from the scalp but can be found further down on the hair shaft depending on the length of the infestation. The nits can be either white or brown in color and hatch in 7 to 10 days. Once hatched, a louse can live as long as 30 days.

While school is a possible source of infestation, the highest risk of getting head lice occurs in the home. Head lice are spread in 3 ways: (1) by head-to-head contact, (2) on shared items such as hats (helmets), combs, brushes, and stereo headphones, and (3) on shared surfaces such as pillows, mattresses, car seats, and upholstered furniture. We urge you to advise your children not to share these items with others.

How do you know if your child has head lice? One telltale sign is persistent itching of the scalp, often accompanied by scratch marks. In checking the scalp, pay close attention to the crown, back of the head along the neck and behind the ears. These are the places where you commonly find the egg. Siblings and close contacts should also be examined for presence of lice.

When a case of head lice is found, it is important to treat it immediately with an approved lice killing shampoo. This special shampoo can be bought at a drug store or can be prescribed by your child's physician. Carefully follow the directions on the bottle for proper application. Remove ALL NITS as part of the treatment process. Rinsing the hair with a mixture of 1/2 vinegar and 1/2 water may help to loosen the nits. You can contact your child's physician for additional information. Once your child has been properly treated, he/she will be reexamined by the school nurse the day they return to school.

There are several things to do to keep lice from coming back. Check everyone in the family for 2 weeks. If the lice killing agent did not kill all the eggs at the time of treatment, these eggs can still hatch and start the whole process over again. This is why it is critical to remove all the eggs following treatment. Clothing, towels, and bed linens should be washed in hot soapy water (at least 130 degrees). Also, wash all combs, brushes and hair accessories in hot soapy water. Vacuum carpets and upholstered furniture and change the bag afterwards. Put all items that can't be washed in an air tight plastic bag for 2 weeks.

Remember, head lice can happen to anyone. The most important fact to remember is that the problem should be quickly treated because delays will only help to spread the infestation. Effective control calls for effective treatment of each infested child and complete follow up by parents.

MEDICATION ADMINISTRATION (POLICY 210/210AG)

Parents are encouraged to administer prescription and non-prescription medication at home whenever possible. The Armstrong School District recognizes that some students would be unable to attend without receiving medication during the school day. Therefore, the school district will permit the administration of prescription and nonprescription medication during the school day in accordance with the following procedures:

1. Written orders from a licensed prescriber must be obtained and should include the name of the medication, dosage, route of administration, the time interval the medication is to be taken, potential serious reaction or side effects and emergency response. Before any medication may be administered to or by any student during school hours, the District shall require the written request of the parent/guardian, giving permission for such administration.
2. All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.
3. Prescription medication shall be delivered in its approved original packaging and labeled with:
 - a. name, address, and telephone number of the pharmacy
 - b. student's name
 - c. directions for use (dosage, frequency and time of administration, route, special instructions)
 - d. name of the licensed prescriber
 - e. date originally filled
 - f. name of medication and amount dispensed
 - g. controlled substance statement, if applicable
4. With the exception of inhalers, which are accessible to students at all times, all medications will be stored in the nurse's office in a locked cabinet or refrigerator without food. Narcotics will be stored under double lock.
5. The school nurse is responsible for ensuring that:
 - a) the administration of medication is properly documented;
 - b) therapeutic benefits and side-effects are monitored; and
 - c) appropriate information is communicated to parents, licensed health care providers and school staff
6. Self-managed administration of medications must be evaluated individually by the school nurse (for example: asthma inhalers, epinephrine, and insulin). Written direction for such exceptions must be obtained from the licensed prescriber, as well as written permission from the parent/guardian. Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board Policy.
7. In cases where the medication or procedure is for an emergency condition (i.e. seizure, asthma attack, allergic condition) and the school nurse is not immediately available, the designee of the school nurse is permitted by this policy, when trained by the school nurse, to administer the medication following the written instructions from the physician.

You may download and print the Medication Administration Consent from the Armstrong School District website under Departments: Student Health Services, Common Forms to Download.

LOCKS AND LOCKERS (POLICY 226)

Students who are assigned a corridor locker are responsible for that locker during the school year. Do not attach any inappropriate items to the inside or outside of the locker. Locks should be placed on the lockers. The school is not responsible for any stolen items from the locker.

MOTOR VEHICLES ON PUBLIC SCHOOL GROUNDS (POLICY 223)

Unless on school business, motor vehicles, including recreational vehicles, are not permitted to be operated on public school grounds. This policy includes all vehicles, whether licensed or unlicensed (i.e., mini-bikes, quads, dirt bikes, rollerblades/skates, skate boards and motorcycles).

MULTICULTURALISM AND DIVERSITY (POLICY 148)

The teaching staff and District personnel will work within the following guidelines to give appropriate attention to multiculturalism and diversity:

1. Instruction shall be integrated into existing subject matter, in a logical and reasonable manner. Inclusion in such classes as social studies, history, literature, language and geography is appropriate.
2. No staff member shall make derogatory remarks about any race, gender or religion, or discriminate against any student because of personal traits or beliefs.
3. It is recognized and regretted that gross injustices have occurred in American society, in the past, directed toward people of race, gender or beliefs. Students shall be taught about such injustices in the hope they will learn from them and not allow them to continue. However, most students had nothing to do with discrimination. Making some student groups feel guilty and others feel they deserve compensation now for what happened to their ancestors will only further divide society and create more prejudice.
4. The District will offer no special treatment for students because of their race, gender, beliefs or personal behaviors. This would be a practice of reverse discrimination.
5. Teaching about various cultures shall be appropriately proportionate to their representation in American society at large. American culture will be given dominant attention, since it is the American culture in which all the students live.
6. The District recognizes that cultures have distinctly different values, usually based upon religious beliefs. It is appropriate to teach about the culture and its beliefs and values. It is not acceptable to require students to participate in religious activities nor is it appropriate for teachers to denigrate or advocate any religion.

MULTIMEDIA OPT-OUT (POLICY 917/917AG)

Pursuant to the Family Educational Rights and Privacy Act (FERPA), a federal law, Armstrong School District is permitted to release the name, photograph, and school organizations in which a student participates, without prior consent of the student or the student's parents. From time to time, students have their pictures and comments taken for various school-sponsored activities. Our students, educational programs, school events, and community-oriented activities are sometimes the subject of newspaper features, as well as television and radio broadcasts. The Internet and Web sites have also become an electronic means of informing both the school community and the general public of school activities.

The school district recognizes that these media outlets publicize our accomplishments and provide valuable information about the school district. The school district also recognizes that with the proliferation of mass media outlets, parents may have concerns about maintaining a child's privacy. The Armstrong School District believes that privacy issues arising from multimedia outlets in the school setting should ultimately be decided by the parents. Therefore, please read carefully the following information.

Your child's photograph (group or individual), verbal and written comments, and school work may appear in various media outlets. The following are examples of such media utilization:

- Video and audio recording, interviewing and/or photographing by newspapers, television stations, and radio stations
- Articles on websites written and published by newspapers, television stations, and radio stations
- School District newsletters and publications
- The school district's website, including classroom and school building web pages.
- School newspapers and other student-related publications
- Publication of a student's essays and artwork in print or electronic media
- Armstrong School District's television program - this program is utilized as both an educational program for our students and as a source of information to the greater school community
- Video replay of school productions, such as plays and high school musicals

Opt-Out Procedures

The Armstrong School District will permit a student's image, verbal and written comments, and a student's work to appear in such multimedia outlets unless the parent or guardian of the student objects in writing. Parents or guardians may object to the use of their child's image, comments, or work appearing in any form of media by informing the school principal, in writing, within thirty (30) calendar days of the date of this Notice. If you do not timely file a written objection, your silence will serve as implied consent. Your child's image, comments, or work may be used for any multimedia purpose unless you choose to affirmatively opt-out.

Should you have any questions or concerns regarding this procedure, please contact the Assistant Superintendent's Office.

PARENT INVOLVEMENT

BACK-TO-SCHOOL-NIGHT

Back-to-School-Night will be conducted in all buildings during the school year. The purpose of Back-to-School-Night is to allow parents/guardians the opportunity to meet with teachers who will explain the operation of their classrooms, including the content of the curriculum, grading policies and homework policies. Individual student progress or grades will not be discussed at Back-to-School-Night. Parents/Guardians are encouraged to request conferences with teachers to discuss these concerns.

COMMUNICATION BETWEEN THE HOME AND SCHOOL

Your cooperation in following these basic guidelines will help to ensure effective home-school communications. Concerns should be addressed in the following manner:

1. Parents/Guardians should first communicate with teachers or with the school personnel involved regarding classroom problems.
2. Appointments for private conferences with teachers or other school officials should be made in advance by contacting the teacher or the school office.
3. All school visitors are required to report to the office, or to the head teacher, if the school does not contain an office.
4. Problems which are not resolved during a parent-teacher conference should be taken to the counselor or to the building principal.
5. If problems are not resolved at the local building level, parents/guardians have the recourse of contacting the Assistant Superintendent or Superintendent.
6. Although all Board members encourage communication with their constituents, they should be contacted about school matters only if the procedures outlined above do not help solving problems.

VISITORS (POLICY 908/908AG)

When parents of students, agency representatives, or other members of the general public wishing to visit a school, arrangements should be made in advance with the school office in that building. 1) Upon arrival at the school, visitors must press the buzzer at the main entrance to request admittance. Visitors should report directly to the office upon entering the building. Visitors must present a photo ID and are required to sign in, providing a time of visit and the person/place they are visiting. 2) Visitors who have received permission to be in the building shall wear a visitor's pass provided by the District in a manner that is clearly visible to school personnel. 3) Upon leaving the building, visitors are required to sign out and leave the visitor's pass with the office staff. (Policy 908)

ENTERING BUILDINGS USING THE ELECTRONIC SAFETY LOCK

In order to enter one of the schools, please use the following Safe Schools Procedure listed below:

1. push button on electronic door box.
2. wait for the school secretary to talk to you.
3. identify yourself and the reason for entering the school.
4. when the secretary tells you to enter, do so.
5. open the door that is marked for entry.
6. go directly to the school office and sign in.
7. photo ID must be shown when signing into the office.

Thank you for following the Safe Schools Door Procedure.

FUND RAISING

School organizations may not conduct raffles or games of chance. The selling of raffle tickets or games of chance by students is prohibited, even if the fund raiser is sponsored by a non-school organization. Students are not required to participate in fund raising activities. If the student chooses to participate, however, he/she must accept the responsibility for the product or its monetary replacement value. The school and/or District are not responsible for fund raising debts.

VOLUNTEER PROGRAM - NON-ATHLETICS (POLICY 910/910AG)

The Armstrong School District supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the District. Each school has implemented a volunteer program that allows parents/guardians and community members to assist in various aspects of the school program. Act 4 requires volunteers to obtain and submit new background checks and clearances every 60 months. Mandatory training on child abuse recognition and reporting is required along with clearances---see Policy 806 and 806AG.

The goal of the adult volunteer clearances policy is to further insure student safety. Therefore, the Armstrong School District requires adult volunteers who are responsible for the welfare of a child or having direct contact with children to secure clearances (Pennsylvania State Criminal History Record, Child Abuse Report and Federal FBI Criminal History Report-fingerprint) unless the person has been a Pennsylvania resident for the entirety of the previous 10 year period and swears or affirms in writing (Disclosure Statement for Volunteers) that the prospective volunteer is not disqualified from service or has not been convicted of a similar offense in another jurisdiction, then only the PA State Police Criminal History Record Information and the PA Child Abuse History Certification are required prior to volunteering in a capacity where the volunteer will be in direct contact with students or responsible for the welfare of students. If a volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the Federal Criminal History Report. A volunteer shall also be required to complete the "Arrest / Conviction and Certification Report", PDE Form No. 6004. Volunteer clearances are free to obtain from the ASD website for volunteering (non-athletic) only.

For more information, contact your child's principal, or review Policy 910, School Volunteers and its Administrative Guidelines. There is also detailed information about parent volunteers on the school district's website at www.asd.k12.pa.us under the "Parents and Students" section.

RIGHTS OF PARENTS/GUARDIANS AND STUDENT RIGHTS AND RESPONSIBILITIES (POLICY 235/235AG)

The Armstrong School District Board of School Directors has adopted the following policy pertaining to the rights of parents/guardians and students of Armstrong School District:

1. Parents/Guardians shall have access to information about the curriculum, including expected student learning outcomes, instructional materials and assessment techniques.
2. Parents/Guardians shall have the right to a process for the review of instructional materials.
3. Parents/Guardians shall have the right to have their children excused from specific instruction which conflicts with their religious beliefs, upon receipt by the School District of a written request from the parents.
4. Parents/Guardians shall have the right to have their children excused from state assessments under S 5.231 (relating to state assessment system) upon the parents' review of the actual test and receipt of the school district of a written request from the parents indicating a religious conflict.
5. Prior consent will be required for psychological or psychiatric examination, testing or treatment where the primary purpose of the examination, testing or treatment is to reveal information concerning one or more of the following:
 - a) Political affiliations or beliefs of the student or student's parent/guardian;
 - b) Mental and psychological problems potentially embarrassing to the student or his family;
 - c) Attitudes or information on sexual behavior;
 - d) Illegal, antisocial, self-incriminating and demeaning behavior;
 - e) Critical appraisals of other individuals with whom respondents have close family relationships;
 - f) Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
 - g) Religious practices, affiliations or beliefs of the student or student's parent's/guardians; or
 - h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
6. Students shall be excused from specific instruction as defined in this policy upon satisfaction of and subject to the following conditions:
 - a) To assist the school district in assuring that the student is excused from the correct specific instruction, the request must be made in writing and shall detail the specific instruction with respect to which the student is to be excused. This written request to be excused from instruction shall be sent by the qualifying parent/guardian or student to the building principal and must consist of two copies. A copy shall be kept by the school principal, and a copy shall be submitted to the teacher from whose instruction the student is to be excused. (The Request for Instructional Exemption Form is available in each school office.)
 - b) Each request shall be reviewed by the building principal and the student's teacher who will be affected by the exemption. Signatures of the principal and teacher shall be recorded on the forms to verify that the student exemption from instruction is recognized.
 - c) Replacement activities shall be consistent with the goals set for the course and not requiring the provisions of extra resources by the teacher or the district.
 - d) The building principal and teacher shall determine where the student will report during the excused time.
 - e) No student shall be penalized academically as a result of exemptions from specific instruction. The student will be expected to complete the alternative assignments or activities as defined by the teacher and principal.

SCHOOL DAY – (POLICY 804)

DAILY TIME SCHEDULE FOR STUDENTS AND TEACHERS

Elementary Schools:

Office Opens	7:55 AM
Office Closes	3:55 PM
Teachers Report	8:15 AM
Teachers Leave	3:40 PM
Instruction Starts	8:40 AM
Instruction Ends	3:20 PM

Secondary Schools:

Office Opens	7:00 AM
Office Closes	3:30 PM
Teachers Report	7:15 AM
Teachers Leave	2:40 PM
Instruction Starts	7:30 AM
Instruction Ends	2:20 PM

SCHOOL LOCKDOWN PROCEDURES

Definition: A school lockdown is a response to a threatening situation at a school building that involves containing all students and staff in their rooms with the doors and windows locked. This threat may be posed by an individual in the immediate area outside the school, or by an individual who has gained entry into the school. The intent is to restrict entry to the school or classrooms by the individual.

Types: **Partial lockdown** – Students are restricted to their assigned areas and the staff is on alert. The school response team reports to the school office. During a partial lockdown, visitors may enter the building after a visual review by school staff.

Full lockdown – All students and staff are restricted to their assigned areas. During a full lockdown, visitors are not permitted to enter the school.

Note: It is Armstrong School District's intent to conduct a full lockdown drill in each school once every semester. Parents/Guardians should be notified beforehand that a drill will be conducted, without stating the exact date.

METAL DETECTORS (POLICY 226.1)

The main entrances of all buildings throughout the District are equipped with metal detectors. The detectors are similar to those used at airport screening areas and the process is similar, but much less restrictive and intrusive, than the airport process. At the high schools, all students and visitors will be required to pass through these devices prior to entering the building. At the elementary buildings, fourth through sixth graders and all visitors will be required to pass through these devices prior to entering the building. The sole purpose for installation of these devices is to improve the safety for **ALL** our students and staff.

SEARCH AND SEIZURE (POLICY 226)

All lockers are and shall remain the property of the School District. As such, students shall have only a limited expectation of privacy in their lockers.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or District rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board Policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

SOCIAL EVENTS

HIGH SCHOOL

High school students in the Armstrong School District shall have the right to invite 9th, 10th, 11th and 12th grade students or older adult guests (boyfriend/girlfriend) up to, and including age 20 (or 21 if enrolled as a student in the District) to social events.

JUNIOR HIGH SCHOOL

Attendance at Junior High social events will be designated by grade level. Only junior high school students shall be permitted to attend. Attendance will further be limited to those students presently enrolled in the building sponsoring the event. Attendance at social events is governed by the same rules of conduct as are applied to co-curricular activities. Where admission is charged, all sales will be by pre-sale. These rules will also extend to outside groups sponsoring any social functions.

PROM/HOLIDAY DANCE (POLICY 257)

At each respective junior-senior high school in the Armstrong School District:

- A. Junior and senior students in the Armstrong School District shall have the right to invite 9th, 10th, 11th, and 12th grade students or older adult guests (boyfriend/girlfriend) up to and including age 20 (or 21 if enrolled as a student in the District) to their proms.
- B. The guest of the high school student shall face the legal consequences under the authority of law enforcement officials for any violations that may affect the safety and well-being of any student or adult.
- C. If the building principal receives a request for attendance approval, the following criteria will be used for consideration and final approval.
 1. The building principal will determine if the requesting party is/was a high school student in good standing with no major discipline problems.
 2. The principal shall be informed in writing of all guests that are not students in the school 15 school days prior to the junior-senior prom.
 3. The guest will provide proper identification (i.e. a driver's license).
- D. Violation of this policy shall require the building principal to enforce any and all District discipline policies, as applicable, involving currently enrolled District students.

SPECIAL EDUCATION SERVICES AND PROGRAMS
**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND
PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR
PROTECTED HANDICAPPED STUDENTS**

Notice to Parents

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

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three (3) through twenty-one (21) can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact their district of residence. Contact information is listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor, ARIN Intermediate Unit 28, 2895 W Pike, Indiana PA 15701.

Consent

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

Program Development

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

Confidentiality of Information

The school district, and to some extent the intermediate unit, maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally

identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact Dr. Matthew Pawk and Dr. Michael Glew at (724) 548-6030, in the Office of Special Education. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit.

INTERMEDIATE UNIT OFFICE
 ARIN Intermediate Unit 28
 2895 W Pike
 Indiana, PA 15701
 (724) 463-5300

ARMSTRONG SCHOOL DISTRICT SPECIAL EDUCATION OFFICE
 Armstrong School District
 181 Heritage Park Drive, Suite 2
 Kittanning, PA 16201
 (724) 548-6030

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

STANDARDIZED TESTING / ASSESSMENT (POLICY 129)

The Armstrong School District Board of Education has approved a district-wide testing/ assessment program designed to provide information concerning the children attending the public schools of the district through standardized tests/assessments of academic achievement, aptitude, and interest. A policy also governing the plan for the collection, maintenance, and dissemination of pupil records shall be approved by the Board.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teachers, counselor, principal, and other professional staff in diagnosing individual strengths and weaknesses in order to provide more effective instruction. The following tests may be administered to your child as part the testing program:

<u>GRADE LEVEL</u>	<u>TYPE OF TEST / ASSESSMENT & PURPOSE</u>
Grades K, 2, 5	Preliminary Speech Screening Speech Development & Special Education
Grade K	Kindergarten Screening
Grades K,1, 2, 3	Hearing screening by school nurse Hearing problems assessment in key subject areas
Grades 1 - 6	Peabody Individual Achievement (Special Education) Achievement Levels
Grades K- 6	DIBELS Next, Reading AIMSWEB, Reading and Math
Grades 3 – 12	Classroom Diagnostic Testing (CDT)

Grades 1 - 6	Wide Range Achievement Test (Special Education) Word Recognition, Spelling and/or Math Progress Assessment
Grades K - 6	Curriculum Based Assessment Math/Reading Diagnostic Assessments
Grades 1 - 6	Woodcock Reading Mastery (Special Education) Specific Reading skills assessment
Grades 1 - 6	KeyMath Diagnostic Arithmetic (Special Education) Specific Math Skills Assessment
Grades K - 6	K-Bit Determine Academic Aptitudes
Grades 4 - 6	Gates-MacGintie Reading Test Reading Comprehension Assessment
Grades 8, 9	Ohio Vocational Interest Survey Career Interest
Grades 8, 9, 10	California Occupational Preference System Interest Inventory Job Preferences
Grade 9	Differential Aptitude Test General and Diverse Aptitudes
Grades K -12 (ESL)	Woodcock – Munoz Language Survey (K – 12) IDEA Oral Language Proficiency Test IDEA Reading and Writing Proficiency Test ACCESS Test
Grades 10, 11, 12	Armed Services Vocational Aptitude Battery Vocational Aptitudes (at some schools)
Grade 11	Preliminary Scholastic Aptitude (Optional-paid for by student) Academic Achievement
Grades 11, 12	Scholastic Aptitude (Optional-paid for by student) Academic Achievement
Grades 7, 11	Hearing screening by school nurse Hearing problems
Grades 7, 11	Vision screening by school nurse Vision problems
Grades 7 - 12	Wide Range Achievement (Special Education) Word Recognition, Spelling and/or Math
Grades 7 - 12	CBA (Curriculum Based Assessment) (Special Education) Math/Reading Assessment

Grades 7 - 12	Peabody Individual Achievement (Special Education) Achievement Levels
Grades 7 - 12	Woodcock Reading Mastery (Special Education) Specific Reading Skills Assessment
Grades 7 - 12	KeyMath Diagnostic Arithmetic (Special Education) Specific Math Skills Assessment
Grades 7 - 12	Speech/Language Screening by ASD clinician (Special Education) Speech/Language problems
Grade 9	Career Assessment Survey Exploration (Special Education) Vocational Assessment
Grade 9	CITE Learning Styles Instrument (Special Education) Vocational Assessment
Grades 10, 11, 12	Advanced Placement Exams (REQUIRED)(Paid for by students) PSAT (OPTIONAL) (Paid for by students) SAT (OPTIONAL) (Paid for by students) ACT (OPTIONAL) (Paid for by students)
Grades 3 – 8	PSSA English Language Arts and Mathematics
Grades 4, 8	PSSA Science
Grades 6 – 12	Keystone Exams

Pennsylvania System of School Assessment

The District will adhere to the regulations prescribed by the Pennsylvania Department of Education related to state assessments.

Your child's scores on these tests will be checked carefully and maintained in the school record as long as your child attends school in this District. The results of these tests are sent home during the school year. Further information about any of these tests can be obtained by contacting the building principal who serves your child's school. If you wish to examine your child's cumulative record at any time, you may arrange to do so by making an appointment with the principal. Copies of a student's cumulative record can be obtained at the District's fee rate of \$.25 per page (\$2.00 minimum). No individual or agency outside of the school district will be permitted to inspect your child's school record without your written permission.

STUDENT DRIVERS AND USE OF MOTOR VEHICLES (POLICY 223/223AG)

The Armstrong Board of School Directors regards the use of licensed motor vehicles for travel to and from school by secondary students as an assumption of responsibility by parents/guardians and students. The Armstrong School District believes that driving to school and parking on school property is a privilege and not a right, since bus transportation is provided by the District. For reasons of safety, parking and easy access to and egress from the site, students, parents and guardians are expected to accept and uphold certain traffic rules, regulations, procedures and guidelines pertinent to this policy, as they will be in effect and will be strictly enforced (Policy 810).

The Board will permit the use of licensed motor vehicles by secondary students for privilege of driving to/from school and parking on school property in accordance with the rules, regulations, procedures and guidelines of the District, provided that such students:

1. are licensed drivers and have proof of insurance coverage for the motor vehicle
2. have parental permission
3. have been granted permission by the building administrator to drive a licensed motor vehicle on school grounds
4. obey all traffic and safety regulations established under the Pennsylvania Motor Vehicle Code

5. do not interfere with bus transportation flow and time patterns as interpreted by the building administrator or his/her designee
6. adhere to all parking rules and regulations

The Armstrong School District will not be responsible for motor vehicles which are lost, stolen, vandalized or damaged, while on school property or while being used for transportation to and from school and/or school activities. Any unauthorized vehicles will be subject to towing at the owner's expense.

The building administrator or designee shall develop rules and regulations for the operation and parking of motor vehicles and shall disseminate those rules to all students so affected. They shall include directions for contacting the appropriate legal authority and filing charges as may prove necessary.

The building administrator or designee shall establish standards for granting permits, which contain the warning that infractions of the rules may result in revocation of the permit. Disciplinary measures will be consistent with the District's discipline policy and will be at the discretion of the building administrator or designee. (Policy 218)

The District reserves the right to revoke the driving privileges of any student who violates rules, regulations, procedures and guidelines associated with the student driver policy and may also initiate legal action, if warranted. No student shall drive to school and park without a permit. A Student Parking Permit Application may be secured from the principal's office containing all applicable rules, regulations, procedures and guidelines. The permit application must be signed by both the student driver and parent/guardian. These signatures will indicate that both the student and parent/legal guardian understand and agree to abide by all rules, regulations, procedures and guidelines associated with the student driver policy. The validated Student Parking Permit Application shall be on file in the principal's office.

Even after a student has been afforded driving and parking privileges, she/he will not be permitted to go to or move his/her vehicle during the school day without the express written permission of a school administrator. If a student has a special need or a reason to leave school early, this must be documented with the school office.

Students may ride to/from school with a privileged driver with the permission of all parents/guardians concerned. It is the sole responsibility of all concerned parties to arrange and monitor shared riding situations and scenarios. The District is not held responsible for the privileged driver or any of his/her passengers.

Parents/Guardians and students should be aware that K-9 police dogs capable of detecting the presence of illegal drugs may, from time to time, be brought onto school premises by the police to determine whether illegal drugs are present in vehicles parked on school property. There will be no advance announcement of these searches and students will not be permitted out of the classroom during the search.

The Armstrong School District prohibits the use of mini-bikes, quads, dirt bikes, roller blades/skates and skate boards on school property. Motorcycles are considered licensed motor vehicles and shall comply with the rules, regulations, procedures and guidelines associated with the student driver policy.

Smoking in cars on the school grounds is prohibited. Speed limit(s) must be obeyed at all times on and around school property. Stop signs and other signs, either painted or free standing, are to be obeyed at all times.

District students who attend a vocational or alternative educational setting will follow all driving rules and regulations as provided for in this policy.

Students are not permitted in the parking lots (where applicable) without a pass while school is in session. Violation of this regulation will require a temporary in-school suspension and/or loss of driving privileges. The violation of a listed driving regulation may result in detention, and/or loss of driving privileges. Persistent violations of driving rules, regulations, procedures and guidelines may result in the student losing his/her driving privileges for the remainder of the school year.

Rules / Regulations / Procedures for Student Driving and Parking

1. Secondary students who possess a valid driver's license may apply for a parking permit **annually** by completing a Student Parking Permit Application and registering with a school official in the principal's office.

2. A parking permit will not be issued without the consent of a parent/guardian.
3. Drivers are expected to arrive at school on time, before the tardy bell. Drivers receiving an unexcused tardy three (3) times per semester will lose driving privileges.
4. Vehicles driven on school property are not to exceed fifteen (15) miles per hour and must be obeyed at all times, where applicable.
5. Drivers must be aware of pedestrian and bus traffic at all times and must drive in an appropriate and safe manner. Reckless driving will result in the suspension of driving privileges for the remainder of the school year.
6. Upon entering school property, student drivers should proceed immediately to the nearest student parking area/space. "Cruising" around school property will not be tolerated.
7. Student drivers are not permitted to park in the faculty parking areas.
8. No student may drive or park on school property during school hours, without having on file in the principal's office the Student Parking Permit Application. The Permit must be visibly displayed at all times the vehicle is on school property between the hours of 7:00 a.m. and 3:00 p.m. There is a nominal fee for a replacement/lost permit. Permits must be returned to the principal's office at the end of each school year or a nominal fee is charged.
9. Staff members/coaches are not permitted to ask students to drive him/her or other students to school events.
10. Students are not permitted to ride home with other students or other students' parents/guardians to and from school activities in which they participate (except emergency situations to be determined by the building administrator).
11. Armstrong School District vocational and/or alternative education students may not drive to home school activities during school hours. If the student requests to attend his/her homeschool activities during school hours, the student must be signed out of school by the parent/guardian and transported to the homeschool activities by the parent/guardian.
12. If more than one (1) vehicle is registered to the same family and will be used, all vehicles must be registered with the principal's office.

STUDENT RECORDS (POLICY 216/216AG)

The Armstrong School District has developed a set of guidelines for the collection and dissemination of pupil records to ensure that the student's right to privacy is not invaded when information is gathered or when it is released. The guidelines help school authorities to determine which records are open to inspection.

The District recognizes its obligation to protect the students and parents/guardians from unwarranted invasion of privacy. At the same time, it recognizes the "Right to Know" on the part of the student, parent/guardian, and related agencies.

A copy of the school district's Policy 216: Student Records and the "Guidelines for Collection, Maintenance and Dissemination of Pupil Records" are available for inspection by the public in each individual school, the Superintendent's office or the Armstrong School District website.

The Board has primary responsibility in this District for the compilation, maintenance, access to and security of pupil records. Only records mandated by the Commonwealth or federal government or specifically permitted by this Board may be compiled by the staff. Requests to review student records should be directed to the principal or counselor.

SURVEYS (POLICY 235.1)

All surveys and instruments used to collect information from students shall relate to the District's educational objectives.

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third

party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of student or parents / guardians
2. mental and psychological problems of the student or family
3. attitudes or information on sexual behavior
4. illegal, antisocial, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom respondents have close family relationships.
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers
7. religious practices, affiliations, or beliefs of the student or parents / guardians
8. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent/guardian have been notified of their right to inspect all related materials and opt the student out of participation.

The District shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above. For more information, please see Policy 235.1, Student Rights/Surveys, and its Administrative Guidelines.

TECHNOLOGY POLICY (POLICY 815/815AG)

Technology resources include telecommunications systems, computer networks (the ASD Network), Internet access, e-mail, computer hardware, and software. The following serves as a policy of the Armstrong School District regarding the use and monitoring of the School District's technology resources. This policy is applicable both to internal ASD Network use as well as external communications. This policy will serve as a guide for acceptable use of District technology resources as well as an Internet Safety Policy (ISP). As a public school entity receiving federal funds, this Policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC). This policy may be revised or amended subject to School Board approval.

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (TECHNOLOGY RESOURCES) **(POLICY 815/815 AG)**

1. Technology resources will be used to support the functions of the Armstrong School District, its curriculum, the educational community, projects between schools, and communication and research for School District administrators, teachers and students.
2. Technology resources will not be used for illegal activity, transmitting offensive materials, hate mail, and discriminatory remarks or obtaining, transmitting or otherwise communicating indecent, profane, obscene or pornographic material, as well as material harmful to minors.
3. Technology resources will not be used for profit purposes, lobbying or advertising on behalf of any individual or employee of Armstrong School District without the express written consent of the Armstrong School District.
 - a. Use of technology resources for entertainment purposes is strictly prohibited. To minimize unnecessary bandwidth use: computers, the network and the Internet should not be used for playing or distributing games, downloading music, making travel arrangements nor for similar non-work related and non-educational purposes.
4. Use of technology resources for fraudulent or illegal copying, communication, taking or modification of material or any other activity in violation of copyright or other laws is prohibited and will be referred to the proper authorities.

5. Networks shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
6. Network accounts are to be used only by the authorized owner of the account only for purposes acceptable within this policy.
7. In order to maintain a high level of security on the Local Area Network (LAN), all network users must update their passwords at least once every six months.
8. E-mail user accounts will be provided for school district staff and officials only. The use of "web-based" e-mail accounts (such as hotmail) by anyone through internet access is prohibited. Student users shall not use e-mail without receiving specific authorization from a teacher or administrator.
9. The use of software or network resources to "broadcast" messages is prohibited with the exception of network administrators.
10. The unauthorized disclosure, use or dissemination of personal information regarding your- self, others and minors is prohibited.
11. Accessing chat rooms by students is strictly prohibited with exception of special teacher facilitated and monitored classroom activities pre-approved by the building principal.
12. As minors, student safety is always a priority. When communicating over the Internet, never provide others with personal information such as your real name, address, phone number or social security number.
13. Diligent effort must be made by District staff to delete mail daily from personal mail directories to avoid unnecessary use of file server disk space.
14. Diligent effort must be made by individual users to periodically delete obsolete files from their own network file server directory provided through their user name.
15. Hacking is strictly prohibited. Users shall not intentionally seek information, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users in the network. Users shall likewise not attempt to access areas or resources on the network that the network systems administrator has not directly given them access to.
16. Uploading, downloading, installation, or use of unauthorized games, programs, files or other electronic media is prohibited.
17. Users are not permitted to store executable files (*.exe) within e-mails or user network directories in order to maintain a high level of anti-virus protection.
18. The illegal use of copyrighted software is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.
19. Impersonation of another user, anonymity and pseudonyms is prohibited.

CIPA COMPLIANCE STATEMENT

1. Pursuant to this policy, the School Board has established that any information that is obscene, child pornographic or harmful to minors, all is defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.
2. The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the school's computers are being used for purposes prohibited by law or this Policy. The procedure shall include but not be limited to:
 - A. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornographic, harmful to minors with respect to use by minors, or determined by the Board to be inappropriate for use by minors.
 - B. Maintaining and securing a usage log.

C. Monitoring online activities of minors.

References:

P.L. 106-554, The Consolidated Appropriations Act, Section 1711. 1721, 1732

P.L. 101-650, Rental of Software

P.L. 94-553, Federal Copyright Law (1976), Section 107

Armstrong School District Board Policy 814

20 U.S.C., Education, Sec. 6777

47 U.S.C., Federal Communication Act

17 U.S.C., United States Copyright Law, Sec. 102, 106, 107, 201

Title XVII - Children's Internet Protection Act

DISCLAIMER

1. The electronic information available to students and staff does not imply endorsement by the school district of the content, nor does it apply the school district guarantee the accuracy of information received.
2. The school district shall not be responsible for any information that may be lost, damaged or unavailable when using the technology resources or for any information that is received via the Internet.
3. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
4. In no event shall the Armstrong School District be liable for any damage, whether direct or indirect, special or consequential, arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the internet and District technology resources.
5. The Armstrong School District may terminate the availability of the Internet and Network accessibility at its sole discretion

MONITORING NOTIFICATION

1. There is no expectation of privacy for a user of Armstrong School District's technology resources, including Internet access and e-mail.
2. User shall have no expectation of privacy in anything created, stored, sent or received on a school computer.
3. Armstrong School District retains the right, but not the duty, to randomly or specifically monitor without prior notice any person's use to ensure that the technology resources are being used properly, to ensure that they are used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the technology resources. This monitoring includes access in files and communications.
4. All communication systems, communications and stored information whether transmitted, received, or contained in the school district's information systems are the school district's property and are to be used solely for school or job-related purposes.
5. The internet, district networks and e-mail are not guaranteed to be private. People who operate the systems do have access to all e-mail and files. Messages relating to, or in support of, illegal activities may be reported to the authorities when appropriate.
6. The Armstrong School District, at its discretion, reserves the right to log internet use in terms of time and content and to monitor file server disk space utilization by users.
7. From time to time, the Armstrong School District will make determination on whether specific uses of the internet and network are consistent with this policy and notify users of the same.

Parent/Guardian

As the parent/guardian of _____, I have read this contract. I have received a copy of the Armstrong School District's Technology Resources and Acceptable Use Guidelines Policy 815. I have familiarized myself with its contents. I understand that the Armstrong School District's Internet service and Technology Resources are provided for educational purposes only. I also understand that it is impossible for Armstrong School District to restrict access to controversial materials. I am fully aware that the District, in its discretion, may use software or other devices in an attempt to block out unacceptable Internet sites. The District may also, in its discretion, monitor my child's use of the Internet in terms of both time and subject matter. I understand, acknowledge and agree that the use by the District of such software or blocking devices is no representation or guarantee on the District's part that this will prevent my child from gaining access to an unacceptable Internet site. I will not hold Armstrong School District responsible for or legally liable for materials distributed or acquired from the network, or as a result of my child accessing an unacceptable Internet site. I understand that any violation of the above provisions may result in all or any of the following disciplinary action(s): discipline in accordance with the District's Disciplinary Code, the revoking of my student's access privileges and/or user account and any appropriate legal action.

I accept full responsibility if my student uses the Internet account either **in** or **out** of the Armstrong School District setting.

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Date _____

School _____

(Signature Forms are to be maintained in the School Building Office)

PRIVILEGE/NOT A RIGHT

1. The Armstrong School District establishes that use of technology resources is a privilege, and not a right. Inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.
2. Armstrong School District's technology resources are not a public forum.

SAFETY AND SECURITY

1. Security on any computer system is a high priority because there are so many users. If any network user identifies a security problem, he/she must notify the system administrator or a teacher at once without discussing it or showing it to another user.
2. Any user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.
3. Any school computer or server utilized by a student or staff member shall be equipped with a technology protection measure that blocks or filters Internet access to materials that are obscene, child pornographic, or harmful to minors (as those terms are from time to time defined by CIPA).
4. Internet safety measures shall effectively address the following:
 - a. Control of access by minors to inappropriate matter on the Internet and World-Wide Web.
 - b. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
 - c. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
 - d. Unauthorized disclosure, use and dissemination of personal information regarding minors.
 - e. Restriction of minors' access to materials harmful to them.
5. The technology protection measure (filtering software) may be disabled by an Armstrong staff member for "bonafide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.
6. An Armstrong School District staff member may override the technology protection measure (filtering software) for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure, provided access is not given to any obscene, child pornographic or other material harmful to minors.

STUDENT

This is your Agreement with the Armstrong School District regarding Technology Resources and Acceptable Use Guidelines including the Internet. You should read this page carefully.

Student: I understand that Armstrong School District's Technology Resources and Acceptable Use Guidelines are provided for educational purposes only. I have received a copy of the Armstrong School District's Technology Resources and Acceptable Use Guidelines Policy 815. I have familiarized myself with its contents. The Technology Resources and Acceptable Use Guidelines Policy 815 is considered part of the Agreement. I agree that I will use these Resources and the Internet only for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, such actions as pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, destruction of equipment, unauthorized access to files, disclosure of personal information, hacking, as well as any other use that in the opinion of the District does not further an educational purpose. I understand that if I have any question as to whether a particular use of Technology Resources or the Internet is inappropriate, I should consult with the appropriate representative of the District before proceeding with the questionable use. I understand that I am solely responsible for my conduct and the appropriate use of the Internet and Technology Resources and Acceptable Use Guidelines.

I have been informed by the District and understand that the District, in its discretion, may use software or other devices to block out unacceptable Internet sites. The District, in its discretion, may also monitor my use of the Internet in terms of both time and subject matter. I fully understand that this is not a representation or guarantee by the District that all unacceptable sites will be eliminated. I understand that the use of such methods by the District will in no way relieve me of my responsibility as set forth in this Agreement and Policy 815, and that I am responsible for my own conduct and will not misuse the Internet and/or Technology Resources and Acceptable Use Guidelines.

I understand and will abide by the provisions of this contract. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet, Technology Resources and Acceptable Use Guidelines or violation of the rules and regulations for the use of the Internet may result in disciplinary action in accordance with the District's Disciplinary Code, the revoking of my access privileges and/or user's account, and any other appropriate actions, including legal actions, that the District deems advisable. I will not hold the Armstrong School District responsible for or legally liable for materials distributed from or acquired through the Internet. I also agree to report any misuse of the Internet to my teacher, the building principal, or the technology coordinator.

With my signature and/or the signature of my parent/guardian on the Student/Parent Handbook sign-off sheet, I acknowledge that I am responsible to adhere to the contents of Policy 815.

Student's Name (print) _____

Student's Signature _____

Date _____

School Name _____

USER AGREEMENT

1. All students who wish to use the technology resources and the Internet must sign an acknowledgment of receipt and agreement with this policy. Student and parent/guardian signatures in the student handbook indicate both the student and parent(s)/guardian(s) agree to abide by the rules set forth by this policy and the acceptable use of technical resources throughout the Armstrong School District. Handbook parent/guardian and student signatures will be maintained in the office suite of each individual building.
2. Employees wishing to use District technology resources and the Internet must sign an "Acceptable Use of Technology" agreement form, which will be kept on file in the Administration Building. Copies of this policy can be found in the Employee Handbook.

VIOLATIONS, LIMITATION OF LIABILITY AND ACKNOWLEDGMENT

1. The user shall be responsible for any and all damages to the Armstrong School District's equipment, systems and software resulting from deliberate or willful acts.
2. Failure to follow the procedures listed above by students of the Armstrong School District may result in suspension or loss of the right to access the Internet, to use the Armstrong School District's computer technology, and be subject to other disciplinary actions including, but not limited to, expulsion.
3. Violations of this policy and procedures by employees of the Armstrong School District may result in suspension or loss of the right to access the Internet, to use the Armstrong School District's computer technology, and be subject to discipline including, but not limited to, dismissal.
4. The following conduct may be reported to the appropriate legal authorities for prosecution: illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services.

TEXTBOOK REPLACEMENT (POLICY 110/110AG)

Textbooks and materials are provided to students to enhance instruction and learning, and pupils shall be obligated to pay the full price for replacement of all lost, defaced or damaged instructional materials including textbooks, workbooks, equipment and supplies. If and/or when textbooks, materials or supplies are discovered or reported to be missing or damaged, students shall be responsible for replacing all school property at the full replacement cost.

TITLE I SERVICES

Title I is a federally funded project that provides supplemental reading instruction to eligible students in grades K-6 in the Armstrong School District. Student eligibility for services is determined based on a review of achievement data. Supplemental reading instruction in the skill areas of phonemic awareness, phonics, vocabulary, fluency, and comprehension is offered to eligible students in small group settings. Reading Specialists work with students to strengthen their reading skills and support children as they become proficient independent readers. Parents/Guardians are encouraged to become involved in the design of building level Title I Parent and Family Engagement plans which promote positive communication between the home and school and training opportunities.

Title I Parent and Family Engagement (POLICY 923)

The Armstrong School District recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title I programs. The education of students is a cooperative effort among the school, parents, and community. In compliance with federal law, the District includes parents in many aspects of the District's Title I program. Title I parents representing all of Armstrong School District schools meet annually to jointly develop and agree upon a written Title I Parent and Family Engagement Policy and participate in an annual Title I program evaluation. The District policy outlines activities and opportunities that promote the schools' and parents' capacity for meaningful parent and family engagement. The policy addresses how parents are involved in the annual evaluation of the Title I program at both the school and District levels. Results from this evaluation are used to make modifications, revisions, or enhancements to Title I parent involvement opportunities, policy, and Title I programs.

Armstrong School District Title I staff and schools work collaboratively to ensure meaningful engagement for parents. Collectively we support partnerships and open communication among schools, parents, and community using a

variety of strategies. Strategies include the use of multiple methods to gather information from parents including surveys, face-to-face meetings, website communication, and phone contacts. Additional strategies include annual meetings with flexible times and locations, staff and parent trainings, needs assessments to gather information from parents, communication in a form and language that can be understood, school/parent compacts, parent literacy opportunities within and outside of the District, and workshops on parenting skills.

Parents Right to Know

In accordance with Every Student Succeeds Act (ESSA), the Armstrong School District must ensure that all teachers in programs supported with Title I funds hold appropriate state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. The new law also requires the District to notify parents if their child is being taught for four or more consecutive weeks by a teacher in a Title I program who does not yet meet the definition of “appropriate state certification.” Parents will receive a letter informing them if this is the case. The District notifies parents of a students in a Title I schools that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teachers including, at a minimum, the following:

- Whether the teacher met 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, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

In addition to staff qualification information, the Federal requirements include additional right to know requests. At any time, parents and family members can request:

- ▶ Information on policies regarding student participation in assessments and procedures for opting out, and
- ▶ Information on required assessments that include:
 - subject matter tested,
 - purpose of the test,
 - source of requirement (if applicable,)
 - amount of time it takes students to complete the test and
 - time and format of disseminating results

The new law also requires the District to notify parents if their child is being taught for four or more consecutive weeks by a teacher in a Title I school or program who does not yet meet the definition of “appropriate state certification.”

If you would like to receive any of this information, please contact the Office of Human Resources.

Parents Right to Know Letter

Dear Parent(s)/Legal Guardian(s):

Your child attends Armstrong School District which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

In the Armstrong School District, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met 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, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about 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 additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include;
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your school principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,

Mr. Chris M. DeVivo
Superintendent

TITLE I COMPLAINT RESOLUTION PROCEDURE

State Educational Agencies (SEAs) must adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” The Pennsylvania Department of Education (PDE) requires Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.

DEFINITION: A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that a school has violated a requirement of federal statute or regulation that applies to Title I.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with a school regarding the complaint.

Complaint Resolution Procedures

1. **Referral**-Complaints against schools should be referred to the District’s Federal/State Programs Office:

Armstrong School District
181 Heritage Park Drive, Suite 2
Kittanning, PA 16201

2. **Notice to School**-The Federal/State Programs Office will notify the Superintendent and school principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and principal with directions given for the principal to respond.
3. **Investigation**-After receiving the Principal’s response, the Federal/State Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal/State Programs Director and the Superintendent may do an onsite investigation at the school.
4. **Opportunity to Present Evidence**-The Federal/State Programs Director may provide for complainant and the Principal to present evidence.
5. **Report and Recommended Resolution**-Once the Federal/State Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.
6. **Follow up**-The Federal/State Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.
7. **Time Limit**-the period between the Federal/State Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.
8. **Right to Appeal**-Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

Susan McCrone, Division Chief
Department of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

TRANSFER/ADJUDICATED STUDENTS

Adjudicated Students

Through the Juvenile Probation Department, the court is required to report to building principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan and any other information deemed necessary.

The building principal must share this information with student's teachers and the principal of another school to which the student may transfer.

Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.

Transfer Students

Upon registration and prior to admission to the District, the parent, guardian or person having control or charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.

When a student transfers to this District, a certified copy of the student's disciplinary record is obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.

TRANSFER/WITHDRAWAL FROM SCHOOL

Parents/Guardians of students who must transfer to another school should report to the principal's office to complete transfer data. All necessary information will be sent to the new school upon receipt of a signed permission form. This form is completed at the time of the registration at the new school. The guidance counselor will give the student a withdrawal slip which must be signed by each assigned teacher and the librarian and returned to the office.

The Armstrong Board of School Directors has a desire to establish a policy per Section 1310(a) of the Public School Code of 1949, as amended, which requires that the Board designate attendance areas in which schools are to be attended by its pupils.

Section 1310(a) states that the Board of School Directors may, upon cause shown, permit any pupil to attend a school within the District other than the school to which the student was assigned.

The Board of School Directors of the Armstrong School District authorizes administration to review all requests by parents/guardians to have a child attend a school within the Armstrong School District other than the one the child is presently assigned, and make recommendations to the Board as to whether or not the transfer should be approved or disapproved. All such transfers should be determined on a case-by-case basis.

The Superintendent or designee shall have the authority to tentatively approve student transfer assignments, subject to final approval of the Board of School Directors at its next regularly scheduled meeting. The school district administration is authorized by the Board of School Directors to approve bus transportation routes, which are established through a computerized system that drives efficiency and cost effectiveness. Approved bus routes begin and/or end at the bus garage or designated site jointly authorized by the bus contractor and school district.

Guidelines:

The guidelines to be used when considering student transfer requests are as follow:

1. Disruption of a school's eligibility to participate in interscholastic sports.
2. Any additional transportation costs become the responsibility of the parent/guardian.
3. A transfer student may board a bus at a designated bus stop that travels its regularly scheduled route to the requested transfer school and does not exceed the capacity of the bus assigned to that route.
4. Bus transportation routes will not be altered or changed to accommodate transfer students
5. Lack of space or disruption of class sizes at the sending or receiving school building.
6. Students in grades 9-12 only receiving Board approved transfers or transfers to another school within the District by Resident and Right to Free School Privileges Affidavit shall be ineligible to participate in any sports for a period of one calendar year immediately following the date of the transfer. This ineligibility will not apply to a renewal transfer after the elapsing of the initial year or to a student whose extenuating circumstances are due to a parent/guardian custody order issued by the courts. The one year sports ineligibility may be administratively waived if (1) the custody decision

results in the student changing attendance areas and the student's desire to attend school in the previous attendance area or (2) the transfer is not motivated for an athletic purpose.

7. No student transfer request needs submitted after the third marking period of the current school year due to change in the attendance area and requesting to finish the school year at the transferred school. However, if the student wishes to remain at the transferred school for the following school year, a transfer request form needs submitted at any time during the current school year. A student in his/her senior year and after the first semester need not submit a student transfer request for completion of the school year due to change in the attendance area and completion of his/her senior year at the transferred school.
8. The initial request for student transfers from one attendance area/school building to another, recommended by the Superintendent and approved by the Board, will remain in effect until such time that the transfer is rescinded or revoked by the administration. Parents/Guardians may request a change in the attendance area/school building assignment at anytime upon submission of the Student Transfer Request form (Policy 252-AG) to the Superintendent's Office.

Certification of Principals

At the local level, the transferred and home school principals may waive the one year sports ineligibility if the transfer is not motivated for an athletic purpose. For a transfer discrepancy, a Regional Panel or District Committee, within their respective jurisdictions, may grant eligibility where the principal of the PIAA member school at which the student enrolls submits to the Regional Panel or District Committee a completed and properly executed PIAA Athletic Transfer Waiver Request Form, which includes:

1. A certification from the transferred and/or home school's principal stating s/he interviewed the transferring student and the school's Athletic Director;
2. None of the twelve (12) illustrations set forth in Section 4E or the thirteen (13) illustrations set forth in Section 8B of the PIAA Constitution and By-Laws' Article VI are applicable;
3. The information from the PIAA member school from and/or to which the student transferred, as set forth on the PIAA Athletic Transfer Waiver Request Form, is true and correct; and
4. Upon completion of the investigation, the PIAA member schools' principal believes that the transfer is not materially motivated in some way by an athletic purpose.

TRANSFER OF RECORDS

If you are moving within the District or outside the District, notify the principal, child's teachers or the counselor. If you are moving outside the school district, a copy of the child's school records will be sent to the new school upon receiving a request from the new school signed by the parent or guardian. Results of psychological testing or personal records will also require a Release of Information Authorization from the parent. Official records will not be issued to parents to be hand carried.

TUTORING (POLICY 116)

Whenever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties. In cases where extra help is desirable and the parents/guardians request such assistance, the building principal or designee may recommend that the parents/guardians secure tutorial services for the student from a list of available tutors maintained by the school.

Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the District curriculum if such excusal does not interfere with the student's regular program of studies. The tutor's qualifications must be approved by the Superintendent or designee.

The instructional program for students not enrolled in public schools due to private tutoring by a qualified tutor shall comply with state law and regulations. The parent/guardian shall provide written assurance that all instructional requirements are being met.

