

# *Student Handbook 2011-2012*



## **FLEETWOOD AREA HIGH SCHOOL**

803 North Richmond Street  
Fleetwood, PA. 19522  
Telephone: 610.944.7656

This Handbook belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

It is the policy of Fleetwood Area School District not to discriminate on the basis of sex, handicap, religion, race, color, and national origin in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquires regarding Superintendent of Schools, Title Coordinator, Fleetwood Area School District, Fleetwood, PA. 19522, telephone 610.944.9598, or the Director of the Office of Civil Rights, Department of Health, Education of Health, Education and Welfare, Washington, D.C.

[www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

Student grades can be accessed at: <http://homeinfo.berksiu.org/homeaccess>. A username and password can be obtained through the Technology Department at 610.944.7656 ext.1500

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ALL ITEMS LISTED IN THIS HANDBOOK ARE SUBJECT TO REVIEW AND CHANGE BY THE HIGH SCHOOL ADMINISTRATION. SOME ITEMS ARE STATED IN GREATER DETAIL IN SCHOOL BOARD POLICY OR DISTRICT GUIDELINES AND OTHERS ARE NOT LISTED HEREIN BUT ARE ASSUMED AS PART OF APPROPRIATE BEHAVIOR AND CONDUCT.

# Fleetwood Area High School

## Core Values and Definitions

### Respect

Recognizing and appreciating the infinite dignity and worth of all people

### Responsibility

Taking ownership for your decisions and actions  
Choosing excellence in all endeavors

### Integrity

Making decisions and displaying behavior  
consistently guided by honesty and ethics

### Compassion

Being kind and caring; expressing gratitude and  
forgiving others; helping people in need

### Courage

Adhering to one's values in the face of opposition  
and at the risk of personal sacrifice

### Citizenship

Doing your share to make your school, your community,  
and the world better, staying informed and involved, exercising  
the right to vote, obeying laws and rules, respecting authority, and  
protecting the environment

# Fleetwood Area School District

## Mission Statement

*(A mission statement tells everyone what needs to be done to realize a preferred future. This statement defines the purpose of the district and is built on the values of the community.)*

The Fleetwood Area School District, in partnership with families and community, is committed to excellence in providing the educational resources and opportunities which empower all students to become life-long learners and responsible citizens in a dynamic global environment.

## Belief Statements

*(Belief statements further define the values of the community and are used to guide the district's decision-making efforts.)*

- A challenging, quality education should provide a variety of learning opportunities addressing individual intellectual and developmental needs and styles to prepare students to assume responsible adult roles as citizens, family members, and workers.
- Learning should occur in an orderly, caring and safe environment where high behavioral expectations are set for and demonstrated by all students and where the need for honesty, integrity, and individual responsibility, and tolerance is conveyed.
- All students are capable of learning and should be encouraged to strive to their highest level of academic potential.
- Quality instruction is central to a quality education, but quality education cannot be fully realized without involvement of the family and community.
- The educational program should prepare students to be:
  - self-directed learners
  - collaborative, high-quality contributors to the economic and cultural life of their communities.
  - users of advanced technologies
  - concerned stewards of the global environment
  - healthy, continuously developing individuals
  - caring, supportive family and community members.
- The educational program should recognize and develop students' talents, acknowledge them for their efforts and promote their self worth.

# **Welcome To The Fleetwood Area High School**

Superintendent of Schools  
Dr. Paul Eaken

Assistant Superintendent of Schools  
Dr. Bethany Bosold

Mrs. Allison Creveling – Secretary  
Mrs. Donna Havrilchak – Secretary  
Telephone: 610.944.9598

Mrs. Heidi Orth – Business Manager  
Telephone: 610.944.7658

Mr. Michael G. DeAntonio  
Principal  
Mrs. Arlene Bonanni  
Office Secretary  
Mrs. Sallie Cremer  
Office Clerical Aide

Mr. Thomas L. Salpino II  
Assistant Principal  
Mrs. Elaine Bleiler  
Office Secretary

## **Board of School Directors**

President.....	Mr. Timothy M. Heffner
Vice President.....	Mr. Michael D. Noll
Treasurer.....	Mrs. Heidi A. Orth
Secretary.....	Mr. Gary A. Reinert
Member.....	Dr. Shane D. Lawrence
Member.....	Mr. Kevin Manmiller
Member.....	Mr. Michael D. Mayer
Member.....	Mr. Peter W. Miller
Member.....	Mrs. Sarah A. Muzopappa
Member.....	Mr. Thomas M. Prachar

## **Pupil Personnel Services**

Guidance Clerical Aide.....	Mrs. Patricia Keeney
Guidance Counselor.....	Ms. Amy Moyer
Guidance Counselor.....	Mrs. Ann Neubert
Guidance Counselor.....	Mrs. Melanie Phillips
Guidance Secretary.....	Mrs. Kimberly Randolph

Telephone: 610.944.1245

## **Athletic Office**

Athletic Director.....	Mr. Matthew Diehl
Athletic Secretary.....	Mrs. Nancy Reppert

Telephone: 610.944.5822

## **Faculty and Room Assignments**

Mrs. Ackerman .....	Room 1
Mr. Barnett.....	Library
Mrs. Bergstresser .....	Room 206
Mr. Biniek.....	Room 213
Mrs. Buser.....	Room 209
Mrs. Cammauf .....	Gym/Room 112
Mr. Cammauf.....	Gym
Ms. Carino.....	Room 109
Mr. Carr.....	Room 10
Mrs. Chisdak.....	Art 1
Mr. Coassolo.....	Room 218
Ms. Crawford .....	Room 16
Mr. Driesbach .....	Room 214
Mrs. Dunn .....	Room 204
Mr. Ebersole.....	Instrumental Music Room
Mrs. Fansler .....	Nurse's Suite
Mr. Farr.....	Room 208
Mrs. Favata .....	Room 216
Mrs. Fisher .....	Room IPC G
Mrs. Follweiler.....	Room 215
Mr. Gaston .....	TV Studio
Mr. Good.....	Room 105
Mrs. Goss .....	Room 3
Mr. Heck .....	Tech Shop
Mrs. Heffner.....	Room 7
Ms. Henderson .....	Room 102
Ms. Hilbert .....	Art 2
Mr. Houp.....	Room 111
Ms. Jarosynski.....	Room 12
Mr. Jonassen .....	Gym/Room112
Mrs. Jones- Carr.....	Room 108
Mr. Kochanasz .....	Room 6
Mrs. Lenett.....	High School Office
Mrs. LeVan .....	Gym/Room 112
Mrs. Lewis .....	Room 11
Mr. Linderman .....	Room 134
Mrs. London.....	Room 110
Ms. Mahnken .....	Room 103
Mr. McCullough .....	Room 210
Ms. McDonough.....	Room 8
Mr. Motze .....	Room 207
Ms. Nagle.....	Room 5
Ms. Neiman.....	Room 212
Mrs. Newpher .....	Library Classroom
Mr. Palacz .....	Gym/Room 112
Ms. Pearson.....	Room 101
Mr. Perry.....	Room 201
Mrs. Rankin.....	Room 9

Ms. Rozzi .....	Room 202
Mr. Rudy .....	Room 14
Mrs. Sahaydak.....	Room 107
Ms. Schlott .....	Room 155
Mrs. Shade .....	Room 101
Mrs. Shelton.....	Tech Ed
Mrs. Shetayh.....	Room 205
Ms. Skelly .....	Room 211
Ms. Steele.....	Room 203
Mrs. Stutzman.....	Room 13
Ms. Wade .....	Room 4
Mrs. Wagner .....	Room 200
Mr. Walter.....	Room 106
Mrs. Wilkinson .....	Room 104
Mrs. Williamson .....	Vocal Room
Mrs. Wunderlich .....	Room IPC G

### **Daily Time Schedules**

A. Normal Bell Schedule:

7:27	Warning bell
7:30 – 8:15	Period 1
8:19 – 9:01	Period 2
9:05 – 9:47	Period 3
9:51 – 10:33	Period 4
10:37 – 11:19	Period 5
11:23 – 12:05	Period 6
12:09 – 12:51	Period 7
12:55 – 1:37	Period 8
1:41 – 2:25	Period 9

B. Two Hour Delay

9:30 – 10:00	Period 1 or 3
10:04 – 10:33	Period 2 or 4

C. Early Dismissal/12:00 Act 80 Day

7:30 – 7:56	Period 1
8:00 – 8:26	Period 2
8:30 – 8:56	Period 3
9:00 – 9:26	Period 4
9:30 – 9:56	Period 5
10:00 – 10:26	Period 6
10:30 – 10:56	Period 7
11:00 – 11:26	Period 8 * Period 9
11:30 – 12:00	Period 9 * Period 8

Early Dismissal - Career and Technology Center students upon return to the Fleetwood Area High School need to report to their appropriate 8<sup>th</sup> or 9<sup>th</sup> period class.

## **SCHOOL CLOSINGS**

*AlertNow is a new rapid notification system that will be used to notify parents/guardians in the event of school closings, early dismissals or school emergencies. Please notify the main office of any changes in phone numbers or contacts. It will be important to keep this information updated to insure accurate contacts can be made.*

Should the need for a school closing arise as a result of inclement weather, etc. please listen to the following radio stations in Reading: WRFY-FM 102.5, WHUM 1240, WEEU 850, and in Allentown, WAEB. TV Channel 69 also has information on school closings or delays.

When it is necessary to cancel school due to inclement weather (i.e. snow), irrespective to the length of time involved (early dismissal or whole day) no co-curricular or extra-curricular activities are to be held. This includes “voluntary” practice whatever the nature of the practice might be.

If school is in session when roads are slippery with snow or ice, students are strongly urged by Administration to take school transportation. Driving of personal vehicles is the responsibility of the student and parents/guardians.

## **FLEETWOOD AREA SCHOOL DISTRICT** **STUDENT RIGHTS AND RESPONSIBILITIES**

### **I. ATTENDANCE AND CONDUCT**

#### **A. Free Education and Attendance**

1. All persons residing in the district between the ages of six (6) and twenty-one (21) years are entitled to a free and full education. This right extends to migratory children and pregnant or married students. Mentally retarded children will be provided with a program of education and training appropriate to their learning capabilities.
2. Parents or guardians of all children between the ages of eight (8) and seventeen (17) are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.
3. Students will not be asked to leave school because they have reached seventeen (17) years of age provided they are fulfilling their responsibilities as students, as defined hereafters. A student will not be excluded from the public schools or from extra curricular activities due to being married or pregnant.

#### **B. Attendance Policy**

1. Once a student has been absent from school for three (3) days in a semester without a doctor’s excuse, written notification will be sent to the parent or guardian requiring a doctor’s note for each subsequent absence. If the three (3) absences occur during any one quarter, notification of the possibility of failure due to excessive absences will also be sent. Failure to produce a doctor’s excuse will result in the absence(s) being classified as unlawful or unexcused and result in the same penalties as listed under Truancy offenses. A citation may be issued.
2. Unexcused absence under seventeen (17) years of age: after three (3) days of notification of “First Offense”. Any unlawful absence thereafter will

constitute a “Second Offense: and be subject to a fine which will be handled through the District Justice Office.

3. Unexcused absence seventeen (17) year of age or older: after three (3) days of recorded unexcused absence the parents or guardian will receive a written notification of “First Offense”. Any unexcused absence thereafter will constitute a “Second Offense” and will result in a hearing before the Superintendent of School and/or be asked to withdraw from school because of failure to adhere to school policies.

### **C. Student Responsibilities**

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

### **D. School Rules**

1. The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school within statutory and constitutional restraints which are enumerated in the laws of the state, or which may reasonably be implied as necessary for the orderly operation of the school.
2. School Boards may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

3. Each Board of School Directors shall adopt a code of student conduct which includes policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.
4. It is the goal of the high school to establish a fair, firm, consistent and progressive discipline system.\*

\* Therefore, in most cases, initial infractions of the rules will result in the assigning of minimum discipline options available. As infractions increase in either proportion or severity discipline options will increase accordingly.

#### **E. Discrimination**

1. Consistent with the Pennsylvania Human Relations Act (43 P.S. SS951-963) no student shall be denied access to a free and full public education on account of race, religion, sex, national origin or handicap.

## **II. EXCLUSIONS FROM SCHOOL**

(Suspensions and Expulsion)

### **A. Implementation of School Laws of Pennsylvania**

1. The Board of School Directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code SS13.62 and 314.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placements).
2. Exclusion from school may take the form of suspensions or expulsion.
  - a. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
    - (i) Suspensions may be given by the principal or designee in charge of the public school.
    - (ii) No student shall be suspended until the student has been informed of the reasons for the suspensions and given an opportunity to respond. Prior notice of the intended suspensions need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
    - (iii) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
    - (iv) When the suspensions exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in S12.8 (c) relating to hearings
    - (v) Suspensions may not be made to run consecutively beyond a 10 school day period.
    - (vi) Students coming back from suspension will attend remediation for the number of days that he/she was suspended or until the teacher designates the work has been completed. **It is the student's responsibility to make arrangements for all work missed.**
    - (vii) Students that are suspended will not be allowed to participate in extracurricular activities, field trips, or attend school activities. Monies for field trips may be reimbursed only if the district recovers any monies previously paid.
  - b. Expulsion is exclusion from school by the board of education for a period

exceeding 20 school days, and may be permanent expulsion under S12. 8 (relating to hearings).

### **Expulsion from Classes – Suspensions**

1. No student may receive an in-school suspension unless the student has been informed of the reasons for being suspended.
2. Communication to the parents or guardian shall follow the suspension action taken by the school.
3. When the in-school suspensions exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11<sup>th</sup> school day in accordance with the procedure S12.8 (relating to hearings).
4. The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

### **Hearing**

1. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the School Board. When the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
3. The following due process requirements are to be observed with regard to the formal hearing:
  - (i) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
  - (ii) Sufficient notice of the time and place of the hearing must be given.
  - (iii) The hearing shall be held in private unless the student or parent requests a public hearing.
  - (iv) The student has the right to be represented by counsel.
  - (v) The student has the right to be presented with the names of witnesses against the student, and copies of statements and affidavits of those witnesses.
  - (vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
  - (vii) The student has the right to testify and present witnesses on his own behalf.
  - (viii) A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled to, at the student's expense, a copy of the transcript.
  - (ix) The proceeding must be held with all reasonable speed.
- b. When a student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that

a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

4. The purpose of the informal hearing is to enable the student to meet with appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
  - a. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
  - b. The following due process requirements are to be observed in regard to the informal hearing.
    - (i) Notification of the reasons for the suspensions shall be given in writing to the parents or guardian and to the student.
    - (ii) Sufficient notice of time and place of the informal hearing shall be given.
    - (iii) A student has the right to question any witness present at the hearing.
    - (iv) A student has the right to speak and produce witnesses on his behalf.
    - (v) The district shall offer to hold the informal within the first five (5) days of the suspension.

#### **Hearing Procedure:**

1. The President of the Board of School Directors or his nominee shall preside at all hearings.
2. It shall be the duty of the Chairman to instruct the accused student, his parents, or their counsel, that the student accused is not compelled to testify, and his refusal to testify shall not be construed as an admission of guilt.
3. Hearings shall be private unless the accused student, his parent, or their counsel request that the hearing be public. Such a request must be in writing and must be received by the School Board twenty-four (24) hours before the hearing begins. Hearings shall be attended by the following: members of the School Board or a duly authorized committee of no fewer than three (3) members of the School Board, School Board Solicitor, the student accused, his parents, their respective counsel, and all witnesses to be called by the parties involved, or the School Board. Witnesses may be separated.
4. All witnesses shall be sworn by the Chairman of the School Board Committee.
5. The School Board, its solicitor, the student and/or his parent, or counsel for either of them, shall have the right to examine and cross-examine all witnesses.
6. Only relevant and competent evidence shall be received and considered by the School Board, but strict rules of legal evidence shall not be followed so that every opportunity may be afforded the School Board to hear and obtain all relevant and pertinent facts.
7. The accused student's past records or any testimony pertaining thereto, shall not be consulted or received into evidence until after the School Board determines the guilt or innocence of the student accused. If the student is found guilty, the School Board has the right to review "past" academic and discipline reports to determine the student's penalty.

8. The testimony of all witnesses shall be tape recorded so that it may be transcribed later if required.
9. After the evidence is closed, the accused student, his parent or their legal counsel may make a summation of the testimony and argument, not to exceed 15 minutes in length.

#### **Disposition of Case:**

1. As promptly as is possible after said hearing is closed, the full School Board shall convene to consider the evidence and, by majority of members present, by roll call vote, determine the guilt or innocence of the accused student, and shall further determine the penalty, if any. The School Board may reprimand, suspend or expel.
2. If the charges are sustained, the School Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused or to his parents and to their counsel, not later than five (5) days from the date of such board meeting.
3. In case of suspensions or expulsion of a student, any information or testimony concerning the incident shall be classified as Category B information, and shall remain confidential, unless the parent gives written permission for its release to identified courses. Said request shall be directed to the School Board.
4. If the School Board shall find in favor of the student, all references to the alleged incident shall be removed from the student's records.
5. When the student is dissatisfied with the results or the hearing, recourse can be made to the appropriate state or federal court.

### **III. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

The School Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability. The district shall provide to all students, with out discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities.

In order to achieve the aforesaid goal, the School Board directs the Superintendent to assume the responsibility of coordinating all implementing activities as Compliance Officer.

It shall be the duty of the Compliance Officer to monitor:

1. Curricula Content – Review current and proposed curriculum guides and textbooks to detect any bias upon race, sex, sexual orientation, religion, national origin, ancestry, culture or handicap/disability: ascertain that supplemental materials fairly depict the contribution to society of both sexes and the various races and ethnic groups.
2. Staff Training – Develop an ongoing program of in-service training for school personal, designed to identify and solve problems of racial, sexual, religions, national, cultural or handicap/disability bias in all aspects of the school program.
3. Student Access – Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, sex, sexual orientation, national origin, or handicap/disability in

any duty, work, play, classroom or school practice, except as may be permitted under State regulations.

4. District Support – Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.
5. Student Evaluation – Ensure that tests, procedures, and guidance and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, sex, sexual orientation, national origin, or handicap/disability.

The Compliance Officer may be assisted in these duties by a committee composed of:

1. Teaching staff members.
2. Administrators.
3. Parents and other residents.
4. Community/business people.

The Compliance Officer shall report to the School Board on progress in the nondiscrimination program for school and classroom practices as requested or needed.

### **Complaint Procedure**

A Complainant has the right to be accompanied by a third party during all steps of this procedure.

#### *Step One*

1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the building principal.
2. The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.

#### *Step Two*

1. If not satisfied with the principal's decision, the complainant shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.

#### *Step Three*

1. If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the School Board at its next regular Board meeting by notifying the Board Secretary in writing within ten (10) calendar days after receipt of the Compliance Officers' decision.
2. The School Board shall conduct a review and issue a decision within thirty (30) days following the Board meeting at which the complaint was presented.

## **IV. FREEDOM OF EXPRESSIONS**

### **A. Policy Statement of Freedom of Expressions**

1. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker vs. Des Moines Community School District*, 303 U.S. 508 (1969), where the court said.

“It can hardly be argued that students or teachers shed their constitutional rights to freedom of speech or expression at the school house gate. Students in school as well as out of school are ‘persons’ under our Constitution. They are possessed of fundamental rights which the State must respect, just as they themselves must respect their obligations to the State. The United States Supreme Court further stated that:

“...but conduct by the student, in class or out of it, which for any reason – whether it stems from time, place, or type of behavior – materially disrupts class work or involves substantial disorder or invasion of the rights of others, is of course, not immunized by the constitutional guarantee of freedom of speech.

2. Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourages unlawful activity, or interferes with another individual’s rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, arm bands, and any other means of common communication, provided that the use of public school communications are in accordance with the regulations as described below. Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
4. Identification of the individual student or at least one responsible person in the student group may be required on any posted or distributed materials.
5. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

## **B. Bulletin Boards**

1. The principal of each building will designate certain bulletin boards for school announcements. Bulletin board space will be provided for the use of students and student organizations, in addition.
2. The following general limitations on posting are applied.
  - a. The principal will prohibit material which is obscene according to current legal definitions; which is libelous; or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or physical disruption of the orderly operation of the school.
  - b. Identification on any posted notice will be required of student or student group. Including the name of at least one person of the group posting such notice.
  - c. The principal will require that notices or other communications be officially dated before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.
  - d. Nothing will be posted on bare walls or windows without prior approval of the principal.

### **C. School Newspaper and Publications**

1. Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors of other newspapers to report the news and editorialize.
2. The principal or his designated advisor will supervise and remove obscene or libelous material. In addition, he will edit material that would cause a substantial disruption or material interference with school activities.
3. The above is subject to the following:
  - a. School officials will not censor or restrict material simply because it is critical of the school or its administration.
  - b. Rules of the school for prior submissions for review of obscene, libelous material, and material advocating illegal actions will be reasonable, and not calculated to delay distribution.
  - c. Each principal will establish prior approval procedures. They will identify to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation on the time within which a decision must be made. If the prescribed time for approval elapses without a decision, the literature will be considered as authorized for distribution.
4. Students who are not members of the newspaper staff and other members of the school community will have access to its pages. The criteria for submission of material by non-staff members will be prepared, published, and distributed to all students by the principal or his designee.
5. Students' and staff members will be held responsible for materials which are libelous or obscene, and such publications may be prohibited by the building principal.

### **D. Unofficial Publications**

The constitutional right of freedom of speech guarantees the freedom of public school students to publish their own materials other than those sanctioned by the school. The school has no responsibility to assist students or to provide facilities in the publishing of such materials, nor may the school be held responsible for any statements published in them. The newspaper staff members themselves have sole responsibility for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.

### **E. Distribution of Literature, Leaflets, and Newspapers**

1. The principal may prohibit the distribution or dissemination of student originated material on school grounds when such material would, in his judgment, materially and substantially interrupt the educational process or intrude upon the rights of others.
2. Students have the right to distribute leaflets, newspapers, and other printed material adjacent to school property without any restriction by school authorities.
3. The distribution of leaflets, newspapers, and other printed materials on school district properties by a student or students of the school district is permitted under the following conditions:
  - a. The material to be distributed has been submitted to the principal or principals in charge of the areas in which the distribution is to be

made. Each principal has determined whether distribution might result if not denied within twenty-four (24) hours, the petitioner may proceed provided the further requirements are fulfilled.

- b. The material to be distributed bears clearly the name of the sponsoring organization and the name of one individual of such organization.
- c. The distribution is made at the time and place determined by the principal so that there is no material and/or substantial interference with the appropriate discipline of the operation of the school. The principal will find the location best suited for the distribution to reach fellow students without interference with normal flow of traffic within or without of the school buildings such as busy corridors, exterior doors, and entrances and exits from parking areas. The principal will see that proper protection from harassment is provided those distributing approved material.

#### **F. Button, Badges, and Armbands**

1. The wearing of buttons and badges or armbands bearing slogan or sayings by students will be permitted even though unpopular with some students and school district employees unless one of the following conditions is determined by the principal.
  - a. The wearing of the material would lead to a substantial disruption or material interference with school activities.
  - b. The message expressly or by implication is obscene according to current legal definitions, or libelous.
  - c. The wearing of the object presents a clear and present danger to the physical safety of the wearer.

#### **G. Flag, Salute, and Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent.

#### **H. Hair, Dress and Personal Care**

1. Students have the responsibility to keep themselves, their clothes, and hair clean.
2. Students may wear clothing of any style, fashion, or taste provided their clothing does not offend the accepted sense of decency of the community and thereby adversely affect the good order and discipline of the school as determined by the principal.
3. Students participating in physical education classes or in extra-curricular activities are required to wear the clothing as detailed by the Physical Education Department or the director or advisor of the particular extra-curricular activity.

## **I. Confidential Communications**

1. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See for example, 42 PA C.S. S5945 (relating to confidential communications to school personnel).
2. Information received in confidence from a student may be revealed to the students' parents, the principal or other appropriate authority where the health, welfare, or safety of the student or other persons is clearly in jeopardy.

## **J. Pupil Records**

1. All current pupil records are considered confidential and private at all times. They are maintained solely for the purpose of assisting district professional staff in achieving the maximum educational development of each pupil.
2. A copy of the complete pupil records policy is available through respective counselors or the principal.

## **ABSENCE**

**Note: Anytime a student is absent from school a parent/guardian excuse note needs to be turned into the Fleetwood High School Main Office within three days of the student's return to school.**

**All students must be in school by 9:00 A.M. in order to participate in any extracurricular activity.**

**The Fleetwood Area High School Main Office # is 610.944.7656**

Parents should call the high school main office the morning of absence. An excused absence includes the absence of a student for any of the following reasons: illness, death in the immediate family, impassable road, excused upon issuance of a farm or domestic working paper, and exceptionally urgent reasons such as affects the student and does not include work at home or place of business.

**The day after your child's absence they should obtain an excuse blank in the main office. An excuse blank, signed by a parent/guardian, must be turned into their 1<sup>st</sup> period teacher or the high school main office within three (3) school days of the absence. Failure to do this within three (3) school days of the absence will be classified as unexcused, and subject to prescribed legal measures.**

The day after any absence students shall have the responsibility to report to all their teachers and obtain any assignments that were missed during their absence. We encourage students who are absent for less than three (3) days to contact friends or staff member to keep informed of daily assignments. If a student is absent for three (3) or more consecutive days, parents may request homework assignments by calling the high school main office. Please allow 24 hours from time of notification to pick up assignments.

If a student is absent through the end of the fourth period (10:33 A.M.) the absence will be considered a half day absence; absences beyond the fourth period (10:33 A.M.) constitute a full day of absence. Therefore, if absent during the morning it is necessary to report to school before the end of the fourth period (10:33 A.M.) in order to receive credit for

a ½ day of attendance. Early excusal before the fourth period (10:33 A.M.) would constitute a full day of absence.

**Completion of assignments during any type of absence remains the responsibility of the student. Work must be completed within the same number of school days as the absence with a maximum of five (5) days upon the student's return unless special arrangements are made with the teacher assigning the work.**

As described in the School Code, the following excuses will be considered:

Excused Absences:

- a. Illness
- b. Quarantine
- c. Death in the immediate family
- d. Funeral attendance
- e. Religious holiday
- f. Doctor or Dentist's written excuse
- g. Approved medical or dental appointments
- h. School authorized field trips or activities
- i. Education travel approved in writing in advance by the principal for absences of 1-3 days. Planned absences in excess of three (3) days must be requested in writing to be approved by Dr. Eaken, Superintendent of Schools prior to absence.

Unexcused- Unlawful

- a. Truancy (skipping school)
- b. Parental neglect
- c. Missing the bus
- d. Oversleeping
- e. Illegal employment
- f. Unauthorized vacations or trips

\* Truancy during the school day or any part of the school day is punishable under the school code which will be strictly enforced.

## **CAREER CENTER STUDENTS**

**A.M. Career Center students must have a parent/guardian call the high school main office if the student will be absent in the afternoon.** Career Center students that are absent in the morning must sign in at the high school main office when returning to the high school for P.M. classes. Students enrolled in the co-op program should notify the school in the morning, if they do not attend their place of work study. Career Center students who have a parent note to leave the Career Center early have to turn in the note to the high school office in the morning prior to leaving for the Career Center.

## **EARLY DISMISSAL**

**Parent/Guardian will need to report to the high school main office and sign their student out, unless a parent/guardian note is turned in prior to leaving for the early dismissal. The permission note or excuse note should be given to their first period teacher, or dropped off in the high school main office in the morning. The note must contain the date, time of dismissal, a valid reason for early dismissal, and a parent/guardian signature. The statement "Personal Reason" is not a valid reason for**

**early dismissal. Examples of early dismissal may include reasons listed above under excused absences. This procedure is meant to be a safety precaution.**

1. Medical Dismissals: Any student requesting an early dismissal for a medical/dental appointment should turn in a doctor note upon returning to school.
  - a. Any student who is seen by the school nurse during the school day and has a fever of 100.6° and greater may be sent home. A parent will be notified to pick up their student.
2. Extra-Curricular: Students who have received permission from the office for early dismissal must personally notify the teachers who will be affected.
3. Class Dismissals: A special request to leave a class to do work or meet with another classroom teacher must be accompanied by written permission from all involved teachers.

## CODE OF CONDUCT

### ACCEPTABLE BEHAVIORS

It is each student's responsibility to demonstrate behavior that is conducive to a safe and orderly environment for all students that protects their health, safety and welfare. In the event that a student's behavior becomes counterproductive to the educational process, the following system will be enacted. (Please note that this list of unacceptable behaviors is not all inclusive. Any event not mentioned below will be addressed by Administration.)

Administration may use higher levels of disciplinary measures as deemed necessary. The code is divided into three (3) sections: *attendance offenses, general disciplinary offenses and dress code violations.*

The student will be ineligible from all extracurricular activities (musical, trips, athletics, dances, etc.) until all detentions/suspensions are completed, unless given permission by the High School Administration.

***NOTE: Police will be notified whenever federal, state, county or municipal laws are violated or as deemed necessary by the administration.***

### BICYCLES

Students who ride their bicycles to school do so at their own risk. They may lock their bicycles in the bike racks outside of the gymnasium entrance. **Fleetwood Area School District does not assume any responsibility for damaged, lost or stolen property.**

### COURTYARD

All seniors', students and junior members of National Honor Society are permitted to use the courtyard during their lunch. These students are responsible to maintain this area. If there are any violations, this privilege can be revoked.

### DISORDERLY CONDUCT

Students who are engaged in disorderly conduct by fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act

which serves no legitimate purpose may be issued a citation for *disorderly conduct*. In addition to being a suspendible offense, students who are cited for disorderly conduct will be fined at the district justice level.

## **FIGHTING**

### **Fighting will not be tolerated.**

Fighting/Harassment (refers to a loud shouting match or argument or physical contact between/among students). Physical Fighting (refers to the act of two (2) or more students involved in intentional unwanted contact, punching, slapping, pushing, wrestling with each other, including the use of weapons).

## **FOOD AND DRINK**

Food and drink is allowed at the discretion of the individual teacher. Any food or drink brought into the school should be kept in the student's locker. **There will be no food or drink permitted in the library at any time.**

## **GUM CHEWING**

Gum chewing is allowed at the discretion of the individual teacher.

## **IN THE CLASSROOM**

1. Every student should respect the position of the teacher in class.
2. Respect other people's property.
  - a. Do not mark desks or furniture.
  - b. Return all materials such as books, pamphlets, or apparatus to their proper places at the close of the period.
  - c. Deposit all trash or other appropriate materials in the waste baskets provided.
3. Respect the rights of the speaker at all times.
  - a. Remain quiet while others speak.
  - b. Learn to offer and respect constructive criticism.
4. All students should practice correct posture at all times in the classroom and out.
  - a. Do not slouch.
  - b. Feet should always be under desks.
5. Sleeping will not be permitted during class.

## **PERSONAL CONDUCT**

Each student is responsible for his own proper conduct at all times: however, every teacher has the responsibility and the right to discipline students when necessary on school district property.

## **SHOW OF AFFECTION**

We realize that no matter what your age, caring for others and showing affection is important to you. The "right" relationship between two (2) people is and should remain private. Public displays of affections are not appropriate in a high school setting. We believe that there is nothing wrong with a simple show of affection such as holding hands; however,

kissing and close physical contact in a public school will not be condoned. Any student who is reported for improper conduct should report directly to the high school main office.

## **SKATEBOARDS**

Skateboarding is not permitted on school property. Any student who brings a skateboard to school should store the skateboard in his/her locker.

## **STUDENT RIGHTS**

Students do have rights. Having legal rights as persons and citizens, they may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

## **STUDENT RESPONSIBILITIES**

- a. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- b. Dress and groom themselves to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- c. Assist the school staff in operating a safe and orderly school.
- d. Exercise proper care when using proper facilities, supplies, and/or equipment.
- e. Avoid the use of indecent or obscene language, behaviors or gestures when dealing with other students or school district staff members.
- f. Students are responsible for all damaged or lost textbooks, damaged school property, damaged or lost equipment or any financial obligations such as library fines, class dues, etc. Students must satisfy all obligations prior to graduation exercises.

## **STUDY HALL RULES**

**Study halls give students the opportunity to complete assignments and/or prepare themselves for upcoming classes. This is most effectively done in a quiet environment; therefore study halls will not be a time for socializing, rather a study hall should be quiet. The only exception is if the study hall monitor gives permission for a student to discuss schoolwork with another student.**

**Study hall procedures are as follow:**

1. Students should enter the room quietly, take a seat and begin working.
2. Attendance will be taken after the bell that marks the beginning of the period.
3. Students wishing to leave study hall must have a pre-signed pass and approval of the study hall monitor. Students wishing to go to the library, math lab or computer lab need a pre-signed pass from the librarian, math lab or computer lab monitor.
4. **No talking** during study hall. The only exception is if the study hall monitor gives permission for a student to discuss schoolwork with another student.
5. **No food or drink** is allowed in the room.

6. **IPods and MP3 players may be used during study hall at the study hall monitors discretion. Devices must be put away upon exiting the study hall.**
7. There will be no sleeping in study hall.
8. Students must come prepared to study or to read.
  - All students must bring study and/or reading materials to last the duration of the study hall.
  - Students who are not prepared will be given work by the study hall monitor.
  - Locker usage is at the discretion of the teacher, but is discouraged.

**Prior to leaving the study hall for any reason, students must sign out on the study hall sign-out sheet. With the exception of pre-signed passes, only one (1) student is permitted to leave the study hall at a time. Sign-out sheets will be collected by administration at the end of each quarter or when deemed necessary.**

**Any student not in compliance with the above rules will be dealt with by the study hall monitor. Students who repeatedly choose to disregard the study hall rules will be dealt with as follows:**

1. **Phone call home**
2. **Referral**
3. **Administrative action**

## **ASSEMBLY RULES**

Students are to report to their homerooms at the designated time and await the call to assembly.

1. Students will be called by grade level or homeroom to the assembly site via the intercom in selected homeroom sequence.
2. Students are required to sit in their assigned section and seat number as given them by their homeroom teacher.
3. Students are expected to behave themselves in a gentlemanly and ladylike manner during the assembly program. Courteous behavior is expected of the students and proper attention should be given to the speakers and/or performers.

**NOTE:** Homeroom teachers will sit with their homeroom students and oversee student behavior. All faculty members are expected to be present at assembly programs whether they have a homeroom or not.

## **SCHOOL BUS RULES**

***The ability to ride the school bus is a privilege not a right.***

All students are expected to adhere to the following rules:

- a. All bus loading and exiting will be done in an orderly fashion.
- b. Students need to cooperate and follow the direction of the bus driver.
- c. Students will sit in their assigned seat/area when applicable.
- d. Students must get on and off at their assigned bus stop.
- e. Fighting, wrestling, or any type of horseplay on the bus will not be permitted.

- f. No vandalism to the bus of any kind will be tolerated. Any incidents will be reported to the proper authorities, which may include local law enforcement.
- g. The use of abusive, foul, or obscene language on the bus will not be tolerated.
- h. Students are not permitted to eat or drink while on the bus.
- i. Yelling, or loud noises while on the bus are not acceptable. Speak in an appropriate tone.
- j. No tobacco products are permitted.
- k. Remain seated when on the bus and keep hands/feet inside.
- l. The application of cosmetics on the bus, (hair spray, nail polish, make-up, etc.) is prohibited.
- m. Keep the school bus clean.
- n. Observe the same conduct on the bus as in the classroom.

### **Recommended Administrative Procedures for Handling School Bus Disciplinary Problems**

*Punishments may include suspension at any of the following Step Levels and the police may be notified.*

**Step 1:** A majority of minor infractions are to be handled by the driver. She/he is allowed to assign seats, put students in front seats, etc. These minor infractions need not be reported to the school.

**Step 2:** Major infractions or repeat offenses that require a First Bus Conduct Report and a high school administrator's intervention. The high school administrator after reviewing the report will determine discipline. Parents will be notified via the Bus Conduct Report. This may include implementation of Steps 3 through 5.

**Step 3:** Next Bus Conduct Report- Discipline will consist of parent notification and may include up to a three school day suspension from riding the school bus. This would include all school buses (field trips, fan buses, etc.).

**Step 4:** Next Bus Conduct Report- Discipline will be the same as Step 3 except may include up to a five-day suspension from riding the bus and up to five days of In School Suspension, at the discretion of the high school administrator.

**Step 5:** Next Bus Conduct Report- A meeting will be held between the parents, bus driver, and high school administrator. Discipline may include a suspension of bus privileges for fifteen school days and/or up to ten days of In School Suspension. It may be determined at the meeting that a permanent suspension of bus riding privileges may be necessary.

### **MEDICATION IN SCHOOL**

Students are not permitted to keep medications in their possession during school hours. Any medication, prescription and nonprescription (e.g. Sudafed), is to be delivered directly to the school nurse. It must be brought to school in a properly labeled container, accompanied by a note containing the following information:

- Name of student, date, grade

- Possible side effects
- Physician's name and telephone number
- Signature of parent
- Name of medication, reason for medication
- Dosage and time to give medication

No more than a week's supply should be sent to school. Students will be responsible for reporting to the nurse's office at the time the medication is to be taken. Should a student have to be on medication for an extended period of time (more than 10 days), a physician's written request will be required. Any change in medication will require a new written request by the physician. If a student has asthma and needs to carry an inhaler, or has an allergy to insect stings and needs to carry an epi-pen, it is necessary to provide the school nurse with a note from the physician stating that the student is capable of managing the administration of the medication, and must have it available on his/her person for PRN use. A note from the parent should accompany the physician's note. Request to Administer Medication forms are available in the high school main office.

## **FLEETWOOD AREA SCHOOL DISTRICT POLICIES**

### **BULLYING AND CYBER-BULLYING POLICY # 249**

The Fleetwood Area School District is committed to providing a safe, positive learning environment for students. The district 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 district prohibits bullying by the students.

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

- **Physical**- the most commonly known form: includes hitting, kicking, spitting, pushing and taking personal belongings.
- **Verbal**- includes taunting, malicious teasing, name-calling, making threats.
- **Psychological or Relational**- involves spreading rumors, manipulating social relationship, and engaging in social exclusion or intimidation.
- **Cyber-Bullying**- forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile web sites such as My-Space. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the district by sending or posting inappropriate or derogatory e-mail messages, text messages, instant messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable.

**Bullying** shall mean an intentional electronic, written, verbal or physical act or series of acts directed at another student(s), which occurs in 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 in school.
3. Substantial disruption of the orderly operation of the school.

Students shall be encouraged to report bullying or cyber-bullying complaints to school district employees and their parents/guardians. Parents/guardians are encouraged to report suspected bullying to the building principal.

All employees who receive a complaint alleging bullying or cyber-bullying shall investigate to determine if bullying or cyber-bullying is indicated. If the employee suspects that bullying or cyber-bullying has occurred, a referral must be submitted to the principal/assistant principal. Employees who witness acts of bullying shall respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

The building principal or his/her designee will inform parents/guardian, as appropriate.

Students who are found to have bullied others may receive counseling, a parental conference, detention, suspension, expulsion, loss of school privileges, and/or exclusion from school-sponsored activities. Depending on the severity of a particular situation, the principal/assistant principal may take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; and reporting the incident(s) to appropriate law enforcement, if appropriate.

## **COMPUTER ACCEPTABLE USE POLICY # 815**

The Fleetwood Area School District recognizes the educational benefits of providing students with access to the Internet. This service will provide vast, diverse, and unique resources for students who use the access. Our goal in providing this service is to promote educational excellence in the Fleetwood Area School District by facilitating resource sharing.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The Fleetwood Area School District and our provider of the service have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We at the Fleetwood Area School District firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

The Superintendent/designee shall be responsible for assuring that access to the Internet is provided for those students who have educational need to use the service and that they have been informed of their responsibilities and the consequences of their actions in the event of non-compliance with this policy. Students and their parents/guardians need to read the complete Student Policy on Acceptable Use of Computing and Network Information Resources and they need to sign the corresponding permission form before Internet access is granted. Any student who does not comply with the policy will have his/her access revoked and other disciplinary actions may be taken.

## **CONTROLLED SUBSTANCE/PARAPHERNALIA # 227**

The School Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. The board, administration, faculty and community feel that every avenue should be explored in an effort to eliminate the use of controlled substances by students in the district.

It is the desire of the district, through curricular procedures and administrative action, to work for the prevention of misuse and abuse of controlled substances within the school district. Consistent with the aims of prevention activities, every effort shall be made to intervene and alleviate controlled substances related problems as they may develop within the domain of the school district.

**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. Human Growth Hormone.
6. Drug paraphernalia.
7. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
8. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For the purpose 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 spent traveling to and from school and school-sponsored activities.

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

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

The Board prohibits the use of anabolic steroids and Human Growth Hormones (HGH) by students involved in school-related athletics, except for a valid medical purpose pursuant to the order of a physician. Body building and muscle enhancement of athletic ability are not valid medical purposes.

Students shall be made aware of the dangers of using performance enhancing drugs; 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. **First Violation-** suspension from school athletics for the remainder of the season.
2. **Second Violation-** suspension from school athletics for the remainder of the season and for the following season.
3. **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.

When there is reasonable evidence that a student is under the influence of, or is involved in the use of, a controlled substance and this is his/her:

1. **First Offense-** the parents/guardians shall be notified; and the student shall be given a three (3) to ten (10) day suspension from school, depending upon the situation.
2. **Second Offense-** the parents/guardians shall be notified, and referral shall be made for a mandatory expulsion hearing before the Board. All aspects of due

process shall be followed as required by law, and further disciplinary action will be taken if the Board so decides.

3. **Habitual Offenses-** the penalty may be exclusion from school for a period of up to one (1) calendar year or more unless recommendation of the principal provides an alternative. Application for readmission at the conclusion of this period will be reviewed by the Superintendent and/or a designated committee, and a report with a recommendation will be forwarded to the Board.

**Possession without Actual Usage:** When a student is found in possession of a controlled substance(s), referral must be made to law enforcement authorities, who will obtain an analysis of such suspected controlled substance(s) and will determine whether an arrest or referral to a judicial agency shall be made.

If the result of the analysis is positive or look-a-like drugs are involved, steps shall be taken as in actual usage. If analysis is unable to be obtained and student admits to a possession of controlled substance(s), steps will be taken as in actual usage.

**Selling or Buying:** It is not the intent of these regulations to distinguish between a seller and a buyer. However, individual situations may result in such a distinction being made. Parents/Guardians and the local police shall be notified, and appropriate criminal charges against those involved are to be filed. In addition, when there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for a period of up to one (1) calendar year.

Upon request, a periodic review is to be made of an individual case; readmission before the complete calendar year has elapsed may be granted if sufficient evidence exists that rehabilitation has taken place and that further exclusion is detrimental to the welfare of the student.

Application for readmission at any time will be reviewed by the Superintendent and/or a designated committee, and a report with a recommendation will be forwarded to the Board.

If a staff member discovers the use or sale of drugs, look-alike drugs, controlled substances, alcohol, or contraband during the performance of duties, s/he immediately should move to confiscate the items, identify the students, and seek immediate assistance in an investigation of the matter.

**Discovery Of A Controlled Substance:** A controlled substance(s) found anywhere on the school premises are to be given promptly to law enforcement authorities. If a staff member discovers the use or sale of drugs, look-alike drugs, controlled substances, alcohol, or contraband during the performance of duties, s/he immediately should move to confiscate the items, identify the students, and seek immediate assistance in an investigation of the matter.

**Suspicion of Usage:** When a student is suspected of being under the influence of a controlled substance(s), investigation shall take place; the principal/assistant principal and, if necessary, the school nurse shall be called.

Parents/Guardians of a child who is displaying extraordinary behavior shall be apprised of the situation and asked to come to the school. They will decide whether to take the child home, to a physician, or to the hospital. If a parent/guardian cannot be located, the family physician will be contacted; and s/he will be asked to make a recommendation. The principal or assistant principal shall notify the Superintendent. The teachers and counselors will be informed and asked to keep watch on the student in the future.

Before the student returns to school, the parent/guardian must furnish a report as to what caused the extraordinary behavior. In addition, the principal or assistant principal shall hold a conference with the parents/guardians and student. During the conference the student must agree to undergo counseling and/or treatment if a controlled substance(s) was used. A record of the treatments must be furnished to the Superintendent.

## **ELECTRONIC DEVICES # 237**

**During the school day parents/guardians are asked not to contact their student(s) by way of their cell phones. Please contact the high school main office and the message will then be relayed to your student(s).**

**Offenses:** Bringing Portable Listening Devices (Televisions, Walk/Discmans, Cell Phones, Beepers, Laser Pointers, Electronic Games etc.) to school.

Electronic devices are prohibited at any time where use of the device would cause a disruption in the school function/activity as determined by the responsible supervising adult. The Board prohibits possession of laser pointers, and attachments and telephone paging devices/beepers by students on school property, on busses and other vehicles provided by the district and at school-sponsored activities.

Electronic devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

The School Board permits students to bring personal communication devices (e.g., cellular telephones) to school. The School Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and at another time where use of the device would cause a disruption of school activities. Cell phones if brought to school, should be kept locked in the student's locker. Cell phones should not be kept on the person or in plain view. We ask if parents need to contact their child at anytime during the school day, that you call the high school main office to avoid classroom distractions. The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student. Personal listening devices are permitted, but need to be turned off and removed upon entering the building. They must be stored in a student's locker during school hours. Career Center students may not use personal listening devices until they have exited the school to board the Career Center bus. Laptop computers and personal digital assistants (PDA's) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDA's. This is set by 19 Pa. C.S.A. Sec. 5703.

## **SEARCHES POLICY # 226**

The School Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Large amounts of money should not be left in a gym or school locker. **Fleetwood Area School District does not assume responsibility for any lost or stolen property.**

**Students are not allowed to display anything on the outside of lockers i.e. signs, stickers, pictures, etc.**

It shall be the policy of the School Board that 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.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

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 School 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 threat to the health, welfare or safety of the school population.

The School Board authorizes the administration to conduct random general searches of lockers and backpacks when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

The Superintendent shall develop procedures to implement this policy which shall require:

1. The principal or representative shall be present whenever a student's locker is inspected. The principal or representative shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.
2. The principal shall be responsible for the safekeeping and proper disposal of any substance, object, or material found to be improperly stored in the student's locker in violation of law, School Board policy or school rules.
3. The principal shall be responsible for the prompt recording in writing of each locker inspected which record shall include the reason(s) for the search, persons present, objects found, and their disposition.

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

Students shall assume responsibility for maintaining the security of their lockers. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.

Students shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy. Students shall be required to sign a waiver in order to have the use of a school locker.

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

**Parents and students are hereby notified that Fleetwood Area School District 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.**

## **TOBACCO POLICY # 222**

The School Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

**Tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The School Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

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

The school district shall initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

Any student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

In addition to the \$50 fine student use and/or possession of tobacco products on school property will result in the following disciplinary action:

1<sup>st</sup> Offense –One (1) day in-school suspension

Citation issued

2<sup>nd</sup> Offense –Two (2) days in-school suspension

Citation issued

3<sup>rd</sup> and Subsequence Offenses-Possible Out of School Suspension and

Citation issued.

**NOTE: According to Fleetwood Borough Ordinance No. 560**

**It shall be unlawful for any minor under the age of eighteen (18) years to use or possess tobacco in any form within the Borough of Fleetwood, on any Borough owned property, on any public street, highway, traffic-way, alley or sidewalk.**

## **UNLAWFUL HARASSMENT POLICY # 248**

The School Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Although there is no 'quick fix' or single right answer for all social ills, the high school administration, staff and faculty strive to remove any detractors or impediments that interfere with the orderly maintenance of a safe, healthy, educational environment. Parents are urged to communicate this important message on harassment to their child and emphasize seriousness

of this issue prior to official action. The administration also requests your assistance in reporting any and all suspected harassment in a timely manner.

Harassment shall be defined under the following categories:

1. **Unlawful Harassment** includes but is not limited to slurs, jokes, or other verbal, graphic, written or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:
  - Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
  - Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance and or an individual's learning opportunities.
  - Otherwise adversely affect an individual's learning opportunities
2. **Sexual harassment** shall consist of unwelcome sexual advances, request or sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.
  - Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
  - Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
  - Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

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

- Inform the student or third party of the right to file a complaint and the complaint procedure.
- Inform the complainant the s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

**Reporting:** A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constituted a violation of this policy shall immediately report the incident to the building principal.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

**Investigation:** may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

**First offense:** All parties involved receive official warning to cease and desist the harassing behavior.

**Repeated offenses:** A second report of harassment will be turned over to the administration for disciplinary action and may be turned over to the police for investigation and/or citation.

## **WEAPONS POLICY # 218.1**

The School Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, replica of a weapon, chemical agent such as mace, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

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

A **firearm** means the following:

1. Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any destructive device.

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

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The School Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The School District shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of

such expulsion requirement on a case-by-case basis.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

Any district employee or student who knows or ascertains that a student is in possession of a weapon in contravention of this policy shall immediately inform the building principal who shall conduct a complete investigation. A student who has knowledge that a weapon is in or on school property shall be subject to disciplinary proceedings if the student does not report this information in a timely manner to school personnel. Upon confiscation of a weapon, the building principal shall immediately notify and/or summon the local police; the Superintendent; and the parents/guardians of any and all students involved in the incident.

Upon reasonable suspicion that a student possesses a weapon, the building principal will request the student to voluntarily empty his/her pockets, remove any coat, bookbag, or purse to be searched by a school official in the presence of another adult witness in accordance with Board policy.

If a student refuses to permit a search, the building principal shall immediately summon the local police and request assistance. Parents/Guardians shall be notified as soon as possible.

The building principal will cooperate with the Superintendent to develop a public statement regarding the incident and will determine the most effective method of informing school personnel of the incident.

The Superintendent shall inform Board members of the incident as soon as measures have been taken to eliminate any immediate danger associated with the incident; all steps pursuant to this policy have been complied with; and it is reasonable and practicable to do so.

The building principal or designee shall coordinate the informal hearing procedure; conduct an investigation; secure written statements and anecdotal records substantiating the charges; and provide information and notification requirements for expulsion proceedings.

## **VEHICLE GUIDELINES**

1. In the event of inclement weather students are urged to take the transportation offered to them by the Fleetwood Area School District.
2. It is to be remembered that parking on school grounds is a privilege and not a right.
  - A. All cars which are being parked on school grounds or which are frequently driven on school grounds must be registered in the high school main office.
  - B. All students are required to register and display a current driver's permit on the rearview mirror. Registration forms can be obtained in the high school main office. This permit must be displayed facing the window.
  - C. All career center students must receive prior approval from the Career and Technology Center, Fleetwood Area High School Office, and their parents.
  - D. Students will not be permitted to drive to Berks Career and Technology Center East or West without approval of high school principal/assistant principal.
  - E. Any career center student given permission to drive to career center must park in the student parking lot upon returning to Fleetwood High School.
  - F. All students must leave the school grounds at the conclusion of the school day or sporting event.
  - G. Students will park in a forward (pull in) position.
  - H. No students are permitted to enter their cars during the school day without special permission from the office.
  - I. No parking is permitted in spaces designated for professional personnel, visitors or other reserved spaces.
  - J. Speed limit on the school grounds is 5 MPH in the parking lot area.

- K. Improper use of any car, such as unnecessary horn blowing, spinning of tires, racing of motors, etc., will result in loss of parking privileges on school grounds and/or police action.
- L. Students who drive to school on an infrequent basis should check with the office for parking privileges prior to the day they drive to school. If, because of an emergency, the student cannot get approval on the prior day, he should report to the office immediately upon arrival to secure clearance for parking. Any student's car that is illegally parked on school grounds or parked on school grounds while his/her parking permit is suspended or revoked will be towed away by local police authorities. All expenses will be borne by the student.
- M. Any student who violates any of the above rules will immediately lose driving privileges.
- N. Student-Athletes are not allowed to park in the Stadium/Tennis Court Parking Lot. This goes for practices as well as home and away games. Student-Athletes must park in the Student Parking Lot.

**First violation** – Up to 1 month

**Second violation** – Up to 90 days

**Third violation** – Remainder of the school term

- O. Students may receive consequences to include I.S.S. in addition to the loss of driving privileges for inappropriate actions.
- P. Any student who owes a detention or fine may have their driving privilege revoked

**Offense: Parking Vehicles in Restricted Areas (including faculty parking lots, identified spaces, driveway, etc.)**

**Consequences:**

First Offense: Warning

Second Offense:

- a. One (1)hour detention
- b. Two (2)week suspension of driving privileges revoked
- c. Phone call home

Third and All Subsequent Offenses:

- a. Two (2) detention
- b. Suspension of driving privileges until further notice
- c. Phone call home
- d. Possible fine

**The police will be notified for any unsafe or disruptive driving violation and a citation may be issued.**

## **OVERNIGHT FIELD TRIPS**

### **CRITERIA FOR PARTICIPATION IN TRIPS**

Students:

1. Must be residents of Fleetwood Area School District.
2. Must be of an age or grade level placement that is appropriate for the trip in question.
3. Must meet all financial obligations to their class and the Fleetwood Area School District.
4. Must be approved by the appropriate School Administrator based on:
  - a. Good citizenship record

- b. Good attendance record
  - c. Satisfactory academic progress
5. Must meet the criteria established by the faculty member sponsoring the trip.

### **FIELD TRIP GUIDELINES**

1. All student luggage will be thoroughly searched, prior to departure, by the school administrators and/or their designees. Any refusal of the luggage search will eliminate the student from the trip.
2. All school sponsored trips will be drug and alcohol free for both students and chaperones. Students who violate the drug and alcohol policy may be sent home at the parents' expense. They will also be subject to normal school sanctions for such offenses. These sanctions include notification of police, suspension, and a drug and alcohol assessment.
3. At the discretion of the faculty member in charge of the trip, and after notification of the appropriate building administrator, students may be sent home for other serious offenses. These include, but are not limited to, sexual misconduct, insubordination, criminal involvement, and curfew violations.
4. Written parental permission is required for all students, regardless of age, in order for the student to attend the trip.
5. Parent meetings will be held for all overnight trips. The meeting will be used to review the itinerary, trip rules, and appropriate disciplinary measures for possible infraction. If parents do not attend students may not be eligible to participate in the trip.
6. All chaperones will be approved by the appropriate building administrator. Only approved chaperones may accompany school sponsored trips.
7. No more than 15 students will be assigned to each chaperone.
8. There will be no unsupervised time during school sponsored trips. Chaperones will make every reasonable effort to provide supervised, structured activities for the entire duration of the trip.
9. Every effort will be made to set up hotel accommodations to maximize supervision by the chaperones.
10. Students and chaperones are expected to adhere to any further directives issued by the building administrator in regard to the class trip.
11. Parents who are not sure their son or daughter is responsible enough to function under Fleetwood Area trip rules are advised to deny their child permission to go on the trip.
- 12. Students may be required to meet eligibility requirements prior to field trip approval.**

### **DISQUALIFICATION FROM TRIPS**

Following payment of fees associated with the trip, and anytime prior to departure, students may be disqualified and risk the loss of money for any of the following reasons:

1. Chronic discipline problems.
2. Chronic attendance or tardiness problems.
3. Academic difficulties which could lead to failure or delay graduation.
4. Drug and alcohol violations during the current school year.
5. Any offense which results in an in or out-of school suspension.

# FLEETWOOD AREA SCHOOL DISTRICT DISCIPLINARY ACTION

The administration, teachers, and staff expect each student to demonstrate behavior that shows respect for all persons and property at all times.

All students are expected to attend school and to participate in the learning process without interfering with others. Students should expect the following consequences when they choose not to follow the rules and regulations of the Fleetwood Area High School.

## Disciplinary Consequences

**Detention** – Students will be assigned to serve an administrative detention in either A.M or P.M. sessions or Saturday detention, if available.

**A. M. Detention** – 7:00 A.M. to 7:25 A.M.

**P. M. Detention** – 2:30 A.M. to 3:30 P.M.

**Saturday Detention** – 8:00 A.M. to 11:00 A.M. (**when offered**)

(Counts as 3 hours unless assigned as a separate punishment).

Detention will be held Monday through Thursday, unless otherwise announced.

Teacher assigned detention is at the discretion of the individual teacher.

If you are assigned a detention and are absent that day, you are responsible to make it up the very next day you return to school.

If a detention is missed (skipped) and you were present that day, you may be assigned another detention.

Notify the detention monitor to reschedule detentions missed due to an emergency or conflict prior to the detention date/time assigned or it will be considered as a missed/skipped detention.

## In School Suspension (I.S.S.)

In School Suspension will be served in the designated I.S.S. room.

**It is the responsibility of the student to request work from each teacher prior to serving his/her suspension.** If the student fails to bring work to I.S.S., work will be assigned to the student by the I.S.S. monitor. Completion of the assignment is mandatory. Students will report to the high school main office first thing in the morning on the assigned date unless they are given instructions to report elsewhere by the principal/assistant principal.

## Out of School Suspensions (O.S.S.)

Out of School Suspension will be served under the supervision of the parent/guardian. A parental conference is required prior to reinstatement. School policy does not require teachers to allow students to make up work assigned while the student is out on suspension. Permission to make up work is up to the individual teacher. Parent/guardian will need to contact the high school main office to request work from their student's teacher. Work will be collected and can be picked up in the high school main office after 2:30 P.M. the next school day.

***NOTE: Students are not permitted to attend extracurricular activities while suspended (in-school or out-of-school) or until all unserved detentions are completed.***

## **SECTION I: ATTENDANCE OFFENSES**

Students are hereby advised to refrain from these behaviors:

**OFFENSE: Class Cutting:** (refers to failure to attend any portion of any officially scheduled class/or other school event held during the school day, including Career Center homeroom).

**1<sup>st</sup> Offense (Level 1):**

- a. Up to 1 day of I.S.S.
- b. Parental contact by letter/telephone
- c. Missed work may result in zeros

**2<sup>nd</sup> Offense (Level 2):**

- a. One (1) day of I.S.S. for each class cut
- b. Parental contact by letter/telephone
- c. Missed work may result in zeros

**3<sup>rd</sup> and Subsequent Offenses: (Level 3):**

- a. Multiple days of I.S.S. (as assigned by administration)
- b. Parental contact by letter/telephone
- c. Required conferences with parent/guardian for reinstatement
- d. TAP Referral

**Lateness to School:** (refers to unexcused lateness to school as determined by district policy)

The main office tracks all attendance issues. If a student accumulates more than three (3) lates in a quarter a letter will be sent to the parents informing them that further action may occur if the student continues to be late. Repeated failure to attend a full day of school could result in a hearing with the District Justice and/or the Superintendent of Schools. When a student has been late to school unexcused three (3) times, they will receive one (1) detention.

**For every three (3) lates to school a student accumulates, they will receive a detention. Lateness's are accumulated on a semester basis. At the end of the first semester a student's record will be cleared of lateness's. If this becomes a chronic behavior problem greater disciplinary measures such as I.S.S. may be assigned.**

Additionally, if a student accumulated five (5) unexcused lates (or three (3) unexcused absences) in a quarter, the student may be penalized by loss of driving privileges.

**1<sup>st</sup> Offense:** five (5) lates/three (3) unexcused absences (semester cumulative):

- a. Letter sent to parents
- b. Loss of driving privileges for two (2) weeks

**2<sup>nd</sup> Offense:** ten (10) lates/six (6) unexcused absences (semester cumulative):

- a. Letter sent to parents
- b. Loss of driving privileges for one (1) month

**3<sup>rd</sup> Offense:** fifteen (15) lates/nine (9) unexcused absences (semester cumulative):

- a. Letter sent to parents
- b. Possible loss of driving privileges for a semester

Late to school will be accumulate on a semester basis. Lateness will be cleared at the end of the first semester, and students will begin second semester with a clean slate.

**OFFENSES: Late to Class:** (refers to any assigned classes including lunch and study hall)

**1<sup>st</sup> Offense:** Teacher records lateness and warns student

**2<sup>nd</sup> Offense:** Teacher records lateness and completes administrative referral form

- a. Teacher calls home
- b. Possible teacher detention

**3<sup>rd</sup> Offense:**

- a. Procedure is the same as for the second offense
- b. Same as above

**4<sup>th</sup> and All Subsequent Offenses** – subject to further administrative action to include I.S.S.

**NOTE: Lates will be accumulated on quarterly basis, and a student's class record is cleared at the end of each quarter. If a student is late to class (without a pass) the teacher may not allow them to make up work missed. Detentions may be assigned to students that are late to class without a pass. If lates to class become a chronic behavior problem greater discipline measures such as ISS maybe assigned.**

## **GENERAL DISCIPLINARY OFFENSES**

### **A. DRUG AND ALCOHOL DISCIPLINARY REPOSE**

#### **Student Action**

Instances of suspicion of a non-student selling or dispensing drugs on school property.

#### Procedure

1. Call police (without informing suspects).
2. Observe possible student contact.
3. Question and investigate any student observed with suspect.

#### Disciplinary Response

1. Have police inform school of action taken.
2. Ban non-student from school grounds if he/she is found to be dealing with drugs.
3. Notify Police of action taken.

#### **Student Action**

Student returns to school following absence due to drug related problem outside of school.

#### Procedure

1. Contact specialist who dealt with student.
2. Act on specialists' recommendations.
3. Inform school nurse.

#### Disciplinary Response

Appropriate to Incident

#### **Student Action**

Suspicion of using marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.

#### Procedure

1. Staff member reports observation of student actions and behavior to principal/assistant principal.

2. Principal/assistant principal note report to observation and makes a point of checking up on student's action and behavior for a period of time following initial report.
3. Assistant principal confers with student.
4. Assistant principal informs parents of suspicion.
5. Suggested referral to guidance or possible referral to outside agency for drug correction/treatment.

Disciplinary Response

Appropriate to Incident

**Student Action**

Suspicion of distributing marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.

Procedure

1. Staff member reports all pertinent information to principal/assistant principal.
2. Administration attempts to substantiate information.

Disciplinary Response

1. Close surveillance on student activities during the school day.
2. Appropriate to Incident

**Student Action**

Distribution of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.

Procedure:

1. Staff member who observes distribution will immediately bring individual(s) and evidence to the office or detain individual and summon the principal/assistant principal.
2. Law enforcement officials are notified.
3. Parents are notified and student is detained until police arrive.
4. Student is given a full due process hearing before the board.

Disciplinary Response

1. Up to ten (10) days O.S.S. while the incident is under investigation
2. Extracurricular ineligibility
3. Confiscation of the item or weapon
4. Police notification
5. Referral to the Superintendent for expulsion consideration

**Student Action**

Use of Marijuana, Illegal drugs, look-alike drugs, contraband and/or alcohol.

Procedure

1. Staff member will immediately bring individual(s) and evidence to the office or detain individual and summon the principal/assistant principal.

**Student Action**

First Offense

Procedure

2. Law enforcement officials are notified so the school can turn over the drug substance.

Disciplinary Response

First Offense – A suspension of 3-10 days requiring the completion of all regular schoolwork missed. Prior to returning to school the student must undergo a drug/alcohol assessment. Following the assessment with the State appointed agency the student must comply with the agency's recommendation. Failure to do so will result in a hearing before the School Superintendent.

**Student Action**

Second offense with arrogance

Procedure

3. Parents are notified and student is detained until police arrive.

Disciplinary Response

Second Offense - A mandatory formal hearing before the Fleetwood Area School Board consistent with all aspects of due process requirement. Further, disciplinary action will be taken if the School Board so decides. A **mandated** appointment with a drug counselor may be part of the disciplinary action.

**Student Action**

Use of marijuana, illegal drugs, look-alike drugs, contraband and/or alcohol.

Procedure

4. In the event of recommended expulsion, the student is given a full due process hearing before the School Board.

**Student Action**

Exhibiting unusual behavior.

Procedure

1. Staff member observing the unusual behavior should refer the student to the school nurse immediately.
2. Parents are notified and asked to come to school.
3. Before returning to school, the parent must: (a) attend a conference with the student and principal/assistant principal and/or (b) furnish a physician's report concerning the unusual behavior.

Disciplinary Response

1. Student is sent home with a parent.
2. Close surveillance of student's behavior in school when he or she returns.
3. Possible referral to outside agency.

Note: Additional disciplinary measures may be taken for any of the above infractions.

## **LEVEL ONE OFFENSES**

Minor misbehaviors on the part of the student that impede the educational process and orderly classroom procedures or interfere with the orderly operation of the school.

**Offenses:** Repetitive Classroom Offenses, Failure to Report to the Nurse, Failure to Return School Forms, Failure to Return Library Books, Pay Fines, Disrupting Class, Inappropriate Display of Affection, Unacceptable Language, Defiance, Failure to Complete Assignments,

Having Food/Gum/Drinks/ (including water bottles) in Unauthorized Areas, Loitering, Failure to Follow Attendance Procedures, Cafeteria Offenses, Book Damage or Loss, Card Playing (recreational), Wearing Inappropriate Headwear (i.e. hats), Lying, Hall Pass Offenses.

Disciplinary Response:

First Offense:

1. Teacher/administrative detention
2. Phone call to parents

Second and all Subsequent Offenses:

1. Administrative detention (s) or possible I.S.S.
2. Phone call to parents

**Offense:** Cutting Detention

Disciplinary Response:

1. Teacher Detention:
  - a. Two (2) hours administrative detention
  - b. Phone call home
2. Administrative Detention (First and All Subsequent Offenses)
  - a. In School Suspension
  - b. Make-up cut detention
  - c. Phone call home

NOTE: If you are assigned detention and are absent that day, you are responsible to make it up the very next day you are in school. Missed detentions may result in I.S.S. until detentions are served.

Notify the detention monitor to reschedule detentions missed due to an emergency or conflict prior to the detention date/time assigned or it will be considered as a missed/skipped detention.

**Offense:** Littering/Cafeteria Violation

Disciplinary Response:

First Offense:

- a. Clean up litter or be charged with defiance

Second Offense:

- a. Clean up litter or be charged with defiance
- b. Phone call home
- c. One (1) hour administrative detention

Third and all subsequent Offenses:

- a. Clean up litter
- b. Phone call home
- c. One (1) day I.S.S.
- d. Possible citation

## **LEVEL TWO OFFENSES**

Misbehavior whose frequency and seriousness tends to disrupt the learning climate of the school or adversely impacts the school's operation or public image.

**Offense:** Disruptive, lewd, or obscene behavior; abusive or obscene language or gestures; defiance in language; rude and obnoxious behavior; forgery; cheating; misconduct on field trips.

during public programs at athletic events and/or assemblies; leaving school and/or leaving class without permission; ignoring or disregarding safety rules/regulations; harassment of another student, teacher or staff member (i.e. bullying); use of racial/ethnic slurs, gambling; improper use of the Internet, computer or network resources; inappropriate use of a cell phone; use of a camera; and continuation of level one misconduct.

*Note: Infractions may result in a police citation.*

Disciplinary Response:

First Offense:

- a. One (1) day of In School Suspension
- b. Phone call home

Second Offenses:

- a. Three (3) days of I.S.S.
- b. Phone call home

Third and Subsequent Offenses:

- a. One (1) to three (3) days O.S.S.
- b. Phone call home
- c. Possible establishment of a behavior plan

**NOTE: During the school day students are expected to remain on school grounds once they have arrived or have been dropped off by their mode of transportation. Students must remain in the cafeteria or designated areas during the entire lunch period and may not patronize any local retail establishments. This policy also pertains to sporting events and all other extracurricular activities.**

*NOTE: Infractions may result in a police citation.*

**Offense:** Improper behavior during a test or quiz, including standardized testing. (Note writing/other forms of communication cheating, disruptive behavior, failure to follow directions, talking, text messaging, etc.)

Disciplinary Response:

Any Offense:

- a. Teacher may give the student a “zero” on the assignment
- b. Teacher calls home
- c. Two (2) hour administrative detention

**Offense:** Plagiarism/Cheating (as defined below):

- a. All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes, including homework, must be original.
- b. Cheating is defined as using dishonest methods to gain an advantage. This includes, but is not limited to, utilizing any kind of secretive means of gaining information for use of quizzes, tests, homework or other graded assignments.
- c. Plagiarism is defined as stealing and passing off the ideas and words of another as one’s own, using a created production without crediting the source or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database

etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper documentation (citations).

d. Violations will be divided into two (2) levels:

**LEVEL ONE OFFENSES:** Classroom teachers will deal with level one violations. Students who are caught cheating or copying may receive a zero on the suspected assignment/test. Level one violations include:

- Copying homework.
- Looking on another's test or quiz.
- Letting another student look on a test or quiz.
- Using secretive methods of giving answers on a test or quiz.
- Taking information from another source that is not properly attributed.
- Working with others on an assignment that was meant to be done by individuals.
- Students should consider all work individual unless the teacher specifies differently.

**LEVEL TWO OFFENSES:** Level two violations are considered severe and will be dealt with by the teacher and a member of Administration. Administrative documentation will follow these violations.

Level two violations include:

- Taking papers from the Internet, other publications, or other students.
- Translating a foreign language piece by a translator.
- Taking any part of a test to use or give to others.

Level two violations can be considered theft; therefore, any student who is guilty of any of the above may receive a zero on the suspect assignment. Students found guilty of these violations will be ineligible for the National Honor Society for their next eligible year. A second offense of plagiarism will automatically result in the student being ineligible for the National Honor Society for their high school career.

**Offense:** Entering areas of the school "restricted to students" (could result in a police investigation of trespassing and possible citation)

**Disciplinary Response:**

First Offense:

- a. One (1) day I.S.S.
- b. Possible citation by the police
- c. Phone call home

Second Offense:

- a. Three (3) days I.S.S.
- b. Possible citation by the police
- c. Phone call home

Third and Subsequent Offenses:

- a. Three (3) days O.S.S.
- b. Possible citation by the police
- c. Phone call home

***NOTE: Criminal behavior may result in expulsion.***

**Offense:** Improper use of motor vehicle on school property (including “doing wheelies”, “laying rubber”, “donuts”, and squealing tires, riding on sidewalks, driving too fast for conditions and conducting general horseplay while operating a motor vehicle)

Disciplinary Response:

First Offense:

- a. Three (3) days I.S.S.
- b. Suspensions of parking privileges for two (2) weeks
- c. Phone call home
- d. Police investigation and possible citation

Second Offense:

- a. Three (3) days O.S.S.
- b. Suspensions of parking privileges indefinitely
- c. Phone call home
- d. Police investigation and possible citation

***NOTE: This policy also applies to incidents at the Career Center.***

### **LEVEL THREE OFFENSES**

Acts directed against persons and property and some drugs and alcohol related incidents (please refer to the Drug and Alcohol Policy). Student may be required to have a student assistance program evaluation upon return to school from Out of School Suspension.

**Offenses:** Minor vandalism, theft or possession of stolen property, threats, electronic bullying, insubordination, vulgar behavior, belligerent behavior continuation of Level II misconduct, etc.

**NOTE: No student is permitted to Participate in any Game, Meet, Contest, Club, or Field Trip, Conference, School Related Work Program, Concert, Assemblies, School Shows, Debates, Matches, Festivals While Under Any Type of School Suspension**

Disciplinary Response:

(Can take any or all of the following forms including Level I and II options)  
Mandated out-of-school counseling, arrest, prosecution, and citation.

**Offense:** Leaving I.S.S. without permissions

First Offense:

- a. One (1) day I.S.S.
- b. No credit for I.S.S. day; complete assigned I.S.S. upon return
- c. Possible citation

Second Offense:

- a. Three (3) days I.S.S.
- b. No credit for I.S.S. day; complete assigned I.S.S. upon return
- c. Possible citation

Third and Subsequent Offenses:

- a. Three (3) days O.S.S.

- b. No credit for I.S.S. day; complete assigned I.S.S upon return.
- c. Possible citation.

**Offenses: Verbal Fighting/Harassment (refers to a loud shouting match or argument or physical contact between/among students)**

First Offenses:

- a. Two (2) hours detention/I.S.S.
- b. Referral for peer mediation

Second Offense:

- a. Two (2) days I.S.S./O.S.S.
- b. Extracurricular ineligibility
- c. Required conference with a guidance counselor

Third and All Subsequent Offenses:

- a. Three (3) days O.S.S.
- b. Extracurricular ineligibility
- c. Required reinstatement conference with High School Administration and parent/guardian
- d. Mandatory conference with a Guidance Counselor

**Offense: Sexual Harassment (refers to unwelcome action, sexual in nature, having an adverse effect on the school environment)**

Sexual harassment shall consist of unwelcome sexual advances requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment as defined above may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual favors, repeated remarks to a person with sexual or demeaning implications, unwelcome touching and suggesting or demanding sexual involvement.

***NOTE: Police will be notified. A Citation may be issued for all physical altercations. Criminal behavior may result in expulsion.***

## **LEVEL FOUR OFFENSES**

Acts that result in violence to another person or property which pose a direct threat to the safety of others in the school. Student may be required to have a student assistance program evaluation upon return to school from Out of School Suspension. A re-instatement hearing with an administrator may also be required.

**Offense: Physical Fighting:** (refers to the act of two (2) or more students involved in intentional unwanted contact, punching, slapping, pushing, wrestling with each other, including the use of weapons).

***NOTE; Police will be notified for all physical altercations. A police citation may be issued. Criminal behavior may result in expulsion.***

Disciplinary Response:

(Can take any or all of the following forms including Level I and II options)  
Mandated out-of-school counseling, expulsion, arrest, prosecution, and citation.

First Offense:

- a. Up to five (5) days O.S.S.
- b. Required reinstatement conference with a High School administrator and parent/guardian
- c. Possible referral and request for psychological counseling
- d. SAP referral

Second Offense:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Referral and request for psychological counseling
- c. SAP referral
- d. Possible alternative placement

Third and All Subsequent Offenses:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Referral and request for psychological counseling
- c. SAP referral
- d. Possible alternative placement

**Offense:** Assault (refers to one (1) or more students unlawful attempts to injure another student/students physically without physical retaliation by the victim)

**NOTE:** *Police will be notified. A police citation may be issued. Criminal behavior may result in expulsion.*

Disciplinary Response:

First Offense:

- a. Up to ten (10) days O.S.S.
- b. Mandatory reinstatement conference with the High School administrator and parent/guardian
- c. Required readjustment conference with a guidance counselor
- d. Possible alternative placement
- e. Police investigation

Disciplinary Response:

Second Offense:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Referral and request for psychological counseling
- c. Required readjustment conference with a guidance counselor
- d. Possible alternative placement
- e. Police investigation
- f. Citation issued

Third and All Subsequent Offenses:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Required readjustment conference with a guidance counselor
- c. Possible alternative placement
- d. Police investigation
- e. Citation issued

**Offense:** Verbal Assault on Staff Member

Disciplinary Response:

First Offense:

- a. Five (5) days I.S.S.
- b. Police investigation
- c. Possible citation issued

Second Offense:

- a. Five (5) days O.S.S.
- b. Required reinstatement conference with High School Administrator and parent/guardian
- c. Mandatory conference with a guidance counselor
- d. Possible alternative placement
- e. Possible citation issued

Third and All Subsequent Offenses:

- a. Ten (10) days O.S.S. and administrative disciplinary hearing
- b. Possible citation issued
- c. Mandatory Conference with guidance counselor
- d. TAP Referral
- e. Possible alternative placement

**Offense:** Physical Assault on Staff Member

Disciplinary Response:

- a. Ten (10) days O.S.S. and administrative disciplinary hearing
- b. TAP Referral
- c. Extracurricular ineligibility
- d. Possible expulsion
- e. Police Notified
- f. Citation Issued

***NOTE: Police will be notified. Criminal behavior may result in expulsion.***

**Offense:** Stealing (refers to illegal taking of money or materials belonging to any student, staff member or the school district, including technological theft or computer piracy, includes using another student's lunch number)

Disciplinary Response:

- a. Up to ten (10) days O.S.S.
- b. Extracurricular ineligibility
- c. Full restitution
- d. Required reinstatement conference with High School administrator and parent/guardian
- e. TAP Referral
- f. Police investigation and criminal behavior may result in expulsion
- g. A citation will be issued

**Offense:** Vandalism (includes writing on wall, desks, windows, etc.; breaking school property of any kind; dumping trash barrels, etc.; and technological computer vandalism or destruction of any other school property.)

Disciplinary Response:

First Offense:

- a. Up to five (5) days I.S.S.
- b. Extracurricular ineligibility
- c. Full restitution
- d. Required conference with a guidance counselor

Second Offense:

- a. Up to five (5) days O.S.S.
- b. Extracurricular ineligibility
- c. Full restitution
- d. Recommendation for psychological counseling
- e. Required reinstatement conference with High School Administrator and parent/guardian
- f. TAP Referral

Third and All subsequent Offenses:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Extracurricular ineligibility
- c. Full restitution
- d. TAP Referral
- e. Possible expulsion
- f. Possible citation

***NOTE: Police investigation. Criminal behavior may result in expulsion.***

**NOTE:** Any major destruction of school property, including computers, will be considered institutional vandalism. Students will be suspended and may be subject to criminal arrest and/or prosecution or expulsion.

**Offenses:** Institutional Vandalism (includes defacing school property through the use of aerosol spray paint cans, broad tipped markers, and other marking devices)

***NOTE: Police Investigation may result in criminal arrest, prosecution and expulsion.***

Disciplinary Response:

First Offenses:

- a. Three (3) to ten (10) days O.S.S.
- b. Extracurricular ineligibility
- c. Full restitution
- d. Recommendation for psychological counseling
- e. Required reinstatement conference with High School administrator and parent/guardian
- f. Police investigation and criminal behavior may result in expulsion

Second and All Subsequent Offenses:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Extracurricular ineligibility
- c. Full restitution

- d. Police investigation and criminal behavior may result in expulsion

**Offense:** Extortion (refers to the act of obtaining money or property from an unwilling person by physical force or intimidation)

Disciplinary Response:

First Offense:

- a. Up to three (3) days O.S.S.
- b. Extracurricular ineligibility
- c. Recommendation for psychological counseling
- d. Required reinstatement conference with High School administrator and parent/guardian

Second and All Subsequent Offenses:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Extracurricular ineligibility

**NOTE:** *In the case of any blatantly offensive conduct/actions the Administrator will impose immediate ten (10) days O.S.S. and refer the incident to the Police.*

**Offense:** Possession of Prohibited Items/Weapons

Prohibited items may be identified in two (2) categories:

Weapons

Weapons shall include but not be limited to articles, tools, instruments or implements designed to inflict serious bodily injury and/or intimidate other people. Examples are, but not limited to, firearms, shotguns, rifles, knuckles, cutting instruments, cutting tools, numchucks, knives, chains, clubs, and stars.

Instruments of Crime

Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. (Examples are but not limited to belts, pencils, files, combs, compasses, scissors, chairs)

Disciplinary Response:

- a. Up to ten (10) days O.S.S. while the incident is under investigation
- b. Extracurricular ineligibility
- c. Confiscation of the item or weapon
- d. Police notification
- e. Referral to the Superintendent for expulsion consideration

**NOTE:** *May lead to criminal arrest and/or prosecution and possible expulsion from school. Student possession or use of replicas, models, or other facsimiles (e.g., toy guns) intended to look like a real weapon is similarly prohibited by the policy.*

**Offense:** Terroristic Threats to Staff Members/Other Students/Inciting A Riot/or Seriously Endangering Others

Disciplinary Response:

- a. Up to ten (10) days O.S.S. and administrative disciplinary hearing
- b. Police notification
- c. Criminal behavior may result in expulsion

**Offense:** Arson/Setting Off False Alarms

Disciplinary Response:

Up to ten (10) days O.S.S. and administrative disciplinary hearing

- a. Police will be notified and criminal behavior may result in expulsion

NOTE: Police will be notified whenever federal, state, county or municipal laws are violated. Investigations may lead to criminal arrest and/or prosecution and possible expulsion.

**Pagers/beepers and laser pointers are not allowed in school (per School Board Policy) and can only be claimed by a parent and/or guardian after penalties are completed.**

Disciplinary Response:

First Offense:

- a. Confiscation of equipment by administration, teacher, or other school employee
- b. One hour administrative detention
- c. Parent phone call/parent may be required to pick up confiscated item.

Second Offense:

- a. Confiscation of equipment by administration, teacher, or other school employee
- b. Two (2) hours of administrative detention
- c. Parent phone call (**parent is required to pick up confiscated item**)

Third and All Subsequent Offenses:

- a. Confiscation of equipment by administration, teacher, or other school employee
- b. I.S.S.
- c. Parent phone call (**parent is required to pick up confiscated item**) after suspension is served

## **DRESS CODE**

The matter of student dress and appearance is **primarily the responsibility of students and parents**. The student dress code is intended to create a positive school climate of respect for self and others, reduce the occurrence of discipline problems, and maintain safety in school so that effective teaching and learning can take place.

Four basic dress code guidelines to be considered are:

- a. Modesty**
- b. Cleanliness**
- c. Health and safety**

#### **d. Preservation of proper academic atmosphere**

Please observe the following guidelines when considering how to dress for school:

1. Clothing and accessories that refer to or promote alcohol, tobacco and /or drugs are not permitted in school.
2. Clothing and accessories that display inappropriate words, slurs, slogans, logos, obscenities, symbols, **and double meanings** are not permitted in school.
3. Hats, visors, bandannas, sweatbands, head gear, hoods, and sunglasses are not permitted to be worn in school. All non-religious head coverings **must be removed upon arrival to school, and stored in student lockers.**
4. Outerwear, such as long coats, heavy jackets, gloves and scarves are not to be worn inside during the school day. Fleece tops and sweatshirts are permitted as long as they are within other dress code guidelines.
5. No pajamas, sleepwear, loungewear, or slippers should be worn in school.
6. All clothing needs to be worn properly with **no undergarments exposed.**  
**Failure to do so may result in a citation for indecent exposure.**
  - Muscle shirts, sleeveless shirts, jerseys and tank tops are considered undergarments and must have a shirt over them or under them.
  - Pants should be worn so that no undergarment is exposed.
7. **Shirts and tops must be long enough that they can be tucked into shorts, pants or skirts.**
8. All shorts, skorts or skirts must reach the wearer's fingertips when arms and hands are fully extended.
9. Clothing that is ripped, revealing, distracting, or considered a safety hazard, is not permitted in school.
10. Jewelry or accessories that can be used or perceived as weapons are prohibited. This includes, but is not limited to: chains, chokers, rings, or bracelets.
11. Tattoos that display inappropriate images, drugs, sex, alcohol or tobacco products must be covered at all times while on district property.
12. Visible body piercings should not be excessive at the administrator's discretion.

**THE RIGHT OF INTERPRETATION AND ENFORCEMENT OF THESE BASIC GUIDELINES IS DELEGATED TO THE HIGH SCHOOL ADMINISTRATION.**

#### **Consequences:**

1. Any offender of the dress code will have two (2) options:
  - Make a phone call home for appropriate clothing to be brought to school. The student will then change, and be sent back to class.
  - Wear a substitute piece of clothing from our office wardrobe, and be sent back to class.
2. The student will be detained in the I.S.S. room until appropriate attire is attained. **The student is responsible for any missed work.**
3. **Any student not in compliance with these rules will be sent to the I.S.S. room, and held accountable for any missed work.**
4. Additional violations may result in additional punishment to include ISS.

## MISCELLANEOUS

### **BUILDING REGULATIONS**

No student and/or unauthorized persons are permitted to enter or be in any part of the school building unless under the direct supervision of a member of the faculty or authorized individual at any of the following times:

1. After 3:00 P.M. on days that school is in full session.
2. On Saturdays, Sundays, Holidays, or any day that school is not officially in session.

Persons in violation of these regulations will be subject to prosecution under the Pennsylvania State Law Section 955 "Trespassing on Grounds of State Institutions."

### **CHILD CUSTODY**

When families are involved in divorce, separation, or custody proceedings, it is very important for the school to be informed so that we can provide the greatest level of support for the child. A new custody form does not have to be completed each year, so it will be important to inform the school of any changes. If there is a change in the custody agreement that is on file, please contact the high school office. It is the custodial parents' responsibility to notify the school of any changes.

School Personal should be informed of the following:

- Where and with whom the child resides.
- Who has access to the child during the school hours.

If there is a custody agreement or court order granting custody, a copy should be on file in the high school main office. (*Custody forms can be obtained in the high school main office*).

### **CLOSED CAMPUS**

Our school operates on a closed campus policy in that students are not allowed to leave the building without permissions during the school day. Students may not leave the building to go to their cars or the parking lot during the school day.

After disembarking from a bus or car, students are to enter the building immediately. Students are not to leave the school grounds until dismissal.

### **EVENING ACTIVITIES**

All practices, rehearsals, and meetings held in the evenings preceding a school day are required to end no later than 10:00 P.M. All students are required to be out of the building by 10:15 P.M.. No rehearsals, practices, or meeting of any kind shall be held on Sunday unless approved by the School Board.

### **EXCUSED ABSENCE FROM CLASS**

Students need to have permission from their assigned teacher before being excused from a scheduled class to go to another teacher or location. Students need to present their assigned teacher with a pass prior to missing class. Failure to follow this procedure may result in disciplinary action and may be considered a class cut.

## **FIRE DRILL RULES**

1. The sound of the fire warning alarm is the signal for leaving the building. Fire Drill instructions are found on a fire exit sign located in your classroom. Teachers will review these guidelines with students.
2. During the Fire Drill, **all persons must leave the building.**
3. The teacher should be the last one in the room to leave in order that he or she can check the windows, pupils, and the classroom door. Teachers should take their flip chart and rule book(s) when leaving the classroom.
4. The first person reaching an exit door is to open it and hold it open. After all students and faculty have passed through, close the door and follow at the end of the line.
5. Students are to pass quickly, orderly, and quietly keeping to the right. **DO NOT RUN! Walk lively!**
6. Teachers should take attendance of their class upon arrival at a safe location.
7. A signal will be given to indicate when teachers are to return to the building.

## **HIGH SCHOOL DANCES**

1. Only FAHS students in grades 9 thru 12 may attend dances at the High School.
2. Juniors/Seniors may invite a guest to the Winter Ball, Junior Prom and Senior Prom. Prior permission needs to be granted by the principal or assistant principal. The form for this permission can be obtained in the high school main office.
3. Students must be in school on the day of the dance unless permission is received by the principal or assistant principal.
4. Anyone leaving the dance will not be allowed to reenter.
5. Students should not loiter in front of the building before or after the dances.
6. All school policies including dress code policy are in effect for all school dances.
7. No admission of students will be permitted after 8:00 P.M. without the student making arrangements with the dance advisor, or an administrator prior to the dance.

## **ILLNESS**

If you are sick during school hours, and the school nurse is not in the health room, report to the high school main office. You will then be allowed to go to the health room or be excused to go home. No student is to leave the building due to illness without permission from the nurse or administration.

## **PHONE USAGE**

No student will be permitted to use any phone in the building during school hours without permissions from the office. The office phone should be used only for emergencies to call parents. The phone will not be used for social calls!

## **PROCEDURE TO FOLLOW IN THE CAFETERIA**

1. No student will be permitted to go to their locker after they enter the cafeteria.
2. Students will be dismissed by the teacher to get into the lunch line.
3. Students wishing to meet with a teacher during this time should present a teacher signed pass.
4. Students should return their trays as soon as they are finished eating.
5. When leaving the table at the end of your lunch or the end of your lunch period, all chairs are to be placed under the table. **At no time is food or drink to be taken out of the cafeteria.**
6. Student lunches are \$2.15.
7. High school students will have access to charge up to the value of ONE (1) NSLP school meal. Students will not be able to charge anything until the negative balance is paid.

## **SCHOOL FUNCTIONS**

No middle school students will be allowed to attend high school dances or other restricted high school events that are not open to the general public. Guests from other schools must be approved by the High School Administration for dances when guests are permitted to attend. A guest permission form can be obtained in the high school main office.

## **SCHOOL PICTURES**

The Fleetwood Area School District believes in an effective public relations program which may include district initiated coverage of school activities in district and/or local newspapers. However, respecting your right to privacy, we are requesting that parents or guardians inform the school if you have an objection to your child's name, address, and/or photograph appearing in such publications.

## **SPORTING EVENT ATTENDANCE**

Students are reminded that attending sporting events is a privilege. Students need to be respectful of others and behave in an appropriate manor. When attending evening sporting events in the gym, no student will be permitted to regain entry to the event if they leave the school. All handbook policies and rules apply.

## **STUDENT VISITS TO THE MAIN OFFICE**

Students should take care of any business that they may have with the main office or guidance office before school, after school, during lunch, or during a study hall. Students will not be given permission to go to their cars to retrieve any items once they have entered the building.

## **TEXTBOOKS**

Students are responsible for the condition of their books during the period of time for which they are used. It is required that all textbooks issued be covered. Students who damage textbooks will be required to pay the cost of a replacement textbook

If a book is lost, the student should report the loss immediately to the subject teacher. If the lost book is found, the money paid will be refunded upon evidence of the book being returned and presentation of a district receipt.

A student's final report card will not be released until all textbook fines and obligations are paid.

## **TRAVEL**

The Fleetwood Area School Board authorized the principal to the purpose of travel, if the student will be traveling in the company of the parent, guardian, or other responsible adult. An Educational Trip Request form must be submitted to the principal within two (2) weeks of the student's expected absence. Completion of assignments remains the responsibility of the student and the parent is encouraged to monitor this process actively. Arrangements are to be made with the teacher prior to leaving for work missed. Work must be completed within the same number of school days upon the students' return unless special arrangements are made with the teacher assigning the work.

## **VISITORS**

All visitors are to report to the high school office to obtain a visitor pass. Students may not bring visitors to school without prior approval of High School Principal.

## **VOLUNTEER FIREFIGHTERS**

Any student who belongs to a local volunteer fire company and has a valid driver's license and wishes to participate in fire/emergency calls during the school day, will need to obtain a permission form in the high school office. The permission form must be completed and turned in to the high school main office prior to leaving for fire/emergency calls. Students who leave school during class time for a fire/emergency call need to sign out in the high school office when leaving and sign back in upon returning. Students will need to be academically eligible to participate in this privilege. If a student is assigned I.S.S. they will not be able to participate in fire/emergency calls for the day.

## **WITHDRAWING FROM SCHOOL**

If you are planning to withdraw your child from the Fleetwood Area High School, you should contact the guidance office @ 610.944.7656 ext. 2520 to schedule an appointment to complete the necessary forms. **All financial/material obligations must be met prior to the withdrawal being complete. All fines/obligations must be cleared in the main office.**

## **WORKING PAPERS**

General Employment Certificates (Working Papers) are required when minors between 16 and 18 are seeking employment. If student between 16 and 17 years of age loses his job, his/her general employment certification is thereby automatically canceled, and he must return to school until he/she is 17 years of age.

Vacation Employment Certificates are required when minors between 14 and 18 are employed before or after school hours or during school vacation.

**Employment Certifications (General or Vacation) are issued in the main office.**

- Be sure to bring your Birth Certificate, Baptismal Certificate, Learner’s Permit, Driver’s License, or U.S. Passport with you when you are applying for working papers.
- A parent must accompany you when applying. Remember that the Child Labor Law states that no minor under 14 years of age shall be employed or permitted to work in an establishment or in occupation. No minor under 18 years of age shall be employed without an employment certificate (working papers).

**CAREER AND TECHNOLOGY CENTERS  
- SELECTION PROCESS -**

Students are selected for admittance to the Career and Technology Centers utilizing the following criteria:

1. Attendance-Absence	10 points
2. Attendance – Tardy	10 points
3. School Citizenship:	10 points
4. Academic Scholarship- Rigor	10 points
5. Academic Scholarship- Grades	10 points
6. Academic Scholarship- PSSA Reading	5 points
7. Academic Scholarship- PSSA Math	5 points
8. Counselor Recommendation	10 points
9. Student Interest	10 points
10. Teacher Recommendation #1	10 points
11. Teacher Recommendation # 2	10 points
Total	100 points

The selection committee consists of guidance counselors at the Career and Technology Centers.

Quotas are established for individual technical or vocational classes by a formula developed by the Career and Technology Centers, and are adhered to by local school districts.

**SCHOOL COUNSELING PROGRAM**

It is the function of the school counseling program to aid students in seeking solutions to their personal, social, educational, and vocational problems. The service of the school counseling program is open to all Fleetwood Area High School students. When a student has a problem, he/she should go to the counseling office and talk with a school counselor, as they are a valuable resource for any student.

Individual conferences will be scheduled for all students. During this conference, academic records, test results, and vocational interests will be discussed. Counselors will also assist students in researching schools to continue their education beyond high school. They will help to plan courses and electives so that post-high school entrance requirements may be met.

Information on a wide variety of occupations can be found in the school counseling office. Reference material on all colleges, business, nursing, and trade schools are also available. Students may come to the counseling office during a study period, before, or after school. All students are encouraged to use these valuable resources to gain knowledge on occupations that interest them.

The counseling office provides registration information for the National Merit Scholarship Qualifying Test/Preliminary Scholastic Aptitude Test (NMSQT/PSAT). This test

is available to any student in grades 10 and 11. As well, the counseling office has registration information for the Scholastic Aptitude Test (SAT) and the American College Test (ACT). A detailed list of the test dates and registration deadlines are posted in the counseling office.

## **TIGER ASSISTANCE PROGRAM (TAP)**

The Tiger Assistance Program is an intervention program staffed by teachers, guidance counselors, nurses, administrators, and appropriate agencies from the community. The “TAP Team” is trained to identify and refer “high risk” students for appropriate treatment. HIGH RISK CONCERNS may include:

Substance Abuse – Depression – Suicide Prevention

REFERRALS for high risk students come from students, parents, teachers, counselors, and administrators. If there is a concern for the physical and emotional well-being of a student contact a “TAP Team” member immediately.

COMMUNICATION is the strength of the TAP Team. Meetings are held each week.

Students with difficulties are identified and the network system of the home, school, and community agencies is initiated.

TEAM INTERVENTIONS occur for the benefit the students, their families, and the school by relaying factual information to the students and their families. The goal of the intervention is to encourage the students to seek further assistance in addressing the problems that face them.

### **TAP Team Members**

Mr. Michael DeAntonio, Principal  
Mr. Thomas Salpino II, Assistant High School Principal  
Mrs. Gwynn Bollinger, Director of Student Services  
Mrs. Bonnie Fansler, Nurse  
Ms. Amy Moyer, Guidance Counselor  
Mrs. Ann Neubert, Guidance Counselor  
Mrs. Melanie Phillips, Guidance Counselor  
Mr. Matthew Biniek, Teacher  
Mr. Matthew Farr, Teacher  
Mr. Zachary Houpp, Teacher  
Mrs. Colleen Lenett, Teacher  
Mr. Joseph Linderman, Teacher

## **ACADEMIC INFORMATION**

### **CLASS RANK**

Class rank is computed on the basis of grades earned in subjects taken in grades 9 thru 12 for which credit and grade point credit is granted. For grade point average calculations the following courses are weighted:

Honors Algebra II	AP U.S. History
Pre AP Chemistry	AP World History
Honors Geometry	AP U.S. Government
Honors Pre-Calculus	AP Macroeconomics
AP Calculus	Pre AP Biology
Honor Calculus	Biology II
4 <sup>th</sup> & 5 <sup>th</sup> Level Foreign Language	AP Biology
AP English	Accelerated 9 <sup>th</sup> Grade Science

Pre-AP English	Accelerated Physics
Accelerated 9 <sup>th</sup> Grade English	Chemistry II
Accelerated 10 <sup>th</sup> Grade English	AP Chemistry
Acc. Am. Geography/History	

## HONOR ROLL

Honor Roll and High Honor Roll can be achieved each grading period.

Students will be accorded Honor Roll recognition if they achieve an overall average of 86% or above in all courses. A minimum grade of 80% or better must be achieved in all courses.

Students will be accorded High Honor Roll recognition if they achieve an overall average of 92% or above. A minimum grade of 86% or better must be achieved in all courses.

**NOTE: An I (incomplete) will keep a student off both Honor Rolls. A student who only attends school on a part-time basis is not eligible for Honor Roll status.**

## NATIONAL HONOR SOCIETY (NHS)

Admission to the National Honor Society (NHS) is one of the greatest honors that a high school student can earn. It stands for excellence of achievement not only in one field, but also in every field of endeavor. Scholarship alone will not admit a student to the National Honor Society. In addition, to Scholarship students must have added Service, Leadership, and Character. A student may, therefore, make the highest grades and still not be admitted to the National Honor Society if he/she does not participate in service to his school and community or if he/she shows traits of Character that are undesirable.

Contact the guidance office or the National Honor Society advisor for requirements for membership in the National Honor Society. All questions related to the application, submissions, or acceptance into the National Honor Society should be directed to Ms. Debra Mahnken ext. 2103. Members must maintain these standards to remain in National Honor Society.

# GRADUATION REQUIREMENTS

Fleetwood Area High School offers a comprehensive scholastic program. Such a program permits the student the opportunity to attend an institution of higher learning, to enter the world of business and industry, or to seek immediate employment in a selected occupation after graduation. All students must complete 25 credits to graduate from the Fleetwood Area High School. This is in accordance with the Fleetwood Area School District Graduation Policy #217.

## I. GRADUATION REQUIREMENTS INCLUDE MINIMUMS IN THE FOLLOWING AREA:

	<u>CREDITS</u>
English	4.00
Social Studies	4.00
Mathematics	4.00
Science	3.00
Computer Applications	.25
9 <sup>th</sup> Grade Art	.25
9 <sup>th</sup> Grade Tech. Ed.	.25
9 <sup>th</sup> Grade Music	.25
9 <sup>th</sup> & 11 <sup>th</sup> Grade Health	.50
Independent Living	.25
Family Living	.25
Physical Education	2.00
Job Search	.25
Electives	5.75
TOTAL CREDITS	25.00

## II. Promotion Requirements

Students are considered to be sophomores after having earned 6.25 units or credits in his/her freshman year. A student is considered a junior after having accumulated 12.5 units or credits by the end of his/her sophomore year. A student is considered a senior after having accumulated a total of 18.75 credits prior to entering their senior year.

## III. Schedule and Program Changes

*When students register for courses in the spring, they have the responsibility to be certain that the correct courses were requested.*

There will be no schedule change after the regular scheduling time period, except as expressly permitted by the Administration or Guidance Counselor. Every student must maintain 35 class periods per week. Students may have a maximum of one (1) study hall per day per quarter, unless they are taking AP courses, then two (2) study halls are permitted. It may be necessary for some administrative schedule changes to occur due to low enrollments. These will be kept to a minimum.

## IV. Graduation Information

The High School Principal will determine a student's eligibility for a diploma from Fleetwood Area High School and certify that the student has met all course and credit requirements. Only students who have met the entire graduation requirement will be eligible to participate in the graduation ceremony.

## **CURRICULUM REVIEWED BY PARENTS/GUARDIANS**

District policy #105.1 “Curriculum Review by Parents and Students” assured the parents/guardians have access to information about the curriculum, including expected student learning outcomes, instructional materials, and assessment techniques.

District policy #105.2 “Exemption from Instruction” assures that parents/guardians have the right to have their children excused from specific instruction which conflicts with their religions beliefs. Specific conditions are included in the policy that must be followed for an instructional exception to be granted.

## **FINAL EXAMINATION OR COMPETENCY TEST**

- a. All quarter, semester, and year courses shall administer examinations at the end of their respective course offering.
- b. For grading purposes, the final examination should not count more than 20% of the final grade (quarter, semester, or year course).
- c. All assignments for the 4<sup>th</sup> marking period must be handed in on the day of the final examination.

## **INTERIM REPORTS**

Interim reports may be sent to parents/guardians after five (5) weeks of any nine (9) week grading period to indicate exceptional or unsatisfactory work.

## **REMEDIATION**

Definition of Remediation – Any student falling below 70% average in any class will be in remediation.

- When a student is in remediation, he or she is expected to attend remediation sessions. Teachers will be available for remediation from 2:25 – 3:05 P.M. by appointment only. Students are responsible for making arrangements with the particular subject area teacher.
- The maximum grade a student can receive after remediation is 70% for the quarter. Remediation should be completed within two (2) weeks after the end of the quarter.
- A student who does not pass a required course at 70% must repeat the course. This may mean that the student would not complete the required graduation requirements in the traditional 4 year high school program.
- Summer School may not be an option if a student does not meet the minimum grade requirement of 55%.

## REPORT CARDS

A report indicating the progress of the student will be issued at the end of each nine (9) week period. A total of 4 reports are issued in one (1) school year. **Students must have cleared all obligations including textbooks, library fines, detention(s), etc. before report cards will be issued.**

A - 100 – 90 Excellent

B - 89 – 80 Good

C - 79 – 70 Average

F - Below 70

I – Incomplete

S – Satisfactory

U – Unsatisfactory

P – Conditional

M – Medical

W – Withdrawal

WF – Withdrawal/Fail

60% and above for Berks Career and Technology students

Unless special arrangements are made because of prolonged illness, the mark “I” will become an “F” if all work is not made up within 10 school days of report card distribution.

## ELIGIBILITY FOR STUDENTS PARTICIPATING IN EXTRA CURRICULAR ACTIVITIES

**1. Definition of Extra-Curricular Activities** – The following activities shall be considered extracurricular:

1. Academic Challenge
2. Artifact Club
3. Band Front
4. Book Club
5. Bowling Club
6. Choraliers
7. Envirothon
8. Fellowship of Christian Students
9. Film Club
10. Journalism Club
11. FBLA
12. Interact Club
13. Interscholastic athletics
14. Intra-murals offered other than the regular school day
15. Media Crew
16. Musical
17. National Honor Society
18. Outdoor Club
19. Paranormal Club
20. Pep Band
21. Relay For Life
22. School Newspaper
23. Science Olympiad
24. Ski Club activities offered other than the regular school day.
25. Spirit Club
26. Stage Band
27. Stage Crew

28. Student Council Activities
29. Yearbook Club
30. Any school related activity that takes the student out of classes except curricular related.

**2. Eligibility for Extra-Curricular Activities**

- a. To be eligible for participation in extracurricular activities, a student must pursue a curriculum defined and approved as a full time curriculum. Where required, this curriculum, or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as many local policies established by the local school board. Any student failing two (2) or more subjects or one (1) subject with insufficient effort will be declared ineligible. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standard provided for in this sections, he or she shall be ineligible from the immediately following Sunday through the next following Saturday. Student's grades will be reviewed each Thursday or school day proceeding in order to determine eligibility. Ineligible students will be notified each Friday or the proceeding school day on a weekly basis.
- b. Back work may be made up, providing it is in accordance with the regular rules of the school or the teacher.
- c. These eligibility rules would supersede all PIAA rules, because these rules are of higher standard than the PIAA rules.
- d. An appeal for waiver may be requested by the advisor or coach under unusual circumstances. The review committee will be comprised of the principal and two (2) members of the faculty not associated with any of the extracurricular activities. Faculty members represented on the review committee will be selected by the faculty as a whole.

# FLEETWOOD AREA HIGH SCHOOL

## 2011-2012 CALENDAR

Updates will be posted on the school website.

[www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

Calendar subject to change without notice

<b><u>August</u></b>	15	High School Fall Sports Practice Starts
	15	Safe Graduation Parent Committee Meeting – 7:00 P.M.
	18	9 <sup>th</sup> Grade Parent/Student Orientation 11:00 A.M. & 6:30 P.M.
	24	First Day of School (Teachers)
	25	District-wide In-service
	26	No School for Teachers
	29	First Day of School (Students)
<b><u>September</u></b>	1	First Day to order 2012 Yearbook Online
	1	In-service Day
	2	Holiday – Teachers & Students
	5	Holiday – Labor Day
	10	ACT Testing - Voluntary - Fee Charged 11 <sup>TH</sup> & 12 <sup>TH</sup> Grade
	14	Student Pictures 9 <sup>th</sup> & 10 <sup>th</sup> Grade
	15	Student Pictures 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	19	Safe Graduation Parent Committee Meeting – 7:00 P.M.
	22	High School Open House 7:00 P.M.
	26	Class Ring orders 5:00 PM – 7:00 PM - H.S. Lobby
	26-Oct. 1	Homecoming/Spirit Week
	27	Class Ring orders during lunches
	28	New Holland Spectacle of Bands Parade - 7:00 P.M.
	28	ELA Parent Meeting 7:00- 9:00 P.M. HS Library
	30	High School Mid Marking – 1 <sup>st</sup> quarter
	30	Homecoming Pep Rally 1:15 P.M.- 2:25 P.M.
	30	Homecoming Parade - 5:30 P.M.
	30	Homecoming Dance 7:00-10:00 P.M.
<b><u>October</u></b>	1	Homecoming Activities
	1	SAT – Voluntary – Fee Charged – 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	7	Homecoming Powder Puff Football Game 12:30-2:30 P.M. - Stadium
	7	Early Dismissal 12:00 P.M.
	8	Topton Fall Festival Parade - 7:00 P.M.
	10	In-service Day
	11	Senior County Chorus Auditions - Gov. Mifflin HS
	15	Mohnton Great Pumpkin Parade - 7:00 P.M.
	15	PSAT – Voluntary- Fee Charged- 10 <sup>th</sup> & 11 <sup>th</sup> Grade
	17	Safe Graduation Parent Committee Meeting – 7:00 P.M.
	17	District Chorus Auditions – Parkland HS
	19	Senior Cap & Gown Assembly 8 <sup>th</sup> period - HS Auditorium
	20	High School Picture Retakes
	22	ACT Testing - Voluntary - Fee Charged- 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	22	Pancake Breakfast Class of 2013 - 8:00 AM-11:00 AM H.S. Café
	24	Blandon Halloween Parade 7:00 P.M.
	24 - Nov. 4	PSSA Re-Test (Math, Reading, Writing, Science) 12 <sup>th</sup> Grade
	29	Albright Homecoming Parade - 9:00 A.M.
<b><u>November</u></b>	2	High School – End of 1 <sup>st</sup> quarter
	5	SAT – Voluntary – Fee Charged – 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	8	In-service Day
	14 - 18	High School Yearbook Sale (In-school during lunch)
	18	High School Winter Sports Practice Starts
	19	FBLA & Class of 2012 Craft Fair – 9:00 A.M. -3:00 P.M.
	21	Safe Graduation Parent Committee Meeting – 7:00 P.M.
	22	Senior County Band & Orchestra Auditions - Gov. Mifflin HS

	22	Act 80 - Early Dismissal EL & MS only
	22 - 23	Parent Teacher Conferences
	23	Act 80 – Full Day MS & EL
	23	Act 80 - Early Dismissal HS only
	24 - 28	Holiday- Thanksgiving
<b><u>December</u></b>	3	District Band & Orchestra. Parkland HS
	3	SAT – Voluntary – Fee Charged – 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	8	High School Mid Marking – 2 <sup>nd</sup> quarter
	8	HS Winter Concert- 7:00 P.M. HS Auditorium
	10	Holiday Ball 7:00-10:00 P.M.
	10	ACT Testing - Voluntary - Fee Charged- 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	10	Fleetwood Santa Parade – 9:00 A.M.
	19	Safe Graduation Parent Committee Meeting – 7:00 P.M.
	22	Early Dismissal – 12:00 P.M.
	23 - 31	Holiday- Winter Break
	31	Last Day to Purchase a Yearbook Online at a Discount
<b><u>January</u></b>	2	Holiday- Winter Break
	12 - 14	District 10 Band – Nazareth HS
	16	Holiday/In-service Day
	16	Safe Graduation Parent Committee Meeting – 7:00 P.M.
	17	In-service Day/Snow makeup day # 1
	19	High School – End of 2 <sup>nd</sup> quarter
	20	Safe Graduation Middle School Dance
	26	Financial Aid Night (tentative) 6:30 P.M.
	26 - 28	District 10 Chorus – Bangor HS
	28	SAT – Voluntary – Fee Charged- 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	31	Sr. County Orchestra Rehearsal Day
<b><u>February</u></b>	1	Sr. County Band Rehearsal Day
	2	Financial Aid Night (snow date) 6:30 P.M.
	3	Sr. County Chorus Rehearsal Day
	4	Sr. County Festival Rehearsal and Concert
	9 - 11	District 10 Orchestra – Parkland & Emmaus HS
	11	ACT Testing - Voluntary - Fee Charged- 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	14	Jr. County Chorus Auditions – Gov. Mifflin HS
	16	7 <sup>th</sup> & 8 <sup>th</sup> grade Grudge Match- Safe Graduation
	17	In-service Day/Snow makeup day # 2
	17 - 18	FHS Concert Band Camp
	20	Safe Graduation Parent Committee Meeting - - 7:00 P.M.
	20	Holiday – Presidents’ Day
	21	High School Mid Marking – 3 <sup>rd</sup> quarter
	21	Class of 2013 Gertrude Hawk Candy Sale Begins
	21	Jr. County Band and Orchestra Auditions- Gov. Mifflin HS
<b><u>March</u></b>	1	National Honor Society Induction Ceremony 7:00 PM - HS Auditorium
	3	Art Event (tentative) – 12:00 P.M.
	5	High School Spring Sports Practice Starts
	8	Act 80 –Full day - EL & MS
	8 - 10	Regional V Chorus Festival
	9	Act 80 –Full day - EL & MS
	10	SAT – Voluntary – Fee Charged- 11 <sup>th</sup> & 12 <sup>th</sup> Grade
	12 - 23	PSSA Testing (Math & Reading)- 11 <sup>th</sup> Grade
	16	In-service Day/Snow makeup day # 6
	16 - 17	High School Musical 7:00 P.M. (tentative)
	16 - 20	PSSA Testing (Writing) – 11 <sup>th</sup> Grade
	19	Safe Graduation Parent Committee Meeting – 7:00 P.M.
	22	High School – End of 3 <sup>rd</sup> quarter
	22	5 <sup>th</sup> grade Basketball Tournament
	22 - 24	Regional IV/V Orchestra
	23	5 <sup>th</sup> grade Basketball Tournament Finals
	24	Art Event– Snow Make-up Day (tentative) 12:00 P.M.
	31	Pasta and Presto – 3:00 - 9:00 P.M. HS Gymnasium and Café
<b><u>April</u></b>	2	Holiday/Snow Makeup Day # 3

3 Holiday/Snow Makeup Day # 4  
 5 Holiday/Snow Makeup Day # 5  
 5-9 Holiday  
 11 Jr. County Orchestras Rehearsal Day  
 12 Jr. County Band Rehearsal Day  
 12 - 27 PSSA Testing (Science) – 11<sup>th</sup> Grade  
 13 Jr. County Chorus, Rehearsal Day  
 14 Jr. County Festival Rehearsals and Concert - Boyertown West JH  
 14 ACT Testing - Voluntary - Fee Charged- 11<sup>th</sup> & 12<sup>th</sup> Grade  
 16 Safe Graduation Parent Committee Meeting – 7:00 P.M.  
 18 Washington, D.C. Holocaust Trip  
 30 - May 4 PSSA Make-Ups

**May**

1 High School Mid Marking – 4<sup>th</sup> quarter  
 4 Inservice  
 3 HS Band Trip Luggage Check In  
 4 - 6 HS Music Department Trip  
 5 SAT – Voluntary – Fee Charged- 11<sup>th</sup> & 12<sup>th</sup> Grade  
 11 Music in the Parks – HS Auditorium  
 12 Junior/Senior Prom Stokesay Castle 5:00-10:00 P.M.  
 16 HS Choral Recording  
 18 HS Spring Vocal & Jazz Concert - HS Auditorium 7:00 P.M.  
 19 Music in the Parks – HS Auditorium  
 21 Safe Graduation Parent Committee Meeting – 7:00 P.M.  
 22 BCTC West Campus Graduation - HS Auditorium 6:00 P.M.  
 23 HS Band & Orchestra Recording Session – 8:00 AM-12:30 PM  
 24 HS Band and Orchestra Concert - HS Auditorium 7:00 P.M.  
 24 Art Show – 6:00 P.M.  
 25 Absolute Last Day to Purchase a 2012 Yearbook Online  
 25 Music in the Parks  
 28 Holiday- Memorial Day  
 28 Memorial Day Parade 9:00 A.M.  
 30 Athletic Awards Program – HS Auditorium 6:30 P.M.  
 31 Student Awards Night Gr. 9-11 - HS Auditorium 7:00 P.M.

**June**

1 Music Banquet- 6:00 P.M. - HS Café  
 2 SAT – Voluntary – Fee Charged- 11<sup>th</sup> & 12<sup>th</sup> Grade  
 3 Baccalaureate Service (tentative)- 6:00 P.M.  
 4 High School – End of 4<sup>th</sup> quarter  
 5 Senior Recognition Night - HS Auditorium 7:00 P.M.  
 5 HS Early Dismissal  
 6 HS Early Dismissal  
 7 HS Early Dismissal  
 8 Students' Last Day – Early Dismissal 10:00 A.M.  
 8 Graduation (tentative)-7:00 P.M.  
 9 ACT Testing - Voluntary - Fee Charged- 11<sup>TH</sup> & 12<sup>TH</sup> Grade  
 14 - 20 High School Summer School Registration – Main Office 8:00 A.M.- 2:00 P.M.  
 18 Safe Graduation Parent Committee Meeting – 7:00 P.M.  
 21,22 High School Summer School Late Registration (Late Fee)– Main Office 8:00 A.M. -2:00 P.M.

**July**

2 Summer School Begins ( Summer School runs Monday- Thursday)  
 26 Summer School Ends