

Forest Area School District



Elementary School Student Handbook 2020-2021

Board Approved: 08/19/2020



FOREST AREA SCHOOL DISTRICT

Student and Parent Handbook

This handbook is a valuable resource for students and parents. Its purpose is for you to become familiar with policies, procedures, rules and regulations. Some rules and regulations may be building-based and may be subject to change. It is your responsibility to obey all rules and expectations.

Mission Statement

Forest Area School District creates a foundation for lifelong learners prepared to excel in a diverse world. **PREPARE TO EXCEL!**

Shared Values

The District recognizes that:

- All students have the potential to be contributing citizens through their achievements and will instill positive behaviors which encourage respect for self and others.
- All actions will instill a collaborative attitude among students, faculty, and staff focused on engaging family and the community in reaching the highest levels of success for students.
- Our schools will be a safe, welcoming, and productive environment.
- In order to maximize learning potential, individual, and diverse learning approaches will be utilized

It is our sincere hope that every student has a fulfilling and satisfying school year. Please remember that the handbook serves only as a guide and may not cover all possibilities. The information contained in this handbook is generalized and therefore, is not intended to cover every specific event. **Therefore, the administration reserves the right to make final interpretations and determinations in all instances.**

Best wishes for an enjoyable and educationally rewarding school year!

Forest Area School District Student Handbook

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2020-2021 School Calendar

FOREST AREA SCHOOL DISTRICT

22318 Route 82, Box 18
Tionesta, PA 16368
814-766-4481 (Fax) 814-766-2428

August 2020						
S	M	T	W	T	F	S
						1
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30	31					

September 2020						
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October 2020						
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November 2020						
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December 2020						
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January 2021						
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31						

August
 Aug 26-27 Professional Development Days
 Aug 28-31 Vacation Days

September
 Sept 1 First Day of School for Students
 Sept 7 Labor Day

October
 Oct 2 Vacation Day

November
 Nov 13 Act 80 Day
 Nov 26-27,30 Thanksgiving Vacation

December
 Dec 1 Thanksgiving Vacation
 Dec 24-31 Christmas Vacation

January
 Jan 1 Christmas Vacation
 Jan 18 Professional Development Day

February
 Feb 12,15 Presidents' Day Break

March
 Mar 19 Spring Break

April
 Apr 1-2,5-6 Easter Break

May
 May 7 - East / West 1/2 Act 80 Day
 Dismissal 11:04 AM
 May 31 Memorial Day

June
 Jun 9 Last Day of School for Students
 Dismissal 11:04 AM

Jun 8 Commencement Exercise - West
 Jun 9 Commencement Exercise - East

February 2021						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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July 2021						
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24	25	26	27	28	29	30
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Snow Make-up Dates	
Snow Day #1	Feb 12
Snow Day #2	Feb 15
Snow Day #3	Mar 19
Snow Day #4	Apr 6
Snow Day #5	Apr 5
Snow Day #6	Apr 1

PSSA and Keystone Exams Dates	
Apr 19-23	ELA PSSA Testing Window
Apr 26-30	Math PSSA Testing Window
Apr 26-30	Sci PSSA Testing Window
May 03-07	Make up PSSA Testing Window
Dec 01-15	Keystone Exams
May 17-28	Keystone Exams

	School Vacation Days
	Early Dismissal
	Act 80 Days
	Professional Development Days
	First and Last Day of School

**Forest Area School District
Bell Schedule**

7:45	Student Arrival
7:50 – 8:50	Period 1
8:53-9:33	Period 2
9:36-10:16	Period 3
10:19-10:59	Period 4
11:02-11:42	Period 5
11:45-12:25	Period 6 A
12:15-12:55	Period 6 B
12:58-1:38	Period 7
1:41-2:21	Period 8
2:24-3:04	Period 9
3:04	Student Dismissal

TERM DATES

Q1 start – 9/1 **End of Q1 – 11/4**

Mid-term: 10/1

Q2 start – 11/5 **End of Q2 – 1/22**

Mid-term: 12/11

Q3 start – 1/25 **End of Q3 – 3/31**

Mid-term: 2/25

Q4 start – 4/7 **End of Q4 – 6/9**

Mid-term: 5/6

I: FOREST AREA INFORMATION

BOARD OF DIRECTORS

Mr. Tim Korchak, President
Mr. Troy Johnston, Vice President
Ms. Darla Kennedy, Secretary
Mr. John Atkin
Dr. Bruce Dickson
Mrs. Shirley Edmondson
Mr. Scott Jackovitz
Mr. Jarrett Kahle
Mrs. Jane Parrett, Treasurer
Mr. Chris Pedersen

ADMINISTRATION

Mrs. Amanda Hetrick, Superintendent
Mrs. Elisha Pospisil, Director of Curriculum and Technology
Mrs. Debra Arner, East Forest Principal, West Forest Assistant Principal
Mr. Dean Hoffman, West Forest Principal

SCHOOL INFORMATION

EAST FOREST SCHOOL
120 WEST BIRCH STREET
MARIENVILLE, PA 16239
(814) 927-6688

COLORS: BLACK & ORANGE
MASCOT: BEARS

WEST FOREST SCHOOL
22318 Route 62
TIONESTA, PA 16353
(814) 755-3611

COLORS: BLUE & GOLD
MASCOT: INDIANS

DISTRICT TEAMS: FOREST FIRES
COLORS: BLACK & GOLD

FOREST AREA SCHOOL DISTRICT
22318 Route 62
TIONESTA, PA 16353
(814) 755-4491

EAST FOREST ALMA MATER

As we look over your record
We are proud of you,
We'll defend your honor, East Forest,
In whate'er we do.

Hail, oh hail, dear East Forest High
School
Hear our echoes ring,
Hail to thee our Alma Mater;
Hail, oh hail, we sing.

WEST FOREST ALMA MATER

West Forest Blue and Gold
Hail, ever hail.
Thy sons with voices bold
Thee ever hail.

Our hearts will always be
Loyal and true.
West Forest hail to thee
Our Gold and Blue.

II: POLICIES & PROCEDURES

ATTENDANCE PROCEDURES ([Policy 204](#))

1. AGE AND ATTENDANCE REQUIREMENTS:

School Age:

School age refers to the age interval within which a child is entitled to attend the public schools. In the Commonwealth of Pennsylvania this interval includes every child who has attained the age of six (6) years, but who has not attained the age of twenty-one (21) years. A student who attains the age of twenty-one (21) years during the regular term of a school year in which he/she is enrolled in the Forest Area School District, however, shall be permitted to complete the school year. A student who has reached the age of twenty-one (21) years, and who is not enrolled in the Forest Area School District, shall not be permitted to enroll.

A child is eligible for admission to preschool if he/she has attained the age of four on or before the first day of the school year. A child is eligible for admission to kindergarten if he/she has attained the age of five before the first day of the school year. New residents of a younger age will be eligible if the student has attended kindergarten in the previous district.

Compulsory School Age:

"Compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Compulsory School Attendance:

In accordance with the laws of the Commonwealth of Pennsylvania and the Public School Code of 1949, every child of compulsory school age (as defined above), who has a legal residence in this Commonwealth, and every migratory child of compulsory school age, living within the school district, is required to attend a school in which the subjects and activities prescribed by the standards of the State Board of Education are taught.

As of the 2020-2021 schools year compulsory school age will be between the ages of 6 and 18 unless the student has a certificate of graduation from a regularly accredited high school. Compulsory attendance will begin from the age of enrollment in school including Pre-Kindergarten.

2. EXCEPTIONS FROM PUBLIC SCHOOL ATTENDANCE:

Home Schooling:

Students of compulsory school age who are instructed at home by their parents or by a Pennsylvania certificated tutor, retained by their parents, are excused from compulsory attendance in the public schools as long as state requirements for Homeschooling under Act 169 have been and continue to be met.

Private or Non-Public Attendance:

Students of compulsory school age who are enrolled in state-approved private or non-public elementary or secondary schools are excused from compulsory attendance in the public schools.

Homebound Instruction:

Students of compulsory school age who have a physical or mental illness, as verified by a licensed physician or psychiatrist, and approved by the school district, are excused from compulsory attendance in the public schools as per law. Students receiving homebound education must be periodically reviewed by the physician and principal or his/her designee to verify ongoing physical or mental health problems which preclude public school attendance. Questionable cases will be subject to review and recommendation by the school physician.

Alternative Education:

Students of compulsory school age who are enrolled in an alternative education program in the school district must comply with the provisions of compulsory public school attendance.

ABSENCES/EXCUSES

Excused Absence:

An excused absence is an absence from school of any enrolled student between the ages of six (6) and twenty-one (21) which is supported by an appropriate written excuse from the parent/guardian of the student or from the student if he/she is at least eighteen (18) years of age. The written excuse must be received on or before the third day after the last day of school missed, or the absence is to be designated as illegal. The principal may exercise discretion in determining unusual circumstances which may preclude submission of the written absence within three (3) days; however, exceptions must be noted in the student's file.

Students missing school are not permitted to attend same day after-school activities or events without a doctor's excuse and/or prior approval by the school principal.

ACCEPTABLE REASONS FOR EXCUSED ABSENCES

Communicable or Infectious Diseases:

Communicable or infectious disease, as certified by a licensed physician, is an excused absence.

Emergency or Hardship Release:

An emergency or hardship release from compulsory attendance is an excused absence; however, the request must be based on difficult personal circumstances which prevent a child from attending school. This type of release must be individually approved in advance by the Pennsylvania Secretary of Education or his/her designee.

Farm or Domestic Work:

A student who is fourteen (14) or fifteen (15) years of age may be released from compulsory school attendance to engage in farm or domestic work, providing the student has completed at least the sixth grade, and has obtained a legal and approved farm or domestic work permit. The farm or domestic permit is not valid for service in the child's own residence. The hours of employment must occur during school hours.

Educational Field Trips

An educational field trip is considered an excused absence only with permission. To obtain permission, the parents will fill out the "Request for Educational Field Trip" form provided by the office, stating the date of the trip, the destination, the reason for the trip, and the educational objective of the trip. Educational field trips are limited to 5 days in a school year unless special permission is granted. Educational field trips will not be approved during standardized testing windows.

Employment:

A sixteen (16) year-old child who has obtained a legal and approved employment certificate may be excused from compulsory attendance for the duration of the employment, or until the child attains the age of seventeen (17). The 35 required hours of employment must occur during school hours. At the age of seventeen (17), the child is no longer of compulsory school age. The employer, as a condition of the employment release, is requested to return a notice to the principal if the child's employment is terminated and the child is required to return to school until she/he reaches the age of seventeen (17).

Temporary Absence Due to Urgent Reasons:

An excused absence from school attendance for a temporary urgent reason is subject to the discretion of the principal. Examples of urgent reasons include roads that are impassable, fire, quarantine, and other similar reasons. A written entry must be placed in the student's file by the principal granting the excused absence.

ENFORCEMENT OF ATTENDANCE FOR CHILDREN OF COMPULSORY SCHOOL AGE

Penalties for illegal absences by children of compulsory school age are provided by law: "Every parent, guardian, or person in parental relationship, having control over a child of compulsory school age, who fails to comply with the compulsory attendance, shall, upon summary conviction, be required to pay a fine for the benefit of the school district."

The principal in each building, as the agent of the school district, has the duty and responsibility to notify the parent/guardian of a child of compulsory school age, in writing, by certified mail, when the first three illegal days of absence, or their equivalent, have been recorded. The parent/guardian must be given three (3) days to respond to the initial notice, with reasonable time for the delivery of the notice taken into consideration, and not counted as part of the three (3) days. The principal shall review the parent's response and make a determination regarding the legal/illegal status of the days in question. In the event that one or more of the three recorded illegal days are converted to "excused" absences, a written adjustment to the child's attendance record shall be made.

Subsequent illegal absences, beyond the first three days, are recorded as illegal days, and are subject to referral to a magistrate for action against the parent for violation of the compulsory attendance law.

There is no requirement to inform the parent beyond the first required written notification. The school district shall maintain an appropriate schedule and procedure for making referrals to the magistrate.

Excessive Excused Absences by Children of Compulsory School Age

When a total of ten (10) days of absences per school year have been recorded for a student of compulsory school age, the principal shall notify the parent, in writing, that a doctor's excuse will be required for all subsequent absences or the absences will be declared illegal. **If a child has a chronic or ongoing health problem, documented in writing by a licensed physician, the parent's written excuses will be accepted by the principal for absences beyond ten (10) days of excused absence.** Absences beyond ten (10) days that are not due to a chronic or ongoing medical condition must be supported individually by a physician's written statement. Principals have the right to place a student on a medical excuse at any point based upon past attendance history.

Withholding Credit:

Credit may not be withheld solely on the basis of days missed. The justification for withholding credit must be based upon incomplete work or assignments. Assignments will not be accepted for days that are marked as illegal or unexcused.

LATE ARRIVALS

Any student arriving between 7:50 AM and 9:30 AM will be late and marked as tardy. The student will be excused or unexcused, depending on the reason for the late arrival.

9:31 AM - 1:00 PM – Any student arriving during this period is marked absent 1/2 day AM.

1:00 PM – Any student arriving after 1:00 PM is marked absent for the entire day.

LEAVING SCHOOL EARLY

Any student leaving prior to 9:30 AM will be marked absent for the entire day.

9:31 AM – 1:41 PM – Any student leaving during this time period is marked absent for 1/2 day PM.

1:41 PM – Any student leaving after 1:41 PM is not marked absent.

ILLEGAL ABSENCES

Forest Area School District takes school attendance very seriously. The protocol for student absences is as follows:

8 total absences (excused + unexcused + illegal)	First Class Letter to Parent
10 total absences (excused + unexcused + illegal)	First Class and Certified Letter to parent noting that dr excuse required for additional absences. SAP Referral. CYS attachment.
11 + total absence w/o Dr excuse	Mark all additional absences w/o dr excuse as illegal if under 17 and unexcused if 17 or older.
1 illegal absence	First Class Letter to Parent/CYS attachment
2 illegal absences	First Class Letter to Parent/CYS attachment
3 illegal absences (Truant)	Notify parents within 10 school days by First Class and Certified Letter

	Offer SAIP, Referral to CYS, SAP referral
4 illegal absences	First Class and Certified Letter to parent. Re-offer or review SAIP. SAIP required.
5 illegal absences	Phone call to parent/Certified and First Class to Parent
6 + illegal absences (Habitually Truant)	First Class and Certified Letter to parent. File with magistrate.

Forest County CYS is committed to assisting families, the school district, and the Courts to prevent/eliminate school attendance problems. This may be achieved by effectively identifying, addressing, and resolving all contributing risk factors. FASD may contact CYS prior to referral to the Magistrate District Judge for Court action and sentencing. For all compulsory school age children, regular school attendance is mandated within Pennsylvania's Juvenile Act. In accordance with this Act, parents, guardians, and truant children themselves may face several consequences upon conviction. Potential Consequences include: *Sentence of a fine up to \$750 plus Court costs imposed on parent or child, Sentence to complete a parenting education program plus costs, Child, age 13 or older, may be placed in the Adjudication Alternative Program, Child referred to the Court for consideration of dependency/removal from home, Suspension of child's driving privileges.*

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES [\(Policy 815\)](#)

Forest Area School District's networks and computing resources exist to support the instructional and administrative needs of the district. The District recognizes that the networks and computing resources are a critical resource. This policy is intended to inform the educational community about the manner in which these resources are administered so they will better understand what is expected of them in helping to ensure that these resources provide the best possible service. Computer resources are used to enhance the educational program.

Students using the district's network(s) and/or computing resources may not:

- Introduce any information, including applications or documents, on any district network or computing resource without having teacher or staff approval.
- Connect any device to, or disconnect any device from, a network or computing resource - including all peripheral devices, LAN, or WAN.
- Alter, in any way, a network device, a device or peripheral name or address, file or folder names, or network zones.
- Copy applications, folders, and/or files unless directly related to curriculum projects/activities and with teacher or staff approval.
- Distribute nor alter network or computer resource passwords. Passwords are for the regular use of the individual to whom they are assigned and are not to be shared under any circumstances. No one is to use a computer that is "logged in" under someone else's name.
- Use any network or computing resource to gain unauthorized access to other network zones, other networks or other computing resources.
- Use any network resources, including hardware, peripherals, and software for personal entertainment and/or private activities without prior approval from a teacher or staff member.
- Any infractions regarding this policy or any other deliberate and/or negligent, abuse of the district's networks or computer resources will result in disciplinary action. In addition to actions by the district, serious violations may also be subject to criminal prosecution under Pennsylvania law (18 Pa. C.S.A. Sec. 3933, Unlawful use of computer). The complete computer use policy is available online and at each building library or office.

NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES [\(Policy 103\)](#)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation or gender, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[10\]\[12\]\[13\]\[14\]\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[15\]](#) [\(Policy 104\)](#)

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

III: SCHOOL INFORMATION

SCHOOL CLOSING

<p>If there is a need to cancel classes for the day or to call for a delay in school starting time, we will request the radio and television stations listed to make the emergency announcements. Radio and television stations generally begin making these announcements at 6:00 A.M.</p>	<p>Radio Stations</p> <p>Brookville ~ WMKX 105.5 FM WJNG 100.5 FM</p> <p>Clarion ~ WWCH 1300 AM WCCR 92.7 FM</p> <p>DuBois ~ WZDB 95.9 FM WOWQ 102 FM</p> <p>Oil City ~ WKQW 96.3 WUUZ 107.7 WHMJ 99.3</p> <p>Titusville ~ WTIV 1230 AM</p> <p>Warren ~ WNAE 1310 AM & 96.7 FM WRRN 92.5 FM</p> <p>Explore Clarion Website</p> <p>Phone message system will be employed for changes to the normal school day such as closings/delays or early dismissal.</p>
<p>Television Stations</p> <p>Pittsburgh ~ KDKA Channel 2 Pittsburgh ~ WPXI Channel 11 Erie ~ WICU Channel 12 Erie ~ WJET Channel 24 Erie ~ FOX Channel 66 Erie ~ WSEE Channel 35 Johnstown ~ WJAC Channel 6 Penn State ~ WPSU Channel 3</p>	

DELAYED STARTING TIME

A delay of two hours in the school's time may be called to permit highway crews more time to clear and salt the roadways. These announcements will also be made over the radio and television stations listed above. An announcement calling for a delay in the starting time for school may be followed by a later announcement canceling classes for a day.

EARLY DISMISSAL FROM SCHOOL

If an early dismissal from school is required due to a forecast of extremely heavy snowfall or other unsafe conditions, this information will be broadcast as soon as possible over the radio and television stations listed and the phone message system.

In case of an early dismissal, parents who are working or away from home during the day should instruct their children on what they are to do if they arrive home early from school. Arrangements should be made with an adult relative, friend, or neighbor to look after the children until the parents return home.

On any day you feel uncertain whether or not school will be in session for the day, and no announcements have been made, we ask that you send the children to their bus stop at the usual time giving them specific instructions to wait for a reasonable period of time (20 minutes) before returning home should the bus not arrive.

It is also important to remind children to wait for the bus at a safe distance from the roadway since it is often difficult for drivers to see the road during bad weather.

EMERGENCY WEATHER SITUATIONS

Listed below are the steps that Forest Area School District takes during potential emergency weather situations while the children are in the buildings.

- Listen to NOAA or Emergency Alert System broadcasts during severe weather watches or warnings.
- Direct all staff and students to come indoors if the hazard is a lightning storm or another weather situation that poses an immediate threat.
- Implement shelter-in-place or evacuation based on National Weather Service forecasts and Emergency Management Agency advice.
- Contact the Superintendent to communicate the status of the situation. Central Office will handle necessary parent/community communications.
- Notify the transportation director of evacuation or shelter-in-place.
- Warn staff and students to stay away from glass doors and windows, telephones, and all electrical appliances, including computers.
- Move staff and students to interior rooms with no windows if a Tornado Warning is issued (Shelter in Place).
- Issue an all clear when the weather emergency is over.

If students are in the process of being transported when an emergency occurs, the bus drivers are instructed regarding emergencies as part of their training and reminded by the district at the annual bus driver in-service training. In the case of severe weather, drivers are to proceed to the nearest location where students and the driver can shelter in place. The drivers do have cell phones and will communicate with the transportation office regarding their location and any information regarding students. The Central Office will disseminate information to parents as it is needed and as it becomes available.

AUTHORITY OF SCHOOL EMPLOYEES

Every adult in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relations to such pupils may exercise over them. Teachers and principals are considered en loco parentis.

PARENT CONFERENCES

Parents/guardians are urged to contact the school about any questions regarding their child's school work. Appointments for conferences with teachers, counselors, or principals must be made by calling the school office.

COMPLAINT PROCEDURE (Policy 906)

Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint concerning district personnel, programs, or operations of the district. Please adhere to the following guidelines for this procedure.

First Level: A matter specifically directed toward a district staff member shall be addressed initially to the concerned employee, who shall discuss it with the complainant and make every effort to provide a reasonable explanation or take appropriate action within the employee's authority.

Second Level: If the matter cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.

Third Level: If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee.

Fourth level: Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the board with a complete report.

Final Level: The Board, after reviewing all material relative to the case, shall provide the complainant with a written decision and may grant a hearing before the Board or a committee of the Board. The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.

BULLETINS AND ANNOUNCEMENTS

Student announcements for the day will be made in one of several ways over the public address system, placed on the website, and/or automated calling system. Any other announcements must be approved by the administration.

CAFETERIA INFORMATION

SCHOOL LUNCH PROGRAM

East Forest and West Forest Elementary Schools will be implementing the Community Eligibility Provision (CEP) This program is available to schools/districts who are participating in the National School Lunch and School Breakfast Programs.

All enrolled students of East Forest and West Forest Schools are eligible to receive a nutritional breakfast and lunch every day at the school at no charge to your household. No further action is required of you. Your elementary child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

LUNCH ACCOUNT INFORMATION

Student cafeteria accounts can be managed and monitored online. For more details, [CLICK HERE](#). All students are responsible for paying for any a la carte items. Please continue to monitor student lunch accounts through the School Cafe system portal.

CYBER SCHOOL

Forest Area School District has selected a quality program vendor to provide online instruction for students in lieu of a traditional classroom setting. Cyber Services can enhance and expand curriculum and be customized to meet school and student needs. All distance/cyber education students will receive a Forest Area School District diploma while taking courses through an Internet-based curriculum provider. See District website for Cyber School Handbook.

CLASSROOM PARTIES

Parents may request that their child not participate in a party if it conflicts with home beliefs. A request should be sent to the child's teacher. The teacher will make other arrangements for the child by consulting with the principal.

Parents may want to send in **pre-packaged** snacks for their child's birthday. No homemade snacks will be permitted. Parents should coordinate these recognitions with the child's teacher and follow the District's wellness policy.

EMERGENCY DRILLS - fire, earthquake, tornado, evacuation, safety

When an emergency drill is sounded, students will follow the directions of the teacher in accordance with safety procedures. Teachers will stay with their groups both inside and outside the building. Movement in the halls will be limited to orderly lines. Students will assemble in an orderly fashion in designated areas while the teacher takes attendance.

EXEMPTION FROM INSTRUCTION (Policy 105.2)

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the qualifying parent/guardian or student to the building principal.

One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy shall be kept by the school principal, and one (1) copy shall be submitted to the teacher from whose instruction the student is to be excused.
3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused, in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.
4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goals set for the course and that does not require the provision of any extra resources by the district.

6. The building principal shall determine where the student shall report during the time the student is excused.

All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

FIELD TRIPS

The first objective of any field trip is the educational value to the students. Approval of all trips must be given by the school administrator and the Forest Area School District Board of Directors. When transportation of pupils is necessary, arrangements for buses will be made and the use of private cars will be discouraged, except under special circumstances.

The following provisions are suggested as a basis for all trips:

1. The teacher will notify students that it will be necessary for them to arrange for a way home in case the trip concludes after the closing of school.
2. Parental permission must be secured before students are taken on a trip.
3. The conduct of all students on these trips must be exemplary. All school expectations apply when on a field trip.
4. Student's money for field trips will not be refunded if they cannot participate due to discipline or their own choice not to attend.

GUIDANCE PROGRAM

The purpose of the Guidance Department is to assist students with their social, educational and vocational development. Students may make an appointment to see the counselor during study hall or they may "drop in" to see the counselor after obtaining permission from their classroom teacher. Through the Guidance Department, students can receive information about scholarships as well as vocational/trade school and college entrance requirements.

HOMEBOUND INSTRUCTION ([Policy 117](#) and [Policy 204](#))

Whenever a student experiences a disability or an extended illness, a parent may request homebound instruction through the building principal. Homebound instruction is a medical recommendation determined by a licensed physician or psychiatrist. Homebound instruction will consist of a maximum of five (5) hours per week and have a specific starting and ending date.

In order for the school district to obtain approval from the state for homebound instruction, certain information must be submitted relative to each individual case. Homebound request forms are available in the Principal's office.

In cases where children have physical disabilities, the following information is necessary from a medical doctor.

- o A specific diagnosis of the physical disability.
- o A statement to the effect that while the child is not physically able to attend he/she is able to receive one hour per day of homebound instruction.
- o The approximate length of time (in months/days) the child should be confined to his/her residence. The requests for homebound instruction on the basis of emotional, nervous, or mental disorders will be accepted only when the statement supporting the request is issued by a licensed psychiatrist or psychologist. All requests for homebound instruction will be reviewed by the building principal and those meeting the above criteria will be forwarded to the superintendent for approval

HOMELESS INFORMATION ([Policy 251](#))

The Forest Area School District is committed to providing each student with an education free of distractions and disruptions. We do realize, however, that life events can occur where the normal pattern of living can be compromised. We offer services and can provide information and referrals for students and families who are experiencing either temporary or long term homelessness.

Homelessness can be described in many different ways and apply to many different situations. If you or someone you know are living in an environment which is not the norm for you and your family, please contact the school as soon as possible so that we may help assist you in providing you with all the services you need to get through this difficult time.

For assistance or more information, contact Brian Rosen at:

[814-755-3302](tel:814-755-3302) West Forest Jr./Sr. High

[814-927-6688](tel:814-927-6688) East Forest Schools

LOST AND FOUND

A lost and found department is operated by the high school office. Pupils losing or finding any articles should report these to the office. A list of these articles will be placed periodically in the bulletin. All unclaimed articles are returned to the finder.

MAKE-UP WORK

It is the responsibility of the student who has had an excused absence to meet with his/her instructors on the first class day they return to arrange for make-up work. The teacher will determine the length of time for work to be made up, which will be no more than five (5) days except with special permission from the teacher or the principal..

PARENT EMERGENCY CARDS

All students must have a parent or guardian emergency card on file in the office. Emergency cards must be returned within 3 days of the start of school.

REQUEST FOR LEAVING SCHOOL

No student will leave the building, except as part of class instruction, without the expressed permission of the school principal or his/her representative. If a pupil becomes ill during school hours, he/she must obtain permission from the teacher in charge of the class to go to the school nurse. In the event of the nurse's absence, the student shall report to the office. If it is deemed appropriate that the student be sent home, then we require parents or guardians to **come into the school and sign out the child**. If a student leaves school for any reason without permission it will be considered skipping school.

SCHOOL LUNCH PROGRAM APPLICATIONS

A free or reduced price lunch program is available to those who qualify. This program may qualify the district for additional funding. Families are encouraged to apply. If families need any assistance please contact the principal or central office. The two main factors determining eligibility are family size and income.

CHILD STUDY TEAM

Students who are experiencing academic or behavioral difficulties can be referred to the Child Study Team. The child study team consists of school staff, the special education coordinator, and the child's teacher. The child's parent will be notified when a student is referred to Child Study. The child study team discusses individual cases and develops interventions to make children successful. If you would like more information on this process, talk to your building principal.

STUDENT ASSISTANCE PROGRAM ([Policy 236](#))

A Student Assistance Program (SAP) exists at the school consisting of a multi-disciplinary team composed of school personnel and invited specialists from the community.

SAP evaluates referrals made to them by faculty, parents, students, or any other source. Should a need be established, then the team serves as a referral source to assist the student in getting appropriate help as soon as possible. This help could consist of individual/group counseling or follow-up, or referral to an outside agency.

STUDENT INSURANCE

School insurance will be made available to parents, annually. The insurance premiums shall be paid by the parents. All students participating in extracurricular athletics must have school insurance or proof of private insurance. Information is posted on the FASD website.

TESTING PROGRAM

Forest Area School District's administers national, state and local assessments. Testing windows will be posted on the district calendar, found on the district's website.

VISITORS ([Policy 907](#))

The Board welcomes the active interest of parents and citizens in their public schools, and invites the community. However, since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

- Anyone who is not a regular staff member or student of the school will be termed a "visitor", must report to the office and required to wear a visitor's tag.
- Parents, citizens, or outside experts who wish to observe a classroom while school is in session must arrange such visits in advance with the principal, so that class disruption may be kept to a minimum. The principal may either deny or approve the classroom observation request. If the principal denies the request, the decision may be appealed to the Superintendent. The date, time, and the length of the classroom observation will be scheduled by the principal. A signed confidentiality form will be required by the visitor.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- All visitors to classrooms must comply with regulations established by the Superintendent or his/her designee.
- No devices capable of recording images or sound are permitted during the observation.
- Volunteers need to be approved by the principal and the superintendent. Volunteers are required to have clearances. Visitors without clearances cannot be left alone with students. Teachers must supervise visitors at all times and must supervise the work of volunteers.

WITHDRAWAL/TRANSFER FROM SCHOOL

A student must follow the districts withdrawal procedure and return all district property.

TUITION AND AFFIDAVITS

Pupils may be accepted to Forest Area Schools on a tuition basis if nonresidents.

A child shall be considered a resident of the school district in which his/her parents/guardians reside. Any student not having at least one parent/guardian residing in the Forest Area School District and who is requesting permission to attend school here shall be admitted only through tuition payments, court placement, or due to exceptional circumstances which must be presented in writing to the Superintendent of Schools. In all cases an affidavit of residence and name and address of the person responsible shall be furnished and processed as provided by the School Code.

IV: HEALTH SERVICES

NURSE'S OFFICE

The school nurse performs both health and social services. She is responsible for safeguarding the students' health in preventive as well as emergency cases. Students should only report to the nurse with the permission of the teacher or administration, or in case of emergency.

All medication will be kept in the nurse's office and dispensed by the nurse.

Accidents must be reported to the school nurse and a report made so that information can be forwarded to the insurance companies. There is a possibility that you may hurt yourself during the school day in gym class, industrial arts class, or in an extracurricular activity. If you do hurt yourself, you must do the following:

- Report all accidents to the teacher if you were injured in the classroom or athletic program.
- Report athletic injuries to the coach.

If medical attention is needed, your parents or guardian will be immediately notified and the correct procedure for your injury will be followed.

IF THE NURSE IS NOT AVAILABLE, THE STUDENT SHALL NOT CALL HOME OR LEAVE THE SCHOOL WITHOUT PERMISSION FROM THE PRINCIPAL OR DESIGNEE

EMERGENCY INFORMATION

Emergency information should be on file in the health room. This information should include:

1. Parent's name, address, and telephone number
2. Physician's name, address and telephone number
3. Emergency number in event parent is unavailable or person who will accept and/or pick up student in case of illness or emergency, other than parent.

CHANGE OF EMERGENCY INFORMATION

Inform the office, IMMEDIATELY, of a change of guardianship, address, phone number or other information required on the emergency card.

DRUG FREE SCHOOL PROGRAM

All students at all grade levels will receive age-appropriate, developmentally based drug prevention instruction each year.

MEDICATIONS ([Policy 210](#))

Before any medication may be administered to any student during school hours the Board requires the schools to obtain the written request of the parent which shall give permission for such administration and relieve the board and its employees of liability for administration of medications; and the written prescription of a physician which shall include the name and purpose of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, and the length of period for which the medication is prescribed.

Medication needs to be delivered to the nurse or to the office in the proper prescription bottle on arrival to school. Students are not permitted to carry medication with them during the school day. The exceptions to this requirement are asthmatic students who carry inhalers and students with severe allergic reactions who require an Epi-pen with them at all times. Those students may carry their medicine with permission from their physician and the school nurse.

Medications will be dispensed by the school nurse or her designee in her absence.

MEDICAL MARIJUANA

While the state of PA permits the use of medical marijuana for treatment of certain illnesses, federal law does not permit the possession of, or dispensing of, medical marijuana on school district property. In fact, the Forest Area School District would jeopardize the opportunity to receive federal funds if medical marijuana were administered or possessed on school grounds. For these reasons, if a student is prescribed medical marijuana and The Forest Area School District receives certification of such from a licensed physician, the Forest Area School District will work with the parent to allow for release time where the student may be transported off of school grounds by a parent for administration of the prescription by a parent or the student's medical provider. Under no circumstances shall medical marijuana be brought onto school property.

EPINEPHRINE AUTO-INJECTORS ([Policy 210.1](#))

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

POSSESSION/USE OF ASTHMA INHALERS ([Policy 210.1](#))

Students must meet all requirements of the Forest Area School District policy #210.1 Possession/Use of Asthma Inhalers. More information and the required forms are available through the school nurse.

SCREENINGS

Vision screening is done by the school nurse yearly on every student. Hearing screening is done in grades K-3, 7, and 11, and students in other grades if hearing problems are suspected. Scoliosis screenings are administered to students in 6th and 7th grades. Height and weights are measured yearly on every student. Parents will be notified if their child fails a screening. Parents are then asked to follow up with a specialist and return the specialist referral form to school after the exam.

PHYSICAL AND DENTAL EXAMINATIONS ([Policy 209](#))

The Pennsylvania School Health Law requires physical exams for children in grades K, 6 and 11 and dental exams for children in grades K, 3, and 7. Parents will receive a form for their private physician and dentist to complete and return to school. If parents choose to have these exams done at school by the school physician and dentist, they will be notified as to the date of the exam and are invited to be present.

MEDICAL AND RELIGIOUS EXEMPTIONS ([Policy 203](#))

Parents should contact the school for details concerning provisions related to medical and religious exemptions concerning required medical examinations and immunizations.

SUICIDE PREVENTION ([Policy 819](#))

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.^[17]

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

V: COURSES AND CURRICULUM

ACADEMIC PROGRESS REPORT ([Policy 212](#))

At the midpoint of each grading quarter, an academic progress report will be sent to parents of students who are achieving at a level of 65% or below or are in danger of failing. Reports will be a standard form which will be completed by the teacher and a copy will be on file in the office.

GRADING POLICY ([Policy 212](#))

REPORT CARDS

Report cards are sent home every 9 weeks for elementary students.

Pre-Kindergarten students' progress is reported by:

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Kindergarten students' progress is reported by:

E: Exceeds the Standard: The student exceeds proficiency in essential skills and concepts by demonstrating in-depth, higher level application. Only applicable to LA and Math concepts indicated by an *.

M: Meeting the Standard: The student demonstrates proficiency in essential skills and concepts.

P: Progress Toward the Standard: The student is developing an understanding of essential skills and concepts but has not yet met the standard.

I: Intensive Progress Needed to Meet the Standard: The student has not yet begun to demonstrate an understanding of essential skills and concepts.

Considerable teacher support and guidance is needed.

NT: Not Taught This Marking Period.

First through Second: Percentage grades will be given in the following subjects: Math, English Language Arts, Social Science (Science, Health and Social Studies), Art, Library, Music, and Physical Education.

Third through Sixth Grade: Percentage grades will be given in the following subjects: Math, English Language Arts, Science, Health/Social Studies, Art, Library, Music, Physical Education, and Band/Chorus 4-6. Specials will be included in Honor Roll calculations and weighted based upon the time spent in class

Elementary students in grades 1 - 6 will receive an effort grade for Handwriting. Students' progress is reported by:

E = Excellent

S = Satisfactory

N = Needs Improvement

The following grade scale is used in the elementary for measuring student's performance.

100-92% = Excellent
91-83% = Above Average
82-74% = Average
73-65% = Below Average
64% and below = failing

A grade range of 60% to 100% will be established for the first three marking periods and for the first marking period of a semester course. There will be no floor during the final marking period with a grade range from 0% to 100%.

FINAL GRADES

The final Grade will be the average of the four grading periods. All grades will be calculated to the first decimal place and rounded to the nearest whole number with .5 or higher rounded up.

INCOMPLETE GRADE

The "I" grade is given when a student fails to complete his/her work due to legitimate reasons. The "I" grade must be made up within 15 school days after the student's return to school unless additional time is authorized by the principal, or it will change to a failing grade,

HONORS RECOGNITION

Honors recognition will be made for grades 3-6. High Honors will be given to any student whose cumulative grade point average falls between 92% and 100% for any grading period.

Honor's recognition will be given to any student whose cumulative grade point average falls between 91.9% and 86%. In all classes where "honors" status is considered, no grade below 74% and/or "U" will be allowed.

SUMMER SCHOOL/CORRESPONDENCE COURSES ([Policy 124](#))

While there is no guarantee, it is possible that a summer school program may be offered. The program is designed for remedial work and the courses offered depend upon the greatest needs of the students and the availability of the staff. If the program is offered, it will provide an opportunity for the student to make up credit for courses failed. The school district reserves the right to limit the number of summer school/correspondence course credits that will be accepted toward graduation. A fee is charged to the student for each course taken in summer school or by correspondence. Students are expected to be in attendance for every summer school class unless given prior permission for absence by the administration. Any unexcused absence will result in a course failure. Students taking correspondence courses must have the courses pre-approved by an administrator.

HOMEWORK ([Policy 130](#))

Homework at Forest Area Schools is an integral part of the learning process. As an integral part, homework reinforces good study habit, independence, self-discipline and classroom learning.

Objectives:

- ◆ To improve skills in subject areas.
- ◆ To review content materials.
- ◆ To prepare for acquisition of new material.
- ◆ To teach good study habits.
- ◆ To develop organizational skills.
- ◆ To teach time management.
- ◆ To develop research skills.
- ◆ To stimulate initiative, self-direction, and self-discipline.
- ◆ To create a desire for self-improvement.

Responsibilities:

Teacher:

- ◆ To make the purpose of the assignment clear.

- ◆ To ensure assignments are relevant.
- ◆ To provide accurate and fair evaluation of assignments in a timely manner.
- ◆ To preview assignments, prior to introduction of new materials.
- ◆ To be aware of demands on the students' time.
- ◆ To use homework as a learning tool, not a mode of discipline.
- ◆ To provide short-term and long-term assignments that requires research and library skills.
- ◆ To notify parents if a student's assignments are consistently late or incomplete.

Parents:

- ◆ To provide an area conducive to study.
- ◆ To help motivate the student to fulfill homework responsibility.
- ◆ To establish regular study time.
- ◆ To help develop a suitable study schedule.
- ◆ To cooperate with the teacher in reinforcing the value of homework.

Students:

- ◆ To complete all assignments in the allotted time frame.
- ◆ To make up all missed assignments.
- ◆ To be sure the assignment is understood before leaving school.
- ◆ To maintain good study habits.
- ◆ To budget time for short-term as well as long-term assignments.
- ◆ To communicate with parents and teachers concerning problems with assignments.

PROMOTION REQUIREMENTS ([Policy 215](#))

The "Guiding Philosophy" in reference to progress and promotion for the schools of the Forest Area School District is to encourage each student to achieve his/her maximum potential while in attendance in the school district. To reach this goal the administration, faculty and staff members of the school district will assist every student without partiality as much as possible without endangering the learning processes of the other members of the student's group.

Promotion to the next educational level will be based on the student's ability to profit most from experiences at that level. Factors to be considered in cases where retention at the same grade level is a possibility are:

- Achievement of the student in academic subject.
- Attendance record of the student.
- Ability of the student to do school work as reflected by a standardized test of mental ability.
- Attitudes of the student toward the school, the faculty, and his/her peer group.
- Sociological or psychological factors resulting from the student's home life or community relationships that would influence his/her level of educational achievement.
- Age and size of the student in comparison to the age of the group he/she will enter.

A student will be considered for retention at the same grade level in grades 4-6 if he/she has failed two or more major subjects or a combination of major and minor courses that add up to two credits. Also, a student who has missed twenty or more school days in a school year may be considered for retention at the same grade level.

***As per Pennsylvania School Code, the final decision regarding the promotion or retention of a pupil shall be made by the building principal.**

GIFTED PROGRAM ([Policy 114](#))

A program for gifted students is provided in grades 7-12. Students are identified for this program through a multidisciplinary evaluation. Each gifted student is expected to excel above and beyond the basic educational program. A Gifted Individual Education Program (GIEP) is written for each gifted student to expand and enhance the student's learning.

SPECIAL EDUCATION SERVICES AND CHILD FIND ([Policy 113](#))

Under the Individuals with Disabilities Education Act (IDEA), special education means "specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability." Children who receive special education and related services are entitled to a free and appropriate public education (FAPE). This includes opportunities to participate in the school's general curriculum and to make progress towards meeting annual goals. Children who receive special education will have opportunities to take part in other typical school activities that are appropriate to their individual needs.

In Pennsylvania, schools are required to serve eligible children from birth until the age of 21, or graduation from high school, whichever comes first. Services are provided by licensed personnel and include special teaching, materials, and techniques.

The Forest Area School District provides a full continuum of special education programs and/or services for students identified as exceptional. Programs/services are provided at no cost to the parents and are individualized to meet the educational needs of each and every student at Forest Area.

Forest Area School District provides students with special education services in the following disability areas:

- Hearing impairment (including deafness)
- Speech or Language Impairment
- Visual Impairment (including blindness)
- Emotional Disturbance
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Intellectual Disability

There are specific criteria that need to be met in order to qualify for special education. Although medical information is important to provide to your child's educational team, know that the criteria needed to meet educational criteria may differ from medical diagnoses.

If any of the situations below are present and you are concerned, contact your classroom teacher. The teacher and/or principal can initiate the child study process.

- When birth complications or a medical disorder interferes with development and/or learning
- When a child seems to have difficulty hearing or seeing
- When you or others outside the family do not understand a child's speech
- When a child appears to be learning more slowly than other children their age
- When a child appears to have social emotional difficulties that affect their ability to learn
- When a child has motor difficulties (moving, jumping, using their hands, etc.) that interferes with their ability to keep with other children

TITLE I

Your child attends East Forest Elementary School or West Forest Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. For more information, please see the attached letter in the Appendix.

ENGLISH AS A SECOND LANGUAGE ([Policy 138](#))

Students requiring these services will be identified at the time of enrollment in accordance with the testing required by the state of Pennsylvania to determine the level of instruction. More information about ELL services in Forest Area School District can be obtained by contacting your building principal.

MIGRANT STUDENTS ([Policy 142](#))

Students requiring these services will be identified at the time of enrollment in accordance with the testing required by the state of Pennsylvania to determine the level of instruction. More information about Migrant Student services in Forest Area School District can be obtained by contacting your building principal.

VI: STUDENT ACTIVITIES

AFTER SCHOOL EVENTS/ACTIVITIES ([Policy 122](#))

School policies and procedures will apply to all after school activities and events. Students participating in after-school activities should not arrive at the school earlier than 15 minutes prior to the scheduled activity unless notified beforehand to arrive earlier. This is to be interpreted as 15 minutes prior to the time you are to be on the floor for athletic practice, etc. Students remaining after school must be under adult supervision at all times.

CLASS/CLUB RECORDS ([Policy 618](#))

The officers of each class and club must keep accurate records to show exact receipts, expenditures, and dues collected. All records and dues collected must be given to the school secretary for deposit on the same day they are collected. No disbursements will be made from a class or club account without advisor's approval. All monies will be deposited in the class or club account.

LIBRARY

All encyclopedias, books and other library materials should be returned to the library before they are overdue so that all students will have the use of these materials. The library is intended to be a resource for all students and staff members that will help students to access information and materials for research projects and reading materials.

POSTERS AND SIGNS ([Policy 220](#))

Students must obtain permission from the school principal to place posters or signs in the halls or classrooms. The same students will be responsible for removing the sign or poster immediately after their effectiveness. Posters and signs should be put in place without causing damage to the surface on which they are placed. Thumb tacks are to be used only on bulletin boards. Only masking tape is to be used on painted walls.

FUNDRAISING ([Policy 229](#))

The Board of School Directors has a policy prohibiting the sale of any article during school hours. Students should not bring fundraising materials from outside organizations to school to sell. Sales by school organizations whose sales campaigns are approved by the principal may be permitted. All sales must comply with the District's wellness policy.

SPORTSMANSHIP

Students will set a good example in the matter of sportsmanship, and should quickly condemn unsportsmanship-like conduct on the part of either students or adults. Visiting teams are to be honored guests of the home team and should be treated as such.

TELEPHONE

The office telephone is a business phone and should be used by pupils for **EMERGENCIES ONLY**. Parents should call the school in case of an emergency or to arrange a conference or meeting with teachers or principal. Early dismissal should be handled in person or written excuses presented to the attendance office before school opens in the morning, NOT by telephone. Parents may come to the school at any time and sign out their children should an emergency arise.

VALUABLES

Students are advised that items of value should be left home. The school is not responsible for articles that are lost or stolen from the individual or his/her locker.

VII: STUDENT CONDUCT

CODE OF STUDENT BEHAVIOR ([Policy 218](#))

The Forest Area School Board acknowledges that conduct is closely related to learning: an effective instructional program requires a wholesome and orderly school environment so the effectiveness of the educational program is, in part, reflected in the behavior of students and employees.

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the Board and administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern the student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

- conform to reasonable standards of socially acceptable behavior;
- respect the rights, person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged; and
- obey constituted authority and respond to those who hold that authority.

INAPPROPRIATE DISPLAYS OF AFFECTION

Students meeting in the hallways are responsible for reporting to their classes on time. No outward signs of affection, during school hours or at school functions are not encouraged. Violations of this policy will be treated as Level I offenses of the discipline code.

CAFETERIA CONDUCT

Students must report to the cafeteria on time during assigned lunch periods and may not leave without proper authorization. They are responsible for the cleanliness of the area in which they eat and for returning all materials used to the proper location.

Students may be assigned seats if necessary for disciplinary action. Misconduct may result in loss of cafeteria privileges and/or other disciplinary action.

Students are not permitted to eat from other students' trays. No food or drinks are permitted out of the cafeteria unless authorized. Serious misconduct in the cafeteria will require that the student eat elsewhere.

CARE OF SCHOOL PROPERTY ([Policy 224](#))

All students should be proud enough of their school buildings and grounds to help keep them clean. Visitors coming to our school should find it respectable at all times. The following guidelines should be followed:

1. Always keep your lockers in an orderly manner, so that when you open them to take out books, papers do not fall on the floor. Writing or paste-on's are NOT permitted on the outside.
2. Any damage to desks, lockers, etc., assigned to you, is to be reported to the teacher at the beginning of the period (immediately) so that you cannot be unjustly accused of the damage.
3. Pupils are asked not to walk on the grass where walkways are available.
4. Pupils will refrain from writing on walls or desks.
5. Waste is to be put into waste baskets, not on the floor, or in desks, or in lockers.
6. Pupils who lose or damage school property will be required to pay for this damage or loss.
7. The wearing of apparel which damages school property is prohibited. This includes the wearing of cleats on shoes, back straps with buckles on skirts or trousers, and jeans with rivets on them.
8. Students are not permitted on the playing floor of the gymnasium unless they are wearing gym shoes.
9. Students will refrain from carrying quantities of homework and exam papers and such articles as pencils, pens, and combs in their textbooks.
10. Students should not adjust window blinds and room temperature unless requested to do so by a teacher.
11. Pupils are expected to cooperate with the school officials in keeping the school buildings and grounds neat and orderly at ALL TIMES.
12. Shelving, heaters, desk tops, etc., are not constructed to hold students. Sit in chairs.
13. The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. You WILL be required to pay for lost or damaged books. Each student will sign a form at the beginning of the school year attesting to having received that book and its condition. In addition, a student who owes money for any reason at the close of the school year will not be permitted to attend or participate in any way in any extracurricular activities.

CHEATING

Any student who is caught cheating on a quiz, assignment, or examination of any kind may receive a zero for that examination, and the office will be notified of the misbehavior. Cheating is a Level II offense.

DRESS ([Policy 221](#))

Students have the right to govern the length or style of their hair including facial hair. Any limitations of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered. Students are not permitted barefoot in the school except in the locker room.

School officials may impose limitations on dress when the attire causes the disruption of the educational process or constitutes a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education activities, concerts, performances, or other situations where special attire may be required to insure the health and safety of the student.

Concert dress code is as follows:

- Appropriate attire as established by the director

Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of personal hygiene constitutes a health hazard.

The Forest Area School District believes a student's manner of dress and hair style is a basic responsibility of the student and his/her parent. Students and parents, as responsible members of the community, are expected to continue to exercise good judgment in the selection of appropriate clothing for school. Inappropriate clothing is defined as that type of attire that causes an interruption of the educational process or constitutes a health or safety hazard. Forest Area School District and School Board accepts the following restrictions:

- o No T-shirts advertising drugs, sex, alcohol, tobacco, or vulgarities or shirts having negative or demeaning comments regarding clubs, organizations, or individuals within the school will be permitted.
- o No altering of manufactured tops and/or shirts.
- o No hats, sweatbands, head coverings, and non-prescription sunglasses are to be worn inside the building during school hours.
- o Appropriate footwear must be worn at all times. No bare feet will be permitted. Footwear is to be worn in such a way as not to constitute a safety hazard. No flip flops or slippers.
- o Jewelry may not be worn in classes where it may constitute a safety hazard.
- o Pants, skirts, all clothing must cover the hips.
- o Clothing that is so revealing or form fitting that it would call undue attention to the wearer and thereby disrupt the educational process may not be worn. Examples of this type of clothing include, but are not limited to:
 - a. Mesh shirts, net shirts, and see-through shirts are not permitted unless another shirt is worn underneath. Students should wear proper undergarments.
 - b. Bare-midriff shirts, halter tops, tube top, or thin-strapped (spaghetti straps) tank tops.
 - c. Shorts, skirts, and dresses must be mid-thigh length or longer. They must extend below the finger tips with arms extended at the sides.
- o Undergarments should not be seen.

Failure to comply with the provisions set down in the above dress code may result in a Level I violation of the discipline code.

HALL GATES

Hall gates have been installed to avoid student traffic in areas which have been or are being cleaned and in which there is no supervision or any need for student traffic. Students should take books, etc. from their lockers at regular dismissal and not during extra-curricular activities. Plan evening activities assuming the halls will be closed. These gates are portable and light and can be easily damaged. Any student pushing these gates aside or attempting to climb over them will be denied the privilege of attending future activities and must obtain permission from the building principal before attending another event. If a need arises at an evening activity for materials in a "closed off" area, the advisor should contact the custodian.

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HALL PASSES

Students are NOT permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. If you wish to see a teacher during his/her conference period you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study hall. You must deliver this pass to your study hall teacher at the beginning of the study hall period.

Students are to use the designated restroom. No one is to be excused from class except in case of an emergency. Only one person is to be excused from a room at a time. Students MUST carry a hall pass and sign out.

- A. Restrooms are to be used only for the purpose intended. Any other usage such as smoking, loitering, meeting, or hiding from school personnel will be subject to disciplinary action as defined in the disciplinary code.
- B. Students are to go to the restroom between periods. If an emergency necessitates using the restroom during a class, the following procedures should be observed.
 - 1. Ask the teacher's permission.
 - 2. Follow procedure established by the teacher. **DO NOT ASSUME THAT A TEACHER MUST HONOR YOUR EVERY REQUEST. IN CASES WHERE A STUDENT TAKES ADVANTAGE, A REQUEST MAY BE DENIED.**
- C. Remember, the restrooms are there for your convenience. Please report any restroom damage or malfunction that you see, immediately, to any staff member.

LEAVING SCHOOL GROUNDS

No student is to leave the building or school area during the school day unless given permission by the office. Any student failing to check out properly will be considered truant from classes and will be subject to disciplinary action. This includes students who go to the parking lot without permission from the office.

LOCKERS

The school district provides students with lockers for the storage of their clothing and school materials. The school district, standing in loco parentis (24 P.S. Sec. 1317), reserves the right to authorize school personnel or law enforcement officers accompanied by school personnel to search individual pupil lockers. Periodic inspections for cleanliness and safety can be made. Students wishing to lock their lockers should request a lock from the office.

OPEN CONTAINERS

Students are not permitted to consume any type of liquids, in either bottles or cans, with the exception of water.

PHYSICAL EDUCATION

All students are required to take and pass physical education classes to meet the requirements for graduation. Both boys and girls must wear either an approved gym suit or shorts and a T-shirt. Gym shoes that do not make marks on the gym floor are also a requirement. It is requested that a pair of gym shoes other than the student's everyday sneakers be used.

Physical Education requirements are as follows:

1. Students must wear appropriate clothing
2. Gym shoes
3. Hair must be kept out of face during physical education so as not to interfere with participation.

4. Only doctor excuses, and on rare occasions excuses from the nurse, will be accepted as reasons for not participating in physical education. All doctors' excuses must specifically address what the student may and may not do, also his recommendations for an adaptive prescription of permitted activities during the period of incapacitation. This must be included with the excuse to be valid.

ELECTRONIC DEVICES ([Policy 237](#))

ELECTRONIC DEVICE PROCEDURE

The school administration recognizes that electronic communication devices can be beneficial and used for educational purposes. However, use of electronic communication devices in school situations that disrupt and interfere with the educational process is not acceptable. NO PICTURES OR VIDEO CAN BE TAKEN UNLESS SPECIFICALLY AUTHORIZED BY STAFF. If the device is used inappropriately, the progression of discipline should be:

1. verbal warning
2. confiscating the phone for the period
3. send the phone to the office with a write up

All use of electronic devices is at the discretion of the teacher.

REGULATIONS FOR SOCIAL FUNCTIONS AND ATHLETICS

Students are under the jurisdiction and therefore the rules and regulations of the school at all extra-curricular activities, including those at other schools. Students who leave a school activity early must leave the school grounds. Students will not be permitted to leave the school building and re-enter.

RESTRICTED AREAS

The following areas are restricted to students except by the direct permission of those persons who are authorized to be in charge:

- ◆ The teacher's room
- ◆ The cafeteria kitchen
- ◆ All storage and stock rooms
- ◆ Athletic equipment rooms
- ◆ Locker rooms unless scheduled for a class
- ◆ Faculty lunchroom

Students are, at NO TIME, to remain in any part of the building unless a teacher is present and assumes the responsibility. Students who find themselves in unsupervised rooms, or if assigned to a room which is locked, should report to the office immediately for reassignment.

SCHOOL BUS REGULATIONS ([Policy 810](#) and [Policy 810.2](#))

School bus transportation is provided for the student's safety and convenience. Transportation is provided as a privilege, it is not a mandate, and therefore can be revoked at any time for misconduct. Students are expected to help maintain the condition of the bus on which they ride. Students will be videotaped and audio taped. Tapes will be reviewed as necessary.

Each child may have (2) primary designated stops. Variations to the primary stops will only be granted for the following situations as described:

DAYCARE OR OTHER CARE PROVIDER

The District will consider requested changes to an assigned bus stop that are made by working parents/guardians who have a daycare arrangement or other care provider arrangement for their child. Students can be assigned to bus routes only within the attendance area in which the student resides. All requests must be submitted to the building Principal in writing at least three (3) days in advance of the requested change and must be approved by the District's Transportation Coordinator.

EMERGENCY SITUATIONS

Changing a student's assigned bus stop in emergency situations will be handled on a case-by-case basis. An **emergency** is defined as: a serious situation or occurrence that happens unexpectedly and demands immediate action. Changes to an assigned bus stop due to an emergency situation will not be honored on a frequent (monthly or weekly) basis, shall cease upon the resolution of the emergency situation, and accommodations can only be provided when there is available space on the affected vehicle. In the event that a parent or guardian feels that an emergency situation is present, the parent or guardian shall contact the building principal, who will then notify the transportation office of the emergency-based request. Whether a situation constitutes an emergency shall be determined at the sole discretion of the District's Transportation Coordinator.

PARENTAL RESPONSIBILITY

Parents/Guardians shall assume responsibility for their child after the child has exited the contractor's vehicle at any bus stop and, if requested, shall provide assurances to the administration's satisfaction that the student would not be placed in a dangerous situation if dropped off at a particular bus stop.

Students in grades PreK – 3 will not be dropped off even at their designated stop unless the driver sees a parent or the designated day care provider is clearly present at the stop. Individual circumstances will be considered if parent/guardian contacts the Transportation office prior to the scheduled drop off.

BUS STOP REGULATIONS

1. Arrive at the bus stop on time ~ 5 minutes prior to the time the bus is to arrive and wait for 20 minutes in case it is running late.
2. Wait for your bus in a safe place ~ well off the roadway. Bus riders must conduct themselves in a safe manner while waiting.
3. Respect the property rights of people who reside at or near the bus stop.
4. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file with no crowding or pushing.
5. Be careful if crossing the roadway to board the bus ~ check to make sure all traffic has stopped.

BUS RIDING REGULATIONS

1. Observe the same conduct as in the classroom.
2. Student's conduct may be video and audio-taped on the bus.
3. Be courteous; use no loud or profane language.
4. Do not eat or drink on the bus.
5. Keep the bus clean; pick up any mess you make.
6. Do not throw any objects in the bus or outside the bus.

7. Squirt guns and water bottles of any kind are not permitted on the bus.
8. Remain seated at all times while on the bus.
9. Keep head, hands and feet inside the bus. Windows are to be opened only with the driver's permission.
10. Do not be destructive ~ defacement or destruction of property will be dealt with according to the school disciplinary code.
11. Smoking or the use of tobacco products on the bus will be dealt with according to the disciplinary code. Lighting of matches or lighters is not permitted on or around the school bus.
12. The driver has authority and the students are to obey, cooperate and show respect.
13. Be courteous to fellow students.
14. Bus drivers are authorized to assign seats.
15. Enter the building immediately upon arrival at the school.
16. Putting off any explosive devices on the bus will result in suspension from riding the bus and be dealt with according to the disciplinary code.

BUS UNLOADING PROCEDURES

1. Students should exit the bus in a quiet, orderly manner and proceed directly to their assigned area at school or to their homes.
2. Students who must cross the road should cross 10 feet in front of the bus. Check traffic in both directions before proceeding across the roadway. Watch driver for signal to cross.
3. Children walking along the side of the bus should stay away from the bus as far as possible if sidewalks are not available.

EXTRA-CURRICULAR ACTIVITIES

1. The preceding regulations apply to any trips under school sponsorship.
2. Students should respect and obey the chaperones assigned to the trip.
3. Student must notify the proper personnel of their attendance or absence from transportation for events related to school functions.

EMERGENCY PROCEDURES

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students. Students are to remain quiet during drills or an emergency so that they can hear directions.
3. Students are not to leave the bus for emergencies unless instructed to do so by the bus driver.
4. No individual is to open any emergency door except in the event of a true emergency. These doors are never to be used for routine boarding or exiting.

DISCIPLINE PROCEDURES

Children who engage in serious discipline problems on the bus, such as fighting or any other activity that endangers the health or safety of other passengers, may have their riding privileges suspended by the principal. The parent/guardian of suspended students is then responsible for transporting his/her children to and from the school safely. The following procedures will be used ~ the driver will report the incident to the manager of the bus garage who will notify the building principal on a "Bus Conduct Report."

Students who disobey these rules may be assigned warnings, detention, suspended from riding the bus, or may face other appropriate disciplinary action.

DROP OFF AND PICK UP ZONES

East:

Students can be dropped off and picked up in the designated zone at the side of the building. Students may enter through the main entrance. Students being dropped off after the start of school or picked up before the end of school must be signed in or out at the office by an adult.

West: Elementary students can be dropped off and picked up in the front of the building. Parents are asked to park in a parking space. Students should use the crosswalk to enter the building. High school students may also be dropped off at the rear of the building at the gym entrance during regular arrival and dismissal times. Any student arriving after the start of the day or are being picked up/leaving before the end of school must be signed in or out at the office.

SNOWBALLING

All students are prohibited from throwing snowballs, not only on school property, but also en route to and from school. This includes students who are waiting at or leaving school bus stops.

STUDENT CONDUCT AT SCHOOL EVENTS

Students will exercise the best self-discipline possible at all school events. All school rules must be followed during the activity. If violations should occur, the discipline code will be enforced. A student could be suspended from attending or participating in all Forest Area School events if his/her conduct is not of the best quality.

Courtesy must be shown toward all opponents and officials at all sporting events. Booing opponents and/or officials is one example of unacceptable behavior.

NOTE: Students whose activities have been suspended due to disciplinary reasons are not permitted to attend or participate in any school functions or activities, during or after school, for the period of time stated in the length of suspension.

STUDENT CONDUCT IN THE LIBRARY

The library is a place for quiet work or study. Socializing, excessive noise, and frequent, purposeless visits are not permitted. Any conduct which is disruptive and/or prevents others from working will result in the student's being sent back to study hall or class. Students who are consistently disruptive in the library will be denied use of the facilities during school hours for specified periods of time, and action will be taken according to the disciplinary code.

VIII: DISCIPLINE CODE FOREST AREA SCHOOL DISTRICT STUDENT CONDUCT AND DISCIPLINE CODE

I. GENERAL STATEMENT

The Forest Area School Board of Education has the right and authority "to adopt reasonable rules and regulations as it may deem necessary and proper regarding the management of its school affairs." (24 P.S. Sec 510). The Student Conduct and Discipline Code is designated to balance the responsibility of the school authorities to maintain and support a thorough and

effective system of public education (Pa. Constitution, Article 3, Section 14) with the personal rights and freedoms of all pupils. "The authority possessed by the State to prescribe and enforce standards of conduct, although concededly very broad, must be exercised consistently with constitutional safeguards." (Goss v. Lopes 419 US 565, 1975). Adherence to this code by pupils, school personnel, and the parental support which is needed will not only create an atmosphere conducive to learning but will also protect the rights of our youth. The Discipline Code is designed to provide a guide which is reasonable in dealing with discipline problems and one which will establish the parameters for students and staff to follow so that all parties know what is expected of them.

II. AREAS OF RESPONSIBILITY

1. **Forest Area Board of Education** ~ The Board of School Directors holds all school personnel, through the Superintendent, responsible for the control and proper conduct of students while under the legal supervision of the school and supports all personnel reasonably acting within the framework of district policy.
2. **Superintendent** ~ The Superintendent shall be responsible for establishing all necessary procedures to implement the Board of School Directors policies relating to the standards of student behavior.
3. **Principals** ~ The school principal shall be responsible to the Superintendent for the student conduct within his/her school. The principal shall have the responsibility to enforce the district policies. The principal will handle discipline problems in a reasonable and prudent manner, based upon the standards which are set forth herein. He/She is responsible for disciplinary communications among faculty, students, parents, and community agencies. The responsibilities of the principal also include the administration of reassignment, detention, recommending suspensions and expulsions, and maintaining discipline records.
4. **Teacher** ~ It is the responsibility of the teacher to:
 - a. Enforce all facets of the discipline code.
 - b. Act with the dignity and respect which he/she in turn expects to receive from the students.
 - c. Make every effort to recognize the individuality and dignity of the student.
 - d. Look upon discipline with an objective and positive manner, administering it impartially and matter-of-factly within a reasonable time. Acts of discipline should be forgiven and forgotten immediately following.
 - e. Never publicly ridicule or physically abuse any child and never strike a child.
 - f. Plan and conduct a program of instruction, which will stimulate learning and reduce behavior problems.
 - g. Manage the classroom routine so that it reduces the opportunity for students to become disruptive.
 - h. Make every effort to develop communication between teacher and parent relative to the performance of the student.
 - i. Distinguish between student misconduct, which should be handled by the teacher and that which requires the attention of the principal.
 - j. Treat individual infractions individually.
 - k. Be sensitive to changing behavior patterns, talk to students about their problems immediately and refer students to the guidance counselor.
 - l. Attempt to resolve any situation where the student is behaving in such a way as to jeopardize his own safety or the safety of other students or teachers.
 - m. Supervise all students at all times. Students should never have the feeling that they are unsupervised
5. **Parent** ~ It is the responsibility of parents to:
 - a. Follow the proper procedures if they feel that their rights and/or the rights of their child have been grieved under this policy. The procedures to be followed should be initiated with the individual who has been involved with their child. If they are not satisfied with the resolution of the matter at any time, they may proceed to the next level of responsibility in the following manner:
 - i. Make an appointment and discuss the problem with the teacher or the individual involved.
 - ii. Make an appointment and discuss the problem with the principal.
 - iii. Make an appointment and discuss the problem with the superintendent.
 - iv. Write a letter and request to be placed on the Agenda of the next Forest Area School Board meeting.
 - b. Instill an enthusiastic attitude in your child from his/her first day of school, by encouraging him/her to reach his maximum potential.
 - c. Keep in mind that parental attitude and opinion so often become that of your children.
 - d. Stimulate learning in the home as well as the school. Provide a place for him/her to do homework assignments and be available to assist your child, if needed.
 - e. Build a good working relationship between yourself and your child, his teacher, and his school.
 - f. Encourage your child to take pride in his appearance.
 - g. Be firm with standards you set for your child. Be careful not to expect more than his capabilities will allow.
 - h. Insist upon prompt and regular attendance.
 - i. Recognize that the teacher deserves the same consideration and respect that we insist upon as parents.
 - j. Insist that your child bring home promptly all communications from school. Be certain to read them and, if necessary, discuss them with your child.
 - k. Help your child to understand that rules are a necessary part of our society. Should your child become involved with an infraction, cooperate with the school in resolving the problem.
 - l. Communicate with the school in any problem the student might have.
 - m. Establish rapport with the school.
 - n. Teach your child to respect himself/herself so that he/she will understand why he/she must show respect for the law, the rights of others and public safety.
 - o. **YOU ARE FINANCIALLY RESPONSIBLE FOR YOUR CHILD'S MISDEEDS**
6. **Student** ~ It is the responsibility of the student to follow the proper procedure if they feel that their rights have been violated under this policy. The procedures to be followed should be initiated with the individual who has been involved. If the student is not satisfied with the resolution of the matter at any time, then he/she may proceed to the next level of responsibility in the following manner:
 - i. Make an appointment and discuss the problem with the teacher or the individual involved.
 - ii. Make an appointment and discuss the problem with the principal.
 - iii. Make an appointment and discuss the problem with the superintendent.
 - iv. Write a letter and request to be placed on the Agenda of the next Forest Area School Board meeting.

ELEMENTARY DISCIPLINE GUIDELINES

The goal of the "Code of Student Behavior" with regards to student behavior is to enable the student to progress through the school system in an orderly manner while developing an understanding of independent responsibility as a student of Forest Area as well as to prepare the student for their place in the community and in the employment world. It is understood that common sense and reason should prevail when a disciplinary response, as related to an offense, is utilized by school personnel. **Students will be videotaped and audio taped. Tapes will be reviewed as necessary.**

LEVEL I VIOLATIONS ~ Include but are not limited to

1. Minor cafeteria disruption
2. Minor class disruption
3. Minor hall disruption
4. Minor bus disruption

5. Unacceptable language/actions/gestures
6. Dress code violations
7. Loitering
8. Late to school/class (3rd time)
9. Outside assigned area without a pass or abuse of a pass
10. Consuming food or drink outside of cafeteria
11. Inappropriate public displays of affection
12. Throwing small objects
13. Violating individual classroom policies
14. Failure to complete reasonable assignments or carry out reasonable directions
15. Passing/Writing notes
16. Minor violation of computer use policy.
17. Unauthorized use of electronic device and/or possession of unauthorized device
18. Disrespect toward staff/insubordination
19. Unauthorized use of electronic devices for taking pictures or making recordings.
20. Inappropriate use of an electronic device

First Offense	Second Offense	Third Offense	Fourth Offense
Teacher/Student Conference Warning	Discipline Form Completed	Discipline Form Completed	Discipline Form Completed
Teacher date of warning in grade book	Parents Contacted	Parents Contacted	Parents Contacted
Infraction may result in a warning and/or a detention.	Reassignment, detention and/or suspension	Reassignment, detention and/or suspension	Reassignment, detention and/or suspension

* Chronic offenses of Level I or Level II Violations may result in assignment to an Alternative Education Setting.

Any level one offense committed while under the supervision of a substitute teacher may be handled as a level two offense.

Reassignment or detention may be assigned before, after school, or during school in one or more 30 minute increments. Multiple offenses will result in increased consequences.

LEVEL II VIOLATIONS ~

1. Fifth offense of Level I violation
2. Destruction/defacing school property or school grounds ~ (restitution is mandatory)
3. Cutting class
4. Cutting school/leaving school grounds
5. Theft (restitution is mandatory)
6. Cheating (automatic zero on the work)
7. Disrespect toward staff/insubordination
8. Cutting after-school detention
9. Harassment/hazing/sexual harassment (see page 42-43)
10. Bullying
11. Possession and/or use of laser pointers and attachments during school, on school property and at school sponsored activities, on and off school property.
12. Possession and/or use of unauthorized electronic device and/or refusal to surrender electronic device, including any device capable of delivering nicotine.
13. Tobacco Policy ~ Violations will be filed with the District Magistrate ~ First Offense: One (1) Day Suspension; Second Offense: Three (3) Day Suspension; Third Offense: Ten (10) Day Suspension~ Automatic SAP Referral; Fourth Offense: Administration may recommend expulsion
14. Fighting ~ Physical contact was made resulting in injury.
15. Physical altercation resulting in a minor injury or no injury.
16. Verbal assault directed towards another student or staff.
17. Violation of computer use policy.
18. Actions that cause or create a danger to oneself or others.
19. Unacceptable language/actions/gestures.
20. Plagiarism/Forgery
21. Possession and/or use of unauthorized electronic device and/or refusal to surrender electronic device, including any device capable of delivering nicotine.
22. Inappropriate use of an electronic device

First Offense	Second Offense	Third Offense	Fourth Offense
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Discipline form completed	Discipline form completed	Discipline form completed	Discipline form completed
Student/Parent conference	Student/Parent conference	Student/Parent conference	Student/Parent conference
In-school reassignment or	In-school reassignment or	3 days in or out of school suspension	Considered Level III
1 day suspension (in or out)	2 day suspension (in or out)	No activities for 10 school days	No activities for 20 school days
No activities on the day of the detention	No activities for 5 school days	Hearing scheduled Possible assignment to AEDY	Hearing scheduled Possible assignment to AEDY

Conferencing may be used instead of disciplinary action if recommended by the administration and agreed to by both parties. Conferencing may be conducted by appropriate staff.

LEVEL III VIOLATIONS ~ Included but not limited to:

1. Under the influence or in possession of alcohol or under the influence or in possession of drugs or related paraphernalia.
2. Possession, use (including being under the influence), and/or the distribution/sale of tobacco, drugs, or alcohol or any form of look-a-likes. This includes the use or possession of anabolic steroids.
3. Possession of and/or use of lethal weapons or look-a-likes (Act 26 see below).
4. Assault on staff members – making aggressive physical contact.
5. Arson
6. Terroristic threats
7. Reckless endangerment of another person or one's self by initiating actions that could cause serious harm.
8. Indecent exposure.
9. Possession or use of fireworks or any type of exploding device.
10. Tampering with alarms or fire fighting/security systems.
11. Fourth offense of Level II violation
12. Bomb threat
13. Vandalism
14. Extortion
15. Possession and/or use of laser lights resulting in injury.
16. Assault on student(s) – violent acts which cause harm or are intended to cause harm – may include but not be limited to the use of a weapon.
17. Major violation of computer use policy.
18. Unacceptable language/actions/gestures.
19. Unauthorized use of electronic devices

Given the seriousness of Level III violations, the following actions may be immediate:

1. Discipline form completed
2. Referral to SAP team
3. No activities for 90 school days, with possible extension of up to 180 school days
4. 3-10 day out of school suspension
5. Police involvement
6. Hearing scheduled
7. Referral to school board for possible expulsion
8. Assignment to the AEDY

Chronic violations of Level I, II & III may result in suspension and/or expulsion.

Any student expelled from school or assigned to the AEDY may be required to undergo drug screening or an evaluation at student expense before being re-admitted to school. Any student that does not adhere to the discipline imposed by the District may be subject to more severe discipline including, but not limited to, expulsion. The Forest Area School District provides an Alternative Education Program (AEDY) for our students. A student that received any out-of-school suspension may be reassigned to this program for the duration of the suspension. Information and guidelines pertaining to this program are available in the high school offices. Please contact the building principal.

The Forest Area School District and the Pennsylvania State Police have a Memorandum of Understanding relating to criminal offenses that occur on school property or during school events. The understanding relates to the procedures to be employed by the district and the police should any of the listed offenses occur. A copy of this memorandum is on file in all school offices and at the central office.

BULLYING/CYBERBULLYING ([Policy 249](#))

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

Therefore, the Board prohibits bullying by district students.

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

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

The school's goal is to educate students on the what bullying entails:

Rude - when someone says or does something *unintentionally* hurtful and they do it once.

Mean - when someone says or does something *intentionally* hurtful and they do it once.

Bullying - when someone says or does something *intentionally* hurtful and they *keep doing it* even when you tell them to stop or show them you're upset.

WEAPONS ([Policy 218.1](#), ACT 26)

Pocket knives, arrowheads and other hunting implements are not permitted in school.

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

The 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.**

For the purposes of this policy a "weapon" shall be defined as follows:

A "weapon" shall mean any device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury or terror."

This definition includes, but is not limited to: any knife, cutting instrument, cutting tool, nunchaku, brass knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or instrument, tool, or implement capable of inflicting bodily injury or causing fear of same.

For the purposes of this policy "possession" shall be defined as follows:

"Possession" ~ a student is in possession of a "weapon" when the weapon is found on the person of this student, in the student's locker or vehicle, in or under the student's control while he/she is 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 on his/her way to or from school. Additionally, any student who is responsible for bringing a weapon into the school environment or to school activities, regardless of whether or not the weapon is in his/her possession at the time of discovery, shall be guilty of violating this policy and shall be treated as if in possession. Violation of section 912 of the Pennsylvania Crimes Code shall also constitute a violation of this policy.

The school district, in compliance with Act 26 of 1995 of the Public School Code, shall expel for a period of not less than one (1) year any student found to be in violation of this weapons policy. Such expulsions shall be given in conformance with formal due process proceedings as required by law.

The Superintendent may, on a case-by-case basis, recommend discipline short of expulsion and in the case of an exceptional student take all necessary steps to comply with the individuals with Disabilities Education Act.

The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon on school property.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel in conjunction with their duties are permitted.

TERRORISTIC THREATS/ACTS ([Policy 218.2](#))

The Forest Area School Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

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

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act:

- The building principal shall immediately suspend the student.
- The building principal shall promptly report the incident to the Superintendent.
- Based on further investigation, the Superintendent shall report the student to law enforcement officials.
- The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy

UNLAWFUL HARASSMENT OR HAZING ([Policy 247](#) and [Policy 248](#))

It is the policy of the Forest Area School District to maintain a safe, positive learning and working environment that is free from harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications as defined below. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications as defined below.

DEFINITIONS

BULLYING ~ For purposes of this policy, bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

HAZING ~ Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the board.

- **Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.
- **Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

HARASSMENT ~ For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, 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.
- Otherwise adversely affects an individual's learning opportunities.

CYBER HARASSMENT~A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct by repeatedly communicating any of the following by electronic means directly to a child or by publication through an electronic social media service: seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental or physical health or condition; or threat to inflict harm.

SEXUAL HARASSMENT ~ For purposes of this policy, sexual harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- 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 deprives a student of educational aid, benefits, services or treatment.
- 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 education 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, pinups, 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.

COMPLAINT PROCEDURE

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

ACTION

A substantiated charge against a student in the school district shall subject that student to disciplinary action including but not limited to suspension, expulsion and possible police action consistent with the student discipline code.

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

DEFINITIONS AND LAWS

EXCERPTS FROM STATE LAWS WHICH APPLY TO STUDENTS

1. *Section 1317 of the Pennsylvania Public School Code of 1949, page 187, as amended.* Every teacher in the public schools in this commonwealth shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relations to such pupils may exercise over them.
2. *Section 1318 of the Pennsylvania Public School Code of 1949, page 187, as amended.* Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct.
3. *Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, Act of April 14, 1972, P.I. 233, No. 64, as amended, 35 P.S. 780-101 et seq.* **DRUGS** ~ Any chemical, organic or inorganic substance classified as a "controlled substance" by the "Drug" shall include but not limited to:
 - Any opiate, or derivative or compound of opium;
 - Any hallucinogenic substance including lysergic and diethylamide, mescaline, peyote, psilocybin and tetrahydrocannabinols; Marijuana, including all forms, species and/or varieties of *genus cannabis sativa L.*, seeds, resins, oils and compounds thereof;
 - Cocaine, coca leaves and any compound, derivative or preparation thereof;
 - Stimulants, including amphetamine, phenmetrazine, methylphenidate, methamphetamine and any compound, mixture or preparation containing any quantity thereof;
 - Depressants, including barbituric acid or any compound or derivative thereof;
 - So-called "look-alike drugs" or compounds containing caffeine, ephedrine or similar substances, packaged or intended to look like a controlled substance as further defined in the "Controlled Substances, Drug, Device and Cosmetic Act".
 - Inhalants, such as amyl nitrates or so-called "Rush", airplane glue, either, kerosene, gasoline or compounds thereof.

"Drug" shall not include any substance prescribed by a licensed physician for a student; provided that the student first registers the drugs with the school nurse or health office at the time they are first brought onto school premises and used in accordance with instructions of the prescribing physician.

4. *Section 1. Section 3304 (a) of Title 18 of the Pennsylvania Consolidated Statutes is amended to read: § 3304. Criminal mischief. VANDALISM ~The General Assembly finds and declares as follows:*
 - For the health, safety and welfare of the residents of this Commonwealth, the laws designated to deter the defacement of public and private property through the use of aerosol spray paint cans, broad-tipped indelible markers and other marking devices should be strengthened.
 - Where appropriate, the court should require those who commit acts of defacement to restore the damaged property to its original condition.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Offense defined ~ A person is guilty of criminal mischief if he:

- Damages tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means listed in section 3302(a) of this title (relating to causing or risking catastrophe):
- Intentionally or recklessly tampers with tangible property of another so as to endanger person or property; (or)
- Intentionally or recklessly causes another to suffer pecuniary loss by deception or threat; (or)
- Intentionally defaces or otherwise damages tangible public property or tangible property of another with an aerosol spray-paint can, broad-tipped indelible marker or similar marking device.

Section 777, School Code, states that the legal penalty is a fine of up to \$1000 and/or a jail term not exceed 6 months, at the court's discretion.

5. *ACT 145 of 1996 Section 6306.1 – USE OF TOBACCO IN SCHOOLS PROHIBITED (Policy 323)*

Offense Defined ~ A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

Grading ~ A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 24 Pa C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

Nature of Offense ~ A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

Definitions ~ As used in this section, the following words and phrases shall have the meanings given to them in this subsection: "Pupil" ~ A person between the ages of 6 and 21 years who is enrolled in school. "School" ~ A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with A the Act of March 10, 1949 (P.I. 30, No. 14), known as the Public School Code of 1949, including area vocational-technical schools and intermediate units. "Tobacco" ~ A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

RIGHT TO SEARCH (Policy 226)

At no time does the Forest Area School District relinquish control of hallways, lockers, physical education lockers, or any other part of the school building or property. School officials reserve the right to and will randomly search any and all school property at any time there is suspicion of an immediate danger to the health, safety and welfare of others. These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions, and automobiles parked on school property if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to themselves or others while on school property. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection units, or any other device deemed useful in protecting the health, safety, and welfare of the school population.

CONTROLLED SUBSTANCES (Policy 227)

Controlled substances shall include all: [12|15](#)

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.

3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.[1][16]



FOREST AREA SCHOOL DISTRICT

Central Office: Mrs. Amanda Hetrick, Superintendent
22318 Route 62, Box 16, Tionesta, PA 16353 (814) 755-4491 Fax: (814) 755-2426

East Forest Schools: Mrs. Debra Arner, Principal
120 W. Birch St, PO Box 308, Marienville, PA 16239
(814) 927-6688 Fax: (814) 927-8452

West Forest Schools: Mr. Dean Hoffman, Principal
22318 Route 62, Box 15, Tionesta, PA 16353
(814) 755-3302 Fax: (814) 755-2427

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 14, 2020

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

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

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

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

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

The Forest Area School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mrs. Amanda Hetrick, Title IX Coordinator, Title VI Coordinator or Mrs. Debra Arner, Section 504 Coordinator at (814) 755-4491

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

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

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

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

Debra Arner
East Forest Principal
814-927-6688
darner@forestareaschools.org

Mr. Dean Hoffman
West Forest Principal
814-755-3302
dhoffman@forestareaschools.org

Sincerely,



Amanda Hetrick
Superintendent

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