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**Captain of School District Police**

## **JUNIOR HIGH SCHOOL FACULTY DIRECTORY**

|                              |                                  |
|------------------------------|----------------------------------|
| Mr. Jeffrey Austin           | Business Education               |
| Mrs. Carlena Back            | English                          |
| Mr. John Balas               | Mathematics                      |
| Mr. Timothy Bartholomew      | English                          |
| Mr. Eric Bentz               | Science                          |
| Mrs. Lori Bochon             | Speech                           |
| Mr. Daniel Bowman            | Health & Physical Education      |
| Ms. Katrina Bullock          | ESL and Science                  |
| Mrs. Heather Butz            | Mathematics                      |
| Mrs. Carol Cleary            | Guidance Counselor               |
| Ms. Carla Ciceran            | English                          |
| Mrs. Jodi Colon              | Music                            |
| Ms. Jennifer Cramer          | Reading Specialist               |
| Ms. Gwenn Davis              | Librarian                        |
| Mr. Frank Dennis             | Science                          |
| Mrs. Jenny Dennis            | Special Education                |
| Ms. Marisa Greir             | Special Education                |
| Mr. Robert Grube             | Technology Education             |
| Ms. Andrea Gullion           | Family Consumer Sciences         |
| Ms. Amanda Hager             | Special Education                |
| Mrs. Jodie Haggerty          | Business Education               |
| Mr. Matthew Haggerty         | Social Studies                   |
| Mr. Daniel Hanna             | Social Studies                   |
| Mr. Timothy Herb             | English                          |
| Mr. Alexander Hiscott        | Social Studies                   |
| Mr. Paul Jacobs              | Science                          |
| Mrs. Linda Jurasits          | Mathematics                      |
| Mrs. Joanna Kovacs           | Health & Physical Education      |
| Mr. Matthew Kleinle          | Business Education               |
| Mrs. Gloria Ladlee           | Special Education                |
| Mrs. Jane London             | Special Education                |
| Ms. Moira Loughman           | Social Studies and ESL           |
| Ms. Sabrina Mangroo          | Psychologist                     |
| Mr. Steven Maurer            | Technology Education             |
| Mrs. Brenda Michalska        | Social Studies (LTS M. Virgilio) |
| Mrs. Jacqueline Miracle*     | Family & Consumer Science        |
| Mr. Wayne Muller             | Science                          |
| Mrs. Sarah Pardue            | Guidance Counselor               |
| Ms. Ann-Margaret Pedro-Lewis | Mathematics                      |
| Mr. Benjamin Pritchard       | Music                            |
| Ms. Jennifer Pullis          | Special Education                |
| Ms. Gretchen Ragazzo         | English                          |
| Mrs. Maryellen Rock          | Reading Specialist               |
| Mr. Stephen Rohrbach         | Science                          |
| Mrs. Jocelyn Ross            | Science                          |
| Mrs. Gail Scerbo             | World Language                   |
| Mrs. Jennifer Scelza         | Special Education                |
| Mrs. Kathy Simonovich        | World Language                   |

|                          |   |
|--------------------------|---|
| Mr. Neil Snuffer         | Special Education                           |
| Mr. Peter Sobrinski      | Reading Specialist                          |
| Mrs. Ann Stauffer        | Mathematics                                 |
| Mr. Eric Stinson         | Guidance Counselor                          |
| Ms. Jill Symons*         | Mathematics                                 |
| Ms. Karen Trbuza         | Special Education                           |
| Mrs. Marsha Varin        | Nurse                                       |
| Mr. Peter Vernon         | Social Studies                              |
| Mrs. Deirdre Willock     | English                                     |
| Mr. George Willock       | English (LTS - Lia Bell)                    |
| Mrs. Tiffany Worthington | Mathematics                                 |
| Mr. Jason Yost           | Mathematics & Health and Physical Education |
| Mrs. Tara Yost           | World Language                              |
| Mr. Geoffery Zimmerman   | Science                                     |

\* Denotes Department Head

### **PARAPROFESSIONALS**

|                          |                        |
|--------------------------|------------------------|
| Ms. Brenda Cooke         | Mrs. Christine Muffley |
| Mrs. Patricia Hurley     | Ms. Debra Raseley      |
| Mrs. Dionisia Karavoulis | Mrs. Annette Roberts   |
| Ms. Susan Lushinsky      | Mrs. Sharon Scerbo     |
| Mrs. Sally Morgan        | Mr. Michael Simpson    |
|                          | Mrs. Barbara Weber     |

### **SUPPORT STAFF**

|                         |                           |                    |                    |
|-------------------------|---------------------------|--------------------|--------------------|
| Mr. Kevin Bellesfield   | Custodian                 | Mrs. Mary Johnson  | Lunch Monitor      |
| Mr. Donald Bird         | Custodian                 | Ms. Colleen King   | Lunch Monitor      |
| Mrs. Donna Burger       | Attendance Secretary      | Ms. Dina Kresge    | Custodian          |
| Mr. John DeHaven        | Custodian                 | Mr. Michael Loney  | Custodian          |
| Mrs. Ellen Deihl        | Principal Secretary       | Mr. Lewis Smith    | Custodian          |
| Mrs. Linda DiStefano    | Copy Room                 | Ms. Bethanne Star  | Guidance Secretary |
| Mrs. R. Ehrenfeuchter   | Health Office Nurse       | Mr. Jeffrey Vorhis | Head Custodian     |
| Mrs. Mari Halladay      | Asst. Principal Secretary | Mr. Doug Youngkin  | Custodian          |
| Mrs. Bernadette Hennion | Guidance Secretary        |                    |                    |

## **STROUDSBURG AREA SCHOOL DISTRICT MISSION STATEMENT**

### **MISSION STATEMENT**

To empower students in an active pursuit of knowledge.

## **VISION STATEMENT**

Educating students to become self-directed learners who are critical thinkers, strategic problem solvers, and informed decision makers contributing to the future of society.

## **SHARED VALUES**

The Stroudsburg Area School District believes:

1. Everyone has equal value and worth
2. Diversity enriches our community
3. Everyone will be provided with the opportunity to reach his/her potential and to recognize his/her own self worth and the worth of others
4. Everyone learns at different rates, in different ways
5. Education is a collaborative responsibility requiring a partnership with student, family, and the community
6. Education requires a safe, nurturing environment that embraces each student
7. Education requires up-to-date facilities with emerging technologies
8. Excellence is achievable and worth the investment

## **PHILOSOPHY OF THE STROUDSBURG AREA JUNIOR HIGH SCHOOL**

- I. The Stroudsburg Area School District's Junior High School philosophy is compatible with the District's Mission and Belief Statements. We are committed to providing a school culture and climate that supports excellence and achievement in all students. We believe the primary goal of the Junior High School is to meet the unique academic, emotional, intellectual, physical, and social needs of all students within a safe environment. We encourage all students to become active participants who are responsible for their own learning. We believe all students can be successful by actively participating in activities that help them become creative thinkers, effective problem solvers, and independent, life-long learners. All students will participate in developmentally appropriate activities that will help them acquire sound decision-making and informative literacy skills. We believe all students, staff, parents, and community members should become equal partners in the educational process through a balance of rights and responsibilities.

In order to accomplish its stated mission, the Stroudsburg Area Junior High School program clearly reflects efforts to:

- a) Foster academic achievement that includes basic skill development, aesthetic appreciation and individual enrichment as is appropriate.
- b) Develop students understanding of their own growth and development.
- c) Develop self-awareness of personal strengths and interests.
- d) Develop an understanding of the relationship and responsibilities within a community.
- e) Provide student-centered classrooms that emphasize "learning how to learn" as well as basic content.
- f) Provide a gradual transition from the Middle School to the Junior High School.
- g) Create a climate that responds to the individual needs of the learners.
- h) Conduct ongoing staff development programs that enhance knowledge about and a commitment to middle level students.
- i) Continue to link technology to all curriculum areas when the use of technology enhances learner outcomes.

**I. STUDENTS' RIGHTS**

**REGULATIONS  
OF THE  
STATE BOARD OF EDUCATION OF PENNSYLVANIA**

**CHAPTER 12: STUDENTS AND STUDENT SERVICES**

**STUDENT RIGHTS AND RESPONSIBILITIES**

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**§12.1 Free education and attendance**

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their child attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

- (1) The student is married.
- (2) The student is pregnant.
- (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
- (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

## **§12.2 Student responsibilities**

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

(11) Not use obscene language in student media or on school premises.

### **§12.3 School rules**

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules which are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses as rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

### **§12.4 Discrimination**

Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

### **§12.5 Corporal Punishment**

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

To quell a disturbance.

To obtain possession of weapons or other dangerous objects.

For the purpose of self-defense.

For the protection of persons or property.

### **§12.6 Exclusions from school**

(a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to discipline procedures).

- (b) Exclusion from school may take the form of suspension or expulsion.
- (1) Suspension is exclusion from school for a period of/from 1 to 10 consecutive school days.
- (i) Suspensions may be given by the principal or person in charge of the public school.
- (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- (iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
- (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8 (c) (relating to hearings).
- (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
- (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from school roles. All expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his/her normal class except as set forth in sub-section (d).
- (d) If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided alternative education, which may include home study.
- (e) Students who are under 17 years of age are still subject to the compulsory school attendance law, even though expelled, and shall be provided an education.
- (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A §§ 1400 – 1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa. C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See §12.1 (b) (relating to free education and attendance).

### **§12.7 Exclusion from classes: in-school suspension.**

(a) A student may not receive in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the assignment becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in §12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

### **§12.8 Hearings**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardian by certified mail.

(2) At least 3 days notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures

shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record must be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student indigent.

(9) The proceedings shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400-1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

- (iii) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses in his/her own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

## **§12.9 Freedom of expression**

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards shall conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications shall conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of materials by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in sub-section (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give students the opportunity to reach fellow students.

(2) The place of activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

### **§12.10 Flag salute and the Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **§12.11 Hair and Dress**

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right must 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 health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

(d) 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 cleanliness constitutes a health hazard.

### **§12.12 Confidential Communications**

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example 42 Pa. C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

### **§12.14 Searches**

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

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

Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

### **§12.16 Definitions**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Corporal punishment* – A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

*Governing board* – The board of school directors of a school district, joint school committee of a joint school or joint vocational school intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

*Prekindergarten* – A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district’s entry age for kindergarten unless individual exceptions to the age requirements are made by the school district.

*School entity* – A local public education provider (for example – public school, charter school cyber-charter school, area vocational –technical school or intermediate unit).

*Student assistance program* – A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student’s learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

*Student services* – Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P.S. §§14-1401 – 14-1423) and 28 Pa. code Chapter 23 (relating to school health), psychological services, social work and home and school visitor services. School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

## **PUPIL RECORDS**

### **§12.31 General requirements**

- (a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.
- (b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in state or federal law.
- (c) Copies of the plan shall be submitted to the Department only upon the request of the Secretary.

### **§12.32 Elements of the plan**

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

## **SERVICES TO STUDENTS**

### **§12.41 Student services**

Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in §§ 4.13 (a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §§ 780-101 - §80-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health P.O. Box 90 Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in its strategic plan.

Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:

Federal and State funded school meal programs.

Special Supplement Feeding Program for Women, Infants and Children (WIC).

Food Stamp Program.

Pennsylvania Fresh Foods Program.

Local food and nutrition services for children and families.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success. Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

Coordination services connect school resources with other available resources to assist students in meeting their education objectives.

Student services must:

Be an integral part of the instructional program at all levels of the school system.

Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students. Provide basic health services outlined in Article XIV of the Public School Code 1949 (24 P.S. §§ 14-1401 - 14-1423) for students and information to parents or guardians about the health needs of their children.

When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

The Department will provide guidelines and technical assistance to local education agencies in planning student services.

### **§12.42 Student assistance program**

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 (24 P.S. §15-1547(g) regarding alcohol, chemical and tobacco abuse program.

## **II. ACADEMIC POLICY**

*The following two sections address the academic policies for eighth and ninth grade students. Please note that the policies differ for the two grade levels.*

### **REPORTING PUPIL PROGRESS**

Progress Report/Report Cards are issued to all parents/guardians at the mid-point and end of each marking period throughout the year to help measure your child's ongoing academic progress. In addition to grades, attendance records are printed on the report card. Initial questions regarding your student's progress should be directed to the specific teacher. Equally important a student's progress can be monitored on the parent portal. Numerical grades are based on a 0 - 100% scale

and are published every marking period. The final grade will be calculated by averaging the four quarterly numerical grades and are recorded on report cards and student transcripts. Ultimately the report cards are the property of the student and are not returned to school.

### **GRADING POLICY**

|    |            |    |                |
|----|------------|----|----------------|
| A+ | = 97 – 100 | C+ | = 77 – 79      |
| A  | = 93 – 96  | C  | = 73 – 76      |
| A- | = 90 – 92  | C- | = 70 – 72      |
| B+ | = 87 – 89  | D+ | = 67 – 69      |
| B  | = 83 – 86  | D  | = 65 – 66      |
| B- | = 80 – 82  | F  | = 64 and below |

### **EIGHTH GRADE**

Additional marks which will be used on report cards and transcripts to denote special or unique circumstances are as follows:

**I:** The student has not completed all required work. Unless waived by the principal, she/he has ten (10) school days after the mailing date of the report card following the end of the marking period in which she/he received the incomplete to complete the work. Otherwise the grade will automatically become an “F” (64% or less).

- P:** Passing  
**S:** Satisfactory  
**U:** Unsatisfactory  
**F:** Fail  
**WF:** Withdrawn Failing (no credit)  
**WP:** Withdrawn Passing (no credit)  
**W:** Withdrawn (no credit)  
**M:** Medical excuse. (Physical Education)  
**NG:** No Grade Available

### **HONOR ROLL**

Honor Roll will be calculated for all students in **all classes**; this includes elective classes, physical education, chorus and band.

- Students who earn an overall average of 90% or better with no grade below a 88% will be eligible for high honor roll.
- Students who earn an overall average of 80% or better with no grade below a 78% will be eligible for honor roll, except for one grade allowed to be 75 or higher.

### **PROMOTION/RETENTION POLICY - EIGHTH GRADE**

Promotion in the Stroudsburg Junior High School requires the satisfactory completion of the major course of study. Students who do unsatisfactory work may be required to repeat the entire years work or attend a certified summer school program.

Two types of promotions are granted in the Junior High School. A full promotion requires a student to pass every one of the five major core areas: Language Arts, Science, Math, Reading,

and Social Studies. A conditional promotion allows a student to be promoted to the next grade level even though one of the major academic areas has not been successfully completed. The student is strongly encouraged to make up the subject in summer school so that the change can be made from conditional promotion to full promotion on the permanent record. This is important because a student will not be promoted conditionally for two consecutive years. If a student fails two major academic subject areas, he/she will be retained at the current grade level. However, the student may take one or two of the courses in summer school. If after successful completion, one subject is passed, a conditional promotion will be completed; if two subjects are passed, a full promotion will have been earned.

A student that fails three or more of the major academic areas will be retained at the present grade level. However, the student may take two courses in summer school. After successful completion of both classes a conditional promotion will be earned. Each specific case will be dealt with on an individual basis. In the final analysis, all decisions will be based upon the physical, social, emotional well being of the student, as well as his/her academic development. The final decision on promotion or retention will be made by the Junior High School Principal.

## **NINTH GRADE**

### **GRADUATION AND PROMOTION REQUIREMENTS**

Stroudsburg Area School District requires that every student obtain 23.25 units of credit in the following areas in grades nine through twelve.

#### Graduation Requirements

|                           |                    |
|---------------------------|--------------------|
| English                   | 4.0 credits        |
| Social Studies            | 3.0 credits        |
| Mathematics               | 4.0 credits        |
| Science*                  | 4.0 credits        |
| Arts/Humanities           | 2.0 credits        |
| Physical Ed./Health       | 1.25 credits       |
| Environment Technology    | 0.5 credits        |
| Career Planning/Your Life | 0.5 credits        |
| Electives                 | <u>4.0 credits</u> |
| Total                     | 23.25 credits      |

Career and Technical Institute graduation requirements:

|                        |              |
|------------------------|--------------|
| English                | 4.0 credits  |
| Social Studies         | 3.0 credits  |
| Mathematics            | 4.0 credits  |
| Science*               | 3.0 credits  |
| Arts/Humanities        | 2.0 credits  |
| Physical Ed./Health    | 1.25 credits |
| Environment Technology | 0.5 credits  |

Career Planning/Your Life 0.5 credits  
Electives 5.0 credits  
Total 23.25 credits\*\*

\* All students must take Physical Science, Biology, and Chemistry.

\*\*If participation in the Technical School was three years, otherwise utilize above requirements. It should be understood that these are the minimal requirements for graduation; however, students are encouraged to take as many courses as they can schedule. It is policy that students must carry a minimum of six (6) credits each year, not including physical education and health. Career Planning and This is Your Life! are required and must be successfully completed for graduation. For additional information regarding graduation requirements please see the most recent Program of Studies.

Failure in a required course necessitates re-taking the course the following school year or in summer school immediately following the failure. **No student may take part in graduation unless all requirements are met.** Courses must also be taken in the grade-level sequence noted in the Program of Studies. Doubling up of courses due to failure will only be considered during the student's senior year to permit him/her to graduate with his/her class. Extenuating circumstances may be considered for doubling up prior to the senior year based on department head and principal approvals.

The following number of credits must be earned to be promoted to the next grade level:

- Grade 9 to 10 - Completion of 6 credits (Please see below)
- Grade 10 to 11 - Completion of 12 credits
- Grade 11 to 12 - Completion of 18 credits

### **GRADING/CLASS RANK**

Grades are an evaluation of academic growth. They become part of a permanent record. Institutions of higher learning, potential employers and the various military branches are all interested in your high school records. We only keep them; you earn them.

Departmentally assigned major projects (i.e. term papers, notebooks, presentations) can be included as part of a minimum course requirement, and failure to satisfactorily complete those identified requirements will result in a grade reduction for the course. Students may remediate these minimum course requirements in order to reduce the impact of the grade reduction.

Numerical grades, based on the 0-100% scale, will be reported by teachers for each of the four marking periods. The final grade will be calculated by averaging the four numerical grades from each marking period. Numeric grades will be recorded on the report cards and the student transcripts.

Ranking of students at Stroudsburg High School is determined by calculating the pupil's grades, number of credits attempted, and weight or honor point values of all courses attempted during his or her freshman (including two applicable courses for credit from the 8<sup>th</sup> grade), sophomore, junior, and the first three quarters of the senior year. Class Rank is cumulative and based on all

credits attempted during the entire junior/senior high school experience. All senior final ranking shall be based on 16 quarters and applicable courses for credit from prior to the 9<sup>th</sup> grade.

SASD permits a maximum of two (2) credits to count toward graduation and to be added to all applicable student records during the 8<sup>th</sup> grade, one (1) for Math (e.g., Algebra I or Geometry) and one (1) for a level I or II World Language course. If both credits can not be derived from the 8<sup>th</sup> grade, then, and only then, shall 7<sup>th</sup> grade credits be used for applicable Math and/or World Language credit. These credits are to be included in GPA and Class Rank computations and are added to the 9<sup>th</sup> grade record and counted at the end of the freshman year.

1. Course Quality Points are part of determining Class Rank.
2. Method of computing Quality Points and related regulations/procedures:
  - (a) Students' Class Rank shall be determined by utilizing the Board of School Directors approved point-add system. Points are to be added to the course numerical grade, as follows: the weighted value of seven (7) points for Advanced Placement ("AP") courses and five (5) points for Honors ("H") courses. The point values shall also be applied for the class of 2007 and higher to calculate the cumulative rankings. The weighted course total value is multiplied by the number of credits the course is worth to determine the quality points for that course.
  - (b) A minimum grade of "80" must be earned in "H" and "AP" for the weight value to be added to the grade. For any grade earned that is a "79" or less, the weight values shall not be added for rank purposes.
  - (c) Students in "AP" courses are not required to take the national "AP" exam but are encouraged to do so.
  - (d) **ALL ATTEMPTED COURSES** are used in Class Rank calculations, including failures, repeats and summer school grades. When a subject which has been taken and passed is taken again on an audit basis, it will not be used for calculating Class Rank or Grade Point Average (GPA). Tutored courses taken for enrichment shall not be used when calculating Class Rank or GPA, as well as any courses taken at a college or university.
  - (e) The division by all attempted credits courses into total of the Quality Points determines the Rank Ratio; comparison of Rank Ratios actually determines a student's rank in class.
  - (f) All lab science courses will have the following credit values:

| <u>Course Number</u> | <u>Lab Course Name</u>           | <u>Credit Value</u> |
|----------------------|----------------------------------|---------------------|
| 4310                 | Chemistry 1-Honors               | 1.167 Credits       |
| 4420                 | Physics 1-College Prep           | 1.167 Credits       |
| 4400                 | Physics 1-Honors                 | 1.167 Credits       |
| 4401                 | Physics 2- Advanced Placement    | 1.333 Credits       |
| 4315                 | Adv. Anatomy & Physiology-Honors | 1.333 Credits       |
| 4415                 | Biology- Advanced Placement      | 1.333 Credits       |
| 4405                 | Chemistry – Advanced Placement   | 1.333 Credits       |
| 4327                 | Chemistry 2 – College Prep       | 1.333 Credits       |

- (g) **The added weight for an "H" or "AP" course shall not show on the** report card; it shall only be used to calculate Class Rank for determining the Valedictorian/Salutatorian at the end of the 3<sup>rd</sup> quarter for seniors, and academic

awards and scholarship considerations for grades 9-12. Ranks for grades 9-12 shall be provided at the end of the school year, with transcripts for juniors and seniors only. Only the transcripts for seniors at the conclusion of the senior year are official. All others are considered “works in progress” (WIP).

Additional marks which will be used on report cards and transcripts to denote special or unique circumstances are as follows:

**I:** The student has not completed all required work. Unless waived by the principal, she/he has ten (10) school days after the mailing date of the report card following the end of the marking period in which she/he received the incomplete to complete the work. Otherwise the grade will automatically become an “F” (64% or less).

**P:** Passing

**AU:** Audit (No Credit)

**S:** Satisfactory

**U:** Unsatisfactory

**F:** Fail

**WF:** Withdrawn Failing (no credit)

**WP:** Withdrawn Passing (no credit)

**W:** Withdrawn (no credit)

**M:** Medical excuse. (Physical Education)

**NG:** No Grade Available

**CD:** Credit Denied/Revoked (as a final grade only)

Grade Point Average (GPA), Class Rank, and SAT/ACT scores are all used during the college admission process to summarize a student’s academic history.

- The GPA is an average of all grades earned by a student on a 4.0 scale. Unweighted grades are used because the GPA is simply a reflection of grades earned in courses each individual student chose.
- The Class Rank is an average of all grades earned by a student on a 100 point scale. Students are then rank ordered using this average. Weighted grades are used to compare students amongst the same graduating class who had similar opportunities for course selections.
- SAT/ACT scores are also used in the college admissions process to compare students to all other admission candidates. Scores are used by colleges to predict the degree of success in the freshman year of college only.

**EXAMPLE OF CLASS RANK CALCULATION WITH THE “77” THRESHOLD APPLIED**

| COURSE           | (GRADE | + WEIGHT) | X | CREDIT | = | TOTAL QUALITY POINTS |
|------------------|--------|-----------|---|--------|---|----------------------|
| Science          | (98    | +0)       | X | 1.00   | = | 98.00                |
| English I (H)    | (85    | +5)       | X | 1.00   | = | 90.00                |
| U.S. History (H) | (79    | +0)       | X | 1.00   | = | 79.00                |
| Algebra I (CP)   | (69    | +0)       | X | 1.00   | = | 69.00                |

|                           |            |             |          |             |          |               |
|---------------------------|------------|-------------|----------|-------------|----------|---------------|
| <b>Physical Education</b> | <b>(78</b> | <b>+ 0)</b> | <b>X</b> | <b>0.25</b> | <b>=</b> | <b>19.50</b>  |
| <b>Elective</b>           | <b>(75</b> | <b>+ 0)</b> | <b>X</b> | <b>0.50</b> | <b>=</b> | <b>37.50</b>  |
| <b>TOTAL</b>              |            |             |          | <b>4.75</b> |          | <b>393.00</b> |

Note: Calculating Total Quality Points will not allow a student to determine her/his Class Rank which would require knowledge of every other student's number of Total Quality Points.

To calculate a student's Quality Points during the mid-year (WIP), take the current year quality points for full year courses and divide by two. Half-year or quarter courses count full weight.

Total Quality Points shall be determined by multiplying the sum of the grade plus any weight value for each course by the credit value for each respective course, adding the total of the calculations for all applicable credit courses taken throughout the junior and senior high school career, and dividing the sum of those values by the total number of credits attempted. The resulting quantity (Rank Ratio) shall be used to determine Class Rank. This quantity (Rank Ratio), as it stands alone, will not allow anyone to determine his/her class rank, which would require knowledge of every other student's Rank Ratio.

### **GRADE POINT AVERAGE (GPA)**

A grade point average is often requested by colleges. It is also part of the criteria used for determining academic eligibility to the National Honor Society. Grade Point Average (GPA) is an average of unweighted grades on a 4.0 scale. It does not affect class rank.

### **GRADE POINT AVERAGE (UNWEIGHTED)**

In order to properly represent SASD students for college admissions, scholarships, etc., the GPA for each pupil shall be determined as follows:

- Numerical grades will be converted to the following 4.0 equivalent:
 

|                      |
|----------------------|
| 90 - 100 = (A) = 4.0 |
| 80 - 89 = (B) = 3.0  |
| 70 - 79 = (C) = 2.0  |
| 65 - 69 = (D) = 1.0  |
| 0 - 64 = (F) = 0.0   |
- The 4.0 scale numerical equivalent is then multiplied by the respective credit (unweighted) for each course to derive total earned points. For example:

| <b>COURSE</b>           | <b>GRADE</b> | <b>~</b> | <b>4.0 SCALE</b> | <b>X</b> | <b>CREDIT</b> | <b>=</b> | <b>EARNED POINTS</b> |
|-------------------------|--------------|----------|------------------|----------|---------------|----------|----------------------|
| <b>Science (CP)</b>     | <b>100</b>   | <b>~</b> | <b>4.0</b>       | <b>X</b> | <b>1.00</b>   | <b>=</b> | <b>4.00</b>          |
| <b>English I (H)</b>    | <b>85</b>    | <b>~</b> | <b>3.0</b>       | <b>X</b> | <b>1.00</b>   | <b>=</b> | <b>3.00</b>          |
| <b>U.S. History (H)</b> | <b>65</b>    | <b>~</b> | <b>1.0</b>       | <b>X</b> | <b>1.00</b>   | <b>=</b> | <b>1.00</b>          |
| <b>Phys. Ed.</b>        | <b>79</b>    | <b>~</b> | <b>2.0</b>       | <b>X</b> | <b>0.25</b>   | <b>=</b> | <b>0.50</b>          |
| <b>Algebra I</b>        | <b>68</b>    | <b>~</b> | <b>1.0</b>       | <b>X</b> | <b>1.00</b>   | <b>=</b> | <b>1.00</b>          |
| <b>Elective</b>         | <b>75</b>    | <b>~</b> | <b>2.0</b>       | <b>X</b> | <b>0.50</b>   | <b>=</b> | <b>1.00</b>          |
| <b>TOTAL</b>            |              |          |                  |          | <b>4.75</b>   | <b>=</b> | <b>10.50</b>         |

3. The sum of the total earned points (10.50) is divided by the sum of credits attempted (4.75) to arrive at a **GPA of 2.210** for this year for this student. This method is NOT used to calculate Class Rank due to many students possibly having the same GPA's.

### **AUDITING COURSES**

Courses may be audited by students with permission from the high school administration, guidance counselor, and the teacher of the course. When a student audits a course, he/she does so for no grade and no credit, but he/she is responsible for completing all work that is required for that course. Audits may not be converted to credit.

### **HONOR ROLL COMPUTATION**

Only unweighted grades are used to determine eligibility for awarding any Honor Roll status to a student.

Eligibility for the High Honor Roll will be defined as having earned at least a 90 average with no grade less than 87.

Eligibility for the Honor Roll will be defined as having earned at least an 80 average with no grade lower than 77.

Exception: If a student receives one grade (only) that is below 80% but higher than 74% and still achieves the 80% average, they will be eligible for the Honor Roll. (Revision to 2014-15 handbook)

### **VALEDICTORIAN AND SALUTATORIAN**

The senior class Valedictorian and Salutatorian shall annually be determined through the above noted method of determining Class Rank. The person in first position shall be designated "Valedictorian." The person finishing second shall be designated "Salutatorian." Said determinations shall be based on Class Rank as calculated at the conclusion of the third marking period of the senior year (15 quarters will be utilized for this calculation, four from each year from the freshman through junior years, and the first 3 marking periods of the senior year). A 12<sup>th</sup> grade student's eligibility for being designated the Valedictorian or Salutatorian shall be based on at least his/her being in attendance in the SASD during the first marking period of the 11<sup>th</sup> grade and remaining in attendance for three consecutive semesters prior to and including the 3<sup>rd</sup> marking period of the senior year. Should this qualification not be met, the honorary titles are bestowed on the next rank down. There is no change in rank for any student should this occur, only a change in title. This prevents recent enrollees from other schooling experiences denying long-term SASD students these honors. The SASD has no means of assessing academic rigor, methods of assessing student achievement and curriculum quality in these experiences.

### **MAKE-UP WORK**

Students who are absent for any reason will be required to make up work missed in each course. It is the student's responsibility to obtain all make-up work from his/her teachers. Students who know they may be absent **three or more days** may call the junior high school main office to

request work. The time allotted to make up missed work will not be less than the total number of days the student missed because of illness, injury or other approved absences. Absenteeism does not excuse a student from the responsibility for all recitations and previously scheduled tests on the day of return. Students who are unlawfully absent from school may receive a zero for missed academic work upon administrative review. Due to absences, students may receive an Incomplete (I) grade on the report card if issued during or immediately following the absences. Incomplete grades will be converted to failure if the work to be made up is not submitted within the prescribed time.

### **TUTORING SERVICES**

Students who might experience academic difficulties in their course work are encouraged to seek tutoring assistance. Tutoring help can be obtained through a variety of ways:

- Peer tutors (when available)
- College tutors, ESU Tutoring Program (when available)
- Private tutors (at your own expense)

More information about Tutoring services can be obtained through the Guidance Office. Students are responsible for signing up for tutors and attending the sessions that usually follow at the end of the school day.

### **SUMMER SCHOOL**

Occasionally, Stroudsburg Junior High School makes available Summer School courses to students who have failed a course or wish to enrich themselves. It is the students'/parents' responsibility to enroll in summer school. When Summer School is available, the following policies are enforced:

**Eligibility:** Only students who have failed a course during the regular school year will be enrolled in the sessions. Summer school is for “make-up” only, not to “get ahead”. A maximum of **two** courses can be made up. However, students may elect to take courses for remediation or enrichment. Students enrolling for these purposes will receive no credit for the course and are subject to the regular tuition as well as all course rules and regulations. **A STUDENT WITH AN AVERAGE BELOW 50% IN A GIVEN SUBJECT WILL NOT BE ABLE TO REMEDIATE THAT SUBJECT OVER THE SUMMER AND MUST REPEAT IT THE FOLLOWING YEAR.**

**Transportation:** The district will NOT provide transportation. Parents will be responsible for providing transportation. Parking will be limited to the lot next to the tennis courts.

**Attendance:** A maximum of two class absences will be allowed. Two tardies will be the equivalent of one absence. Absences beyond the two-class limit will result in forfeiture of tuition and credit denial for the course. There is NO appeal process.

**Grading:** Our “regular” school grading system will be followed. However, no weighted credit will be given for courses.

**Discipline:** School policy will be enforced. Appropriate conduct and attire is expected and if violated, a warning will be issued. The second incident will result in the student's withdrawal from the course and forfeiture of tuition. The decision of the teacher is final.

## **COURSE OFFERINGS GIFTED SUPPORT PROGRAM**

Ninth grade gifted students at Stroudsburg Junior High School will be offered a variety of learning options to meet their needs and interests. An Individualized Education Program (GIEP) will be developed yearly by a GIEP team with input from students, parents, teachers and administrators. Gifted students may accelerate their high school course of studies in order to graduate from high school in less than eight (8) semesters.

Honors courses are offered in English, Mathematics, Science and Social Studies as academic options for gifted students who meet specific qualifications. Advanced Placement courses are also available as academic options for gifted students who meet specific qualifications. In addition, gifted students may audition or apply for participation in Scholastic Scrimmage, Science Olympiad, Mock Trial, Model U.N., Show Choir, and School Musicals. Other opportunities available to gifted students, although not directly sponsored by the school district, are available through application or audition. These include: the Governor's School; District, Regional and State Chorus; District, Regional and State Orchestra; and District, Regional and State Band. Participation in these musical groups requires participation in the related musical groups.

## **POLICY ON PROGRAM CHANGES**

### **Course Selection Changes**

A program selected after careful study and consultation between student, parents/guardians, teachers, and counselors should require **no major change**, unless prerequisites haven't been met. The "Course Selection" form is a contract between the student and the school. The school will attempt to guarantee that students will get the courses they select. However, over 800 students must have as many of their primary course selections scheduled as possible. Therefore, the school can make few changes without causing problems with the rest of the schedule. **If the student selected it, and the school was able to schedule it, the student keeps it.** Make your selections wisely.

Students who wish to initiate a change in their original course requests are urged to do so prior to the end of the current school year.

### **Schedule Changes (Course Additions, Transfers, Deletions)**

A student may change his or her chosen schedule of courses by appointment during the summer. The following is a day to day schedule of legitimate reasons for students to be sent to the Guidance Office with class schedule concerns for the first ten (10) days of school:

#### 1<sup>st</sup> & 2<sup>nd</sup> days of school:

1. If the student has no schedule at all.
2. If the student is missing a major course of study (i.e.: English, Math, S.S., Science, & PE).
3. If the student is missing lunch.
4. If the student has less than the required 6.50 minimum credits in their schedule.

3<sup>rd</sup> through the 5<sup>th</sup> days of school:

1. Students improperly assigned to courses or students wishing to make a curriculum level change (i.e.: English-Honors to English-CP, etc.)

6<sup>th</sup> through the 10<sup>th</sup> days of school:

1. To add an elective course in place of a study hall.

A full-year or first semester course addition must be made within the first ten days of school (second semester, 100<sup>th</sup> day). **A student may not drop a class to take a study hall.** A student may only make a level change through the first marking period with principal's approval. Once deadlines have passed, a student may drop a course with course failure, only with the approval of the principal.

**Course Level Waivers**

Recommendations for Honors, Advanced Placement, College Prep, Regular and Workshop level classes are made based on teacher recommendations, grades and standardized test scores (4Sight, CDTs, PSSA, etc.). Parents of students not recommended for a particular level may choose to sign a Course Waiver. A Waiver Form must be requested from the guidance counselor in order to obtain a change in the level of a course not recommended by the department. The school's course-drop policy expects that the student remains in the class(es) chosen until completed. However, should it be determined that it is in the best interest of the student to drop the course, the student will meet with his/her assigned guidance counselor to request a schedule change. No course may be dropped for a study hall, and all requested changes will be dependent upon the newly selected course availability and principal's approval. No change in the schedule will be considered until the parent has received the first progress report for the course(s). If the student receives permission through the guidance office to drop the class, he/she will receive a failing grade, which will be recorded on the report card and transcript as WF (Withdraw Fail), and will have a negative impact on his/her class rank & GPA. Exceptions to this WF rule may be appealed directly to the building principal. Any Waivers submitted to the guidance office within the scheduling window (see due date on the Waiver Form) will be admitted to the class. Those submitted past the due date are subject to course availability.

**CONFERENCES**

At no time should a parent be in doubt of his/her child's progress. Notice is provided through the report card and interim/progress reports. If questions remain or there has been a misunderstanding, calls to the school for an appointment with the teacher, counselor, or principal are encouraged. Students who wish to talk with a teacher about any problem should request a conference with the teacher before or after school, or at a time convenient to both during the day. Teachers may also request a conference with a student or parent in order to arrange individual help, or to clear up a misunderstanding.

**III CURRICULUM**

**ACADEMIC PROGRAMS**

### **Advanced Placement Program**

The Advanced Placement (AP) is an internationally recognized program of specific courses and curriculum sponsored through The College Board. These college-level courses prepare students to take the Advanced Placement Exams which can lead to advanced standing in college and college credit. The AP Program gives students a chance to experience college-level work in high school and gain valuable study habits. An AP course enables students to study a subject in greater depth, and demonstrates a student's academic maturity and readiness for college. Students should expect additional daily reading and/or practice assignments with all AP level courses. SHS offers many demanding AP courses in English, Social Studies, Mathematics, Science, Music and Art, and are primarily offered to juniors and seniors. Students enrolled in AP designated courses will receive additional weighting used for the purpose of Class Rank only. For additional information on the Advanced Placement Program, visit the following College Board site: <http://www.collegeboard.com/student/testing/ap/about.html>

### **Honors Program**

The Honors Program is a program designed to prepare students to continue their education after high school. Students are encouraged to motivate themselves to excellence through intensive study by demonstrating exceptional critical-thinking and problem-solving skills. The Honors courses require more independent learning and include more long-term assignments. Class participation and grading expectations are higher. This is accomplished with a well planned and appropriate curricular program which is realistic as well as challenging. Students enrolled in Honors designated courses will receive additional weighting used for the purpose of Class Rank only.

### **College Preparatory (College Prep)**

The College Preparatory Program is a program designed to prepare students who will continue their education after high school at a college or university. Students are encouraged to motivate themselves to excellence through intensive study by demonstrating exceptional critical-thinking and problemsolving skills. This is accomplished with a well-planned and appropriate curricular program which is realistic as well as challenging.

### **Core**

The Core curriculum program is designed to put curriculum and theory into practice. The emphasis is placed upon the skills needed to function in an increasingly complex world. Typically, this program is designed to prepare students to enter a vocational school, community college, two-year college, or the workplace directly out of high school.

### **Workshop**

The Workshop Program is designed for students to meet success in their curricular offerings. It is provided with modified course work to meet minimal graduation requirements.

**All students are required to demonstrate proficiency in state-developed Keystone Exams in order to meet graduation requirements regardless of academic program.**

### **Career & Technical Institute**

The Monroe Career & Technical Institute (MCTI) provides educational opportunities for students to enroll in many state approved training programs. Successful completion of these programs can prepare students for entry level employment and post-secondary educational opportunities. The Career & Technical program is an elective course for 10th, 11th, and 12th grade students. Student who attend the MCTI receive a half-day of academic classes at Stroudsburg Senior High School and half-day of trade and technical training at the Career & Technical Institute. The MCTI also provides an all day 9<sup>th</sup> grade program. For further information please contact your child's Guidance Counselor.

### **Career & Technical Institute Registration**

All ninth grade students who wish to attend the Career & Technical Institute as a sophomore must apply for course choices and be accepted. Applications will be distributed to all interested ninth grade students. Parents/Guardians and students should refer to the MCTI website at [www.monroecti.org](http://www.monroecti.org) for a description of each of the courses listed below before returning the signed application to the guidance counselor. Any student who successfully passes ninth grade (and earns 6.0 credits) is eligible to attend the Career & Technical Institute as a sophomore. Acceptance to some programs of study may require that the applicant has successfully completed certain academic courses prior to entry.

### **MCTI Program Offerings**

Automotive Collision Repair, Automotive Technology, Building Trades Maintenance, Carpentry, Computer Networking & Security, Computerized Machine Tool Technology, Cosmetology, Culinary Arts, Diesel Technology, Drafting & Design Technology, Electrical Technology, Electronics Technology, Hotel/Resort & Tourism Management , Horticulture (landscaping and floriculture), Graphic Communications, Health Professions, HVAC Technology (Heating, Venting and Air Conditioning), Marketing, Masonry, Plumbing, Power Equipment Technology and Welding Technology.

### **Mountie Mountain**

This outdoor learning resource is a unique teaching classroom that has been coined “**Mountie Mountain**”. It involves an outdoor wooded section of land connecting three schools in our school district – the Stroudsburg Area Intermediate School (grades 3-4) the Stroudsburg Middle school (grades 5-7) and the Stroudsburg Junior High School (grades 8-9). Our main focus will be to change people's perceptions about the value of the natural world and to teach how to change environmental behaviors, such as getting people to recycle or building eco-friendly dwellings. Stroudsburg's natural resources are not only an excellent outdoor laboratory for environmental education and interpretation but are also important in educating the surrounding area for healthy outdoor exercise and recreation. The natural open spaces provided by this public resource are becoming increasingly important in a continually expanding urban setting.

## **SPECIAL EDUCATION SERVICES AND PROGRAMS**

In compliance with state and federal law, notice is hereby given by the Stroudsburg Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If

your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for school -aged children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deaf -blindness
3. Deafness
4. Emotional disturbance
5. Hearing impairment
6. Intellectual disability
7. Multiple disabilities
8. Orthopedic impairment
9. Other health impairment
10. Specific learning disability
11. Speech and language impairment
12. Traumatic brain injury
13. Visual impairment including blindness

If you believe that your school related services, or your pre intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility, these services are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program; including children who are homeless, wards of the state, or highly mobile, including migrant children. Requests for evaluation and screening are to be made in writing to your child's principal.

-age child may be in  
-school child (age 3 to

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact, in writing, your child's building principal.

## **CONFIDENTIALITY**

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties, as well as rights of confidentiality and access to educational records.

### **PROTECTED HANDICAPPED STUDENTS (Section 504 Accommodation Plan)**

Stroudsburg Area School District provides each protected handicapped student with related aids, services or accommodations, which are needed to afford the student equal opportunity to participate in and obtain benefits of school programs and extracurricular activities without discrimination. These services are distinct from those applicable to students with a disability and enrolled in special education programs.

To qualify as a student with a protected handicap, your child must be of school age with a physical or mental disability that limits or prohibits participation in or access to any aspect of your child's school program. If you think your child may be in need of services, contact his/her guidance counselor or building principal.

## **ALTERNATIVE EDUCATION PROGRAM**

The Alternative Education Program is designed for eighth and ninth grade students who for a variety of reasons (discipline, academic, attendance, etc.) are not succeeding in the regular academic program, yet have the potential to do well. Through the use of behavior modification techniques and a small classroom atmosphere, students will have the opportunity to complete the required grade level work and acquire the necessary coping skills to succeed in a regular classroom. The Alternative Education Program is housed at an off campus education facility. This program involves a contract between the administration, students, parents and guidance.

## **HOMEWORK & STUDY SKILLS**

### **A student who studies well:**

- brings a notebook, paper, pen or pencil and other materials necessary to class.
- is an active participant in the classroom; listens well; takes part in discussions.
- asks questions if s/he does not understand the discussion or if s/he has a problem.
- plans work and schedules time for homework each day; makes sure s/he understands the assignment before leaving class.
- uses what s/he learns; sees how each subject applies to the other as well as our society.
- strives to do his/her best, not just to get by.

### **How to study:**

- Attitude is important – think positively; work independently. Seek help when you have exhausted your own resources; then ask questions and use library resources.
- Learning requires the development of mental discipline and concentration, keep your mind on what you are doing. It will take less time.
- At home, have a definite, well-lighted, quiet place to study.
- Read the entire assignment rapidly to grasp the basic content. Re-read slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
- If the assignment is a long-term project, do a little of it each day; do not let it go until the last minute. It will be easier and you will do a better job.

### **How to take a test:**

- Relax and forget other people!
- Read the directions carefully and then follow them.
- Unless directed otherwise, scan the whole test first to see what is asked. Use your allotted time wisely.
- Read each question at least twice before answering.
- Think before you write.
- Answer questions fully. Provide only the information asked.
- Check your paper for spelling and grammar, labels and the accuracy of your answer.

## **TEXTBOOKS**

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. If a textbook is misused or lost, restitution will be expected to be paid in accordance with the following schedule:

- new book.....100% of replacement cost
- good book.....75% of replacement cost
- fair book.....50% of replacement cost
- old book.....25% of replacement cost

Books that require rebinding will be assessed accordingly. This obligation must be paid at the office as soon as possible. All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year.

### **THE LIBRARY**

The school library is open from 7:02 a.m. to 2:22 p.m., during the school week. Students are encouraged to use the library for book selection and reference work. Computers, books, magazines, periodicals, ACCESS PA, and a photocopier are available to students. Students with research assignments will sign up for library passes in the library, during homeroom only. The teacher assigning research, together with the librarian, will determine how many periods the assignment should take. Students who have used their library time well (productive) may be granted additional time, if needed. Students who have not used their time appropriately will not be granted additional time.

Students with library fines or overdue books and/or materials will not be able to borrow any further materials until all bills are paid or materials returned. If the fine or overdue situation exceeds two weeks, the student will have all library privileges suspended.

Please be advised that if your book is overdue more than **ten days**, a discipline referral will be issued. The reason for this is to ensure that materials are returned so other students can use them. Overdue notices and lists will be sent to your homeroom. **It is your responsibility to check on the status of your borrowed materials.**

### **ACCEPTABLE USE POLICY STATEMENT**

The Stroudsburg Area School District has established the Stroudsburg Area School District Telecommunications Network (SASD-TNET). The SASD-TNET provides opportunities for communication: (1) within the school district, i.e., between schools and administrative departments; (2) outside the school district among educational institutions and non-educational organizations; and (3) through worldwide resources such as the Internet.

Students are expected to utilize any media and/or information source responsibly. It is important that students read the student Access Release and Authorization Form. The Stroudsburg Area School District Acceptable Use Policy for Telecommunications is given to each student on the first day of school. Failure to follow the rules of this policy may result in the loss of the privilege to use this educational tool. Additional disciplinary action may also be taken. We believe that the benefits for students from access of the Internet, in the form of information resources and opportunities for collaboration, exceed disadvantages. However, the Stroudsburg Area School

District supports and respects the student's right to decide whether or not to apply for access. Students wishing to access the Internet in school must agree to the terms of the Acceptable Use Policy. Students and parents/guardians must sign the Access Release and Authorization Form and return it to the homeroom teacher within the first week of school.

The building principal will be responsible for notifying parents and students about the District Network and the policies governing its use. In addition, the building principal will provide students and parents with the Acceptable Use Policy #109.1 annually. If you wish to receive a copy of the Acceptable Use Policy or have any questions, please contact the building principal.

### **ANIMAL DISSECTION**

As a normal part of our biology program, we include the inspection and/or dissection of various invertebrates and lower vertebrate animal forms. Although all students can benefit by participating in classroom dissection activities, we recognize that there are people who may have a deep-founded philosophical belief that would preclude their participation.

If a student wishes to participate in an alternative form of instruction, he/she should elect this option on the form which will be provided by the biology teacher. These forms will be distributed at the start of the school year and should be returned to the teacher within the first week of school.

### **HEALTH EDUCATION**

The Health Education curriculum includes the Human Growth and Development content area. The topics included in the unit are physical and emotional growth, the reproductive systems and functions, menstrual cycle, masculine and feminine hygiene, human conception, pregnancy, pre-natal care, birth, social, physical, psychological, and emotional risk of teen pregnancy, sexually transmitted diseases including HIV AIDS, abstinence and pregnancy prevention. The complete curriculum is available for review at any time.

Pupils may be excused from this unit of study through written parental request if it conflicts with religious beliefs or principles of that pupil or parent. The request must be submitted in writing to the junior high school principal by the end of the first week of the student's health class rotation. Pupils excused from this unit will complete research assignments on health –related topics to fulfill the unit requirement for that health course.

#### **Health and Physical Education Requirements**

- **Pennsylvania State School Law** requires each student to participate in the regular physical education program unless excused by a physician.
- An **Adaptive Physical Education** program will be provided for those students unable to successfully participate in a regular physical education class. An individual program will be developed for each child, based on a prescription by a physician.
- Health and Physical Education grades **will** be applied toward the **student grade point average, honor roll and class rank.**
- Proper attire is required for safety and hygiene reasons.

**Physical Education attire consists of:**

- Appropriate T-shirt and/or sweatshirt.
- Athletic shorts with elastic waistband, sweatpants or windpants.
- Athletic sneakers (flat bottom, one-inch rubber sole).
- All jewelry must be removed for physical education classes in order to participate.
- Long hair must be tied back and secured.
- Bandannas are prohibited.
- Preparation for Physical Education classes is the responsibility of the student. Being unprepared 3 times may result in disciplinary and/or other action.
- Lockers will be available on a first come first serve basis.
- The school is **not responsible** for lost, stolen or mislaid articles. Every effort will be made to protect student property.

**Grading Based on the Following Criteria:**

- Skill development and proficiency
- Active participation/performance
- Test scores (practical, written)
- Fitness test scores (must be completed by each pupil every year)

**Excuses for Physical Education:**

- A medical excuse is required to be excused from physical education.
- A pupil obtaining a nurse's excuse for a class period is required to dress in proper attire. The extent of his/her participation in activity is left to the discretion of the instructor. No one is permitted to remain in street clothes.
- Medical excuses should be presented to the school nurse. Adaptive physical education may be assigned.

**Valuables:**

- **Valuables are the students' responsibility.** Locker rooms are not locked during class time. **Locker usage is encouraged.** Team rooms are off limits.

**IV PUPIL PERSONNEL**

**PRECAUTIONS**

If there are certain precautions that are to be taken with your child while in the junior high school (e.g. to leave the building with certain persons, special dismissal arrangements, official custody decrees, special transportation arrangements, etc.), a letter must be written to the administration stating the reason, name of person(s), etc. A copy of this documented letter will be routed from the Administration Office to the Guidance Office, Health Room and to the teachers involved with your child. If a legal document is available, a copy of same should be given to the junior high school. This request must be up-dated each school year so that accurate records may be kept on your child.

**CHILD CUSTODY ISSUES IN CASES OF SEPARATION AND DIVORCE**

The changing family circumstances associated with separation and divorce often has a carry-over effect on the child at school. School personnel will be able to deal with this situation in a sympathetic way only if they are aware of the status at any given time. It is the responsibility of

the parent(s), at the time of the initial registration and/or at the time any custody change occurs, to notify the school of the circumstances regarding custody of the child.

The position of the school district is aimed at minimizing the effect on the child's schoolwork as a result of any questions of custody, which may arise. Furthermore, the school aims to remain independent from the controversy, which often accompanies separation or divorce. To that end, parents should be aware of the following rules established for uniform application in the school district:

1. When custody is established by a Court, the school-parent relationship will be maintained consistent with the decision of the court.
2. When custody is not formally established, the school will presume the parent with whom the child is living currently is the parent who will receive reports, who will provide excuse forms, and who will authorize any deviation from the routine transportation arrangements for the child.
3. When school personnel are informed, they will not knowingly allow visitation privileges with the parent not in custody or with whom the child is not currently residing. Furthermore, the child will be routinely returned to the home from which he/she came to school on a given day.
4. If it is in compliance with the court order, the non-custodial parent may receive progress reports by making a request to the building principal, and may also review their child's permanent record in the schools office by making an appointment in advance.

## **GUIDANCE**

The Guidance Department provides a program, which supports and fosters the developmental concerns of students as well as their immediate needs or problems. Counselors are prepared to assist students in considerations and decisions regarding their academic, social, career and personal lives. Students and parents are encouraged to schedule appointments with counselors at any time to discuss their questions and concerns. The Guidance Department may specifically assist a student in the following ways:

### **Careers**

- Development and clarification of interests and goals.
- Exploration of guidance resources.
- Planning of appropriate courses to meet graduation requirements and future goals.

### **Academic Needs**

- Scheduling.
- Tutoring information.
- Choice of courses according to future goals.
- Choice of college or vocation.
- Financial aid and scholarship information.
- Summer school information.

### **Personal Needs**

- Parent, peer, teacher relationships.
- Referral to social agencies and private counseling services.

## **TESTING SERVICES**

In addition to classroom testing, the following assessments are given in the Junior High.

### **8<sup>th</sup> Grade**

- Pennsylvania System of School Assessment (PSSA) Writing, Reading, Science, and Mathematics
- Benchmark Assessments in Reading and Math
- The JH may be selected to take the National Assessment of Educational Progress (NAEP)

### **9<sup>th</sup> Grade**

- Benchmark Assessments in Reading and Math

## **PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)**

The annual Pennsylvania System of School Assessment (PSSA) is standards based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Every Pennsylvania student in grades 3 through 8 are assessed in reading/language arts and math. Every Pennsylvania student in grades 4 and 8 are assessed in Science.

## **THE NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)**

The National Assessment of Educational Progress (NAEP), also known as "the Nation's Report Card," is the national representative and continuing assessment of what America's students know and can do in various subject areas. Since 1969, assessments have been conducted periodically in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts.

NAEP does not provide scores for individual students or schools; instead, it offers results regarding subject-matter achievement, instructional experiences, and school environment for population of students (e.g., eighth-graders) and groups within those populations (e.g., female students, Hispanic students). NAEP results are based on a sample of student populations of interest. Not all students take the NAEP. A random sample of students are selected each time.

## **EXTRA HELP**

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. Arrange a conference directly with the teacher before or after school or at a mutually convenient time during the day.

## **WITHDRAWAL AND TRANSFER FROM SCHOOL**

State law requires attendance in school until the student reaches 17 years of age or obtains full-time working papers. The procedure for withdrawal or transfer is as follows:

All pupils withdrawing from the junior high school to attend another school must obtain and complete a withdrawal form from the Guidance Office, which will detail procedures to be followed. This form should be obtained during homeroom on the student's last day of school. The form will be initialed by all staff members involved with the student when all obligations have been met. Failure to fulfill all obligations may result in unnecessary delay in forwarding records to the student's new school.

Records will be sent to the student's new school only upon written request by the new school and the custodial parent(s) or legal guardian(s) of the student.

### **STUDENT AMBASSADOR PROGRAM**

The Stroudsburg Junior High Student Ambassador Program consists of 8<sup>th</sup> and 9<sup>th</sup> grade students who are actively involved in many school activities. These inspiring, responsible students represent our school by making new students, visitors, and parents feel welcome upon arrival at school-related activities and events. Student Ambassadors assist new students by introducing them to teachers and students, showing them to their locker, giving them a tour of the building, and accompanying them to lunch during their first day of school. The Student Ambassador Program is a way for students to serve their school in a positive way while improving upon their social and communication skills and community relations.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) at Stroudsburg Junior High School is a referral source for students who are experiencing any type of difficulties, which may interfere with their education.

The SAP team may be comprised of administrators, nurses, counselors, teachers, support staff, and outside consultants from agencies such as MH/MR, CYS, D & A, and probation trained in the recognition of students who face specific barriers to success in school. The SAP team focuses on students who are experiencing difficulties due to substance abuse or other mental health concerns. The SAP team is primarily a referral team, making sure students who need help are connected with community agencies and service providers who are specialists in the areas of concern.

#### **Procedure:**

(Refer to Appendix VIII "District Drug and Alcohol Procedural Chart")

#### **Membership:**

The membership of the SAP team shall consist only of those staff members who have been fully trained in SAP procedures by a qualified trainer according to the Division of School Services, Network for Student Assistance Services, Pennsylvania Department of Education.

Membership on the team is limited to those who have been trained, but not all who have been trained will be members in any given year. Each year the building level principal will determine team assignments.

In any given year, membership on the team may include those staff members included in the definition above, as assigned by the principal.

## **HEALTH SERVICES**

The school nurse is available daily to provide for the physical well being of each student. She is charged with the responsibilities of assessing the health needs of each child, dispensing medications as prescribed by a doctor, and generally communicating any special health-related information to staff and parents as needed.

### **Health Examination**

Per Board Policy #209 - Health Examinations, we have a procedure to be followed for the administrative exclusion of physicals/dentals/immunization/scoliosis screening non-compliance. The process of administrative exclusion for non-compliance shall begin April 1 of each school year with students being excluded on May 1<sup>st</sup>. Each school's nurse will provide building administration with the list of non-compliant students. The administration/office staff will send the exclusion letters via both certified and regular mail by April 1st. The school's nurse will check the incoming documentation during the summer and provide updated lists to the building administration at the start of the school year.

The following services will be provided in order for our district to comply with the Pennsylvania School Health Act:

- Each student shall receive a vision screening and shall be measured for height and weight each school year.
- **Students must comply with state immunization laws. Students who fail to comply will not be allowed to attend school.**

### **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the teacher/nurse in charge, who will report it to the Health Office. Proper medical referrals will be made when necessary. First Aid kits are located in the Health Office.

Students covered under school accident insurance must report their accident, in writing, no later than five (5) days after the accident to the Assistant Principal in charge of activities. Please refer to the section on student insurance for further information.

### **Emergency Cards**

Emergency procedure cards are sent home annually. These cards must be completed by the parents **in ink** and returned to the homeroom teacher immediately. **If any changes regarding emergency card information occur during the year, parents should notify the office immediately.** This is a mandatory procedure to protect the student, parent and school. It is expected that emergency contact information be completed accurately. Incomplete forms will be returned for completion. Failure to return the emergency cards within the designated time will result in disciplinary action. Students will only be released to individuals listed on the emergency card.

### First Aid

First aid, which is defined as immediate temporary care given in case of accident or sudden illness, will be rendered. No student is ever sent or taken home until a responsible adult is present to assume responsibility for the student.

### Illness

Students should not be in school when they are ill. When a student presents any of the following symptoms, he/she should be kept at home: rash or skin eruptions on any part of the body, diarrhea, or any flu-like symptoms. Children with communicable diseases will be excluded from school. Any student excluded from school must present a signed doctor's statement before he/she may return to school.

### Health Room Regulations

All students must have a written pass signed by the teacher to come to the Health Room. If the nurse is not in the Health Room, the student should report to the Administrative Office.

- A. **Students are not permitted to come to the Health Room between classes except in emergencies.** The student should first report to the teacher of the next class so that the teacher knows that he/she is in school.
- B. Normally a student will not be kept in the Health Room for an entire period. If a student is seriously ill, he/she will be sent home.
- C. The nurse will make the decision to excuse a child from Physical Education. After three (3) nurse's excuses a doctor's excuse will be required.
- D. There is a list of students who have special problems (such as allergies to bee stings, epilepsy, diabetes and recent surgery) which the teaching staff receives. If a student has a special problem, please make sure the school nurse is aware of the situation.

### Medicine

The Stroudsburg Area School District, in compliance with the Pennsylvania Department of Health, has established the following rules:

- A. No medication will be administered during school hours without written authorization from the attending physician and written permission from the parent or guardian. (Forms can be obtained at the nurse's office, Appendix VII)
- B. Medication must be in the original labeled container with the pharmacist's instructions secured to the outside. The medication must be taken to the health room in the junior high school.
- C. At **NO TIME** is medication to be carried by students. This includes cough medicine, cough drops, aspirin, decongestants, etc. All over the counter medication must have a written doctor's authorization to be administered in school. The only exception to this will be with a physician's note registered in the Nurses office which allows the student to carry an epi-pen or an inhaler.
- D. All medications will be administered by the school nurse. All students are responsible to report to the health room at the appropriate time for medication to be given.
- E. The school nurse will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration.
- F. All medication prescribed by a physician must be brought to the school nurse's office

and shall be picked up at the end of the school year or the end of the school day. Those medications not picked up at the end of the school year will be disposed of properly.

- G. It is the parent's responsibility to provide their medically diagnosed diabetic child with the food source needed to treat a low blood sugar on the bus, to and from school. The parent is responsible for providing the school nurse with written verification from the child's physician regarding this medical condition. Likewise, the parent is responsible for communicating directly to the bus driver and the office of transportation concerning their child's diabetic needs. It is recommended that students with diabetes carry snacks in their bookbags and be allowed to eat them on the bus.

### **Elevator**

An elevator is available for use by students who have a legitimate need. Students should report to the nurse's office and present a written parent/guardian request for the use of this service.

### **Nutritional Standards for Competitive Foods**

Public Law 108-265 the Child Nutrition and WIC Reauthorization Act of 2004, requires all Local Education Agencies (LEA's) participating in the National School Lunch Program (NSLP) to develop local wellness policies. One requirement of the law is that nutrition guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity. The standards apply to all students, in all grades, in all buildings.

**Definition of Competitive Food:** Foods offered at school, other than qualified meals that meet the FDA government standards served through the National School Lunch or School Breakfast Programs, including:

**Definition of Ala Carte Food:** Foods sold in the cafeteria as a side dish that is sold separately from the National School Lunch or School Breakfast.

**Definition of a Snack:** Any prepackaged food sold in the cafeteria NOT offered as part of the National School Lunch Program or National School Breakfast.

**Definition of Vending:** Any food or beverage sold in a coin operated machine.

**Definition of Beverage:** Any fluid /drink sold or provided to students.

All registered students will receive a letter summarizing key points of the wellness policy that is federally mandated. This must be signed and returned by all parents/guardians.

## **V. STUDENT ACTIVITIES**

### **CO-CURRICULAR ACTIVITIES**

Each student is urged to participate in one or more co-curricular activities, to be a "doer and not a watcher". Join activities that interest you. The following is a list of activities: Band, Mock Trial, Girls' Varsity S, Chess Club, Math Club, FBLA, Junior National Honor Society, Presidential Classroom, Amnesty International, Model UN/Model Congress, Jazz Band/Marching Band, Musical, Memory Book, School Newspaper, Show Choir, Science Olympiad, Student Council, Math Counts, SADD Club, Stock Market Club, Young Astronauts, Literary Magazine, Spelling Bee, Intramural Volleyball, Synchronized Swimming, Ski Club,

Intramural Soccer, Field Hockey, Silks, and Weightlifting. It must be kept in mind that academic responsibilities take precedence over co-curricular activities at all times. Hence, the school reserves the right to remove the privilege of membership from such activities. See eligibility requirements for further information.

In order to take advantage of extra learning opportunities one should plan carefully. Obligations at home and in the community should be considered as one chooses a program. Discuss this thoroughly with your parents. They should be fully aware of all your activities, the hours, schedules, practices, and performances.

Activities will be scheduled during the day or after school at times convenient to the group and its advisors/coaches. Students are not to be in the school building after school hours unless participating in activities under close supervision of coaches and/or advisors.

Off campus and after school activities are subject to all rules and regulations of this handbook just as if such activities were held during the school day and on school grounds.

### **CO-CURRICULAR PARTICIPATION**

**A student arriving at school after first period class has concluded or a student, who leaves school before the conclusion of the last period, shall not be able to participate in any co-curricular and/or athletic activities including practices, rehearsals, games or concerts on the day of such tardiness. Exception to this policy may be granted only by the Administration. A student must be in school by 11:00 a.m. on Friday in order to participate in Saturday and Sunday activities.**

Continued membership in all co-curricular activities will be governed by the academic eligibility regulations for athletes as listed in this publication. The coach/advisor will be notified of any participants who have been identified on the eligibility list as failing students.

### **SCHOOL SPIRIT**

School spirit may be divided into three categories:

- Courtesy toward teacher, fellow students, and the officials of school activities.
- Pride in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship, the ability to win and lose gracefully. School spirit also means loyalty and support for all functions of the school.

### **ATHLETICS / ACTIVITIES**

Arrangements for all activities must be made through and with the approval of the faculty advisor and the Director of Athletics/Activities. The activities calendar for social functions is planned early in the year and under the direction of the administration. Plan your activity at least one month in advance of the scheduled date. Use the following procedures:

- Plan the agenda to include time, place, date, hours, theme, dress, chaperones, security services, cost of refreshments, decorations, entertainment and transportation, if any.
- Obtain the proper form from the Director of Athletics/Activities; complete the form and have it signed by the required persons. This form must be returned to the Director of Athletics/Activities office two weeks prior to the scheduled event. If this is not completed, the activity will not be held.

- Inform faculty chaperones at least one week before the activity is held; a minimum of two is required at any school activity.
- If there will be refreshments and/or decorations, a clean-up committee is required.
- Turn in a financial report promptly at the conclusion of the activity to the office, carefully listing all deposits and withdrawals from the organization account.
- Turn in a written summary of the activity to your advisor for record keeping.

### **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletics, and social events, as well as general information for the day are televised or announced over the P.A. system each morning. Pupils responsible for placing notices in this daily bulletin must have them approved by their advisor and in the office the day preceding the notice.

There are several bulletin boards throughout our school. Announcements placed on these boards must be approved in advance by the administration before being placed on display.

All posters or announcements to be displayed other than on bulletin boards, must also be approved by the administration. Signs may only be attached to surfaces, which will not be marred in any form. It is understood that all signs posted will be taken down after three school days of the announced event.

### **FUND RAISING**

All fund raising projects within the school or community must be approved by the Director of Athletics/Activities

### **CLASS AND ORGANIZATION FUNDS**

All class, organization and activity funds are to be promptly deposited with the secretary in charge of the Activity Account. They will be credited to the proper accounts and receipts are provided.

A class or organization wishing to make a purchase, a donation or contract with any agency for service of merchandise must secure a preliminary purchase order and gain the approval of the advisor. The advisor, in turn, must verify that funds are available in the account and acquire approval and a purchase order duly authorized by the principal. **BILLS WILL NOT BE HONORED UNLESS ACCOMPANIED BY A COPY OF THE PURCHASE REQUISITION PROVIDED FOR THIS PURPOSE!** Bills will be paid by check and only through the Activity Office secretary upon submission of a completed withdrawal form and all appropriate bills. The bills will be paid only after they are approved by the Principal and Director of Student Activities.

### **DANCES**

In addition to the rules outlined under “Co-Curricular Activities”, the following procedures are in effect:

- Only Stroudsburg Junior High School students will be admitted. Photo I.D. may be requested.
- Guests are not allowed to attend (exception being the 9<sup>th</sup> grade semi-formal in which permission can be granted by the principal).
- No student is permitted to leave and re-enter the building during the dance.

- All regulations pertaining to student conduct and school policies and procedures as provided by the Junior High School Handbook are in effect. If a student disrupts the function, his/her parent(s) will be contacted and face a possible suspension of activity participation privileges in the future.
- There will be a minimum of three male and three female employee chaperones at each function. There will also be 2 or 3 security officers at each dance, stationed inside and outside.
- If there is a drug and/or alcohol problem (possession and/or consumption)
  - A. The student(s) will be secured.
  - B. Any person suspected of being under the influence of alcohol and/or illegal substance(s) will be questioned by administration or the senior chaperone. If assistance is needed, security is available. He/she may also be subject to disciplinary action as provided for in the Junior High School Handbook and the laws of this Commonwealth.

### **PUBLICATIONS**

Our school newspaper, published monthly, is sold for a small fee. It contains information of events, club news, sports, editorials, advice, and student work.

Our school memory book is published primarily by the ninth grade class and distributed at the end of the school year. It contains individual pictures of students, teachers and staff. Photographs of extra-curricular activities and other school events are also included.

### **STUDENT COUNCIL**

Stroudsburg Junior High School Student Council is a representative organization that is elected by the student body. Student Council is responsible for creating school spirit, providing social activities and raising money for class trips for the 8<sup>th</sup> and 9<sup>th</sup> grades. One homeroom representative is elected from each homeroom. Representatives have the responsibility to attend weekly meetings, inform and organize the student body, and to participate in Student Council activities. The following listings are part of Student Council activities: pep rallies, dances, fund-raisers, community services, 8<sup>th</sup> & 9<sup>th</sup> grade activities, and 9<sup>th</sup> grade semi-formal dance. Members of the Student Council and Class Officers may be removed from their position for inappropriate behavior and/or violating school discipline policies.

### **INTERSCHOLASTIC ATHLETICS**

Stroudsburg Junior High School is a fully approved member school of the Pennsylvania Interscholastic Athletic Association and competes in the Mountain Valley Conference. We may offer competition in the following:

|                          |                       |                   |                   |
|--------------------------|-----------------------|-------------------|-------------------|
| <b>Eighth Grade</b>      | <b>Freshmen Teams</b> | <b>JV/Varsity</b> | <b>JV/Varsity</b> |
| Volleyball               | Football              | Girls Soccer      | Girls Tennis      |
| Field Hockey             | Boys Basketball       | Boys Soccer       | Boys Tennis       |
| Softball                 | Girls Basketball      | Swimming          | Football          |
| Cheerleading             | Wrestling             | Golf              | Boys Basketball   |
| Intramural Cross Country | Girls Volleyball      | Track             | Girls Basketball  |
| Wrestling                | Boys Volleyball       | Rifle             | Wrestling         |

Boys Basketball  
Girls Basketball

Field Hockey  
Softball  
Girls Tennis  
Boys Tennis

Cheerleading  
Baseball

### **ATHLETIC/ACTIVITY ELIGIBILITY**

All athletics and activity participants are required to abide by all rules established by the P.I.A.A., school district and coach/advisor of the sport/activity in season. A copy of these is on file in the Athletic Office and may be examined by parents and students at any time.

Cheerleaders: Stroudsburg Junior High School cheerleaders provide support, encouragement, and spirit for our school by cheering at games, painting signs and posters, and presenting pep assemblies. Selection and try-outs are governed by the Cheerleaders' Constitution, which is on file in the Athletic Office.

While we believe athletics/activities to be a very integral part of our school, a student's first responsibility is to his/her academic work. Therefore, we have established the following requirements for eligibility:

- A ninth grade athlete must be passing no less than five (5) full credits throughout the period of participation in any activity. A student who is not passing five credits will be suspended from the activity until the requirement is met. This eligibility requirement will be monitored closely on a weekly basis.
- Eighth grade students are academically eligible to participate in the program if they are passing at least four major subjects. This eligibility requirement will be monitored closely on a weekly basis.

In cases where a student does not meet the requirements, said student shall be ineligible to participate in the interscholastic athletic/activities for 15 school days following the students failure notification by the Athletic Office. This notification will take place upon the availability of grades to the Athletic Office. At that time evaluation will be made of the student's scholastic standing.

- An athlete who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until s/he has been in attendance for a total of sixty school days following his twentieth day of absence, except that where there is an excused absence due to death in the immediate family or of a near relative, court subpoena, quarantine or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District XI Committee. Attendance at summer school does not count toward the sixty days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.
- Physical examinations will be provided by this school district in accordance with P.I.A.A. requirements.
- **An athlete arriving at school after the first period class has concluded or a student who leaves school before the conclusion of the last period class shall not be eligible to participate in athletic contests on that weekday. In order to**

**participate in Saturday and Sunday athletic contests, the athlete must be in school by 11:00 AM on Friday, and stay until the conclusion of last period. Please keep in mind that any student who is sent home ill may not participate in either practice or co-curricular activities. Exceptions to this policy may only be granted by the Principal. It is the coach's responsibility to inform his/her athletes of this policy and to enforce the same.**

- Any candidate trying out for a sport in a particular season may not drop from his/her candidacy in said sport and try out for a second sport in the same season without the approval of the head coaches of the two sports involved. In addition, any athlete wishing to participate in two sports in the same season must have the approval of both coaches involved.
- Any student found in violation of these rules shall immediately be declared ineligible for all practices, contests and performances until all requirements are satisfied.

### **INTRAMURAL POLICY**

- **In-season athletes may not participate in intramural activities.**
- Intramural activities are strictly voluntary. Students will not be pressured into participation. Athletes will not be penalized for non-participation.
- All Stroudsburg Area School District facilities will not be used for intramural activities before 4:00 P.M. on Sundays.

### **INSURANCE**

Junior High School students are offered low cost accident insurance as a school service. This insurance is available to all members of the student body at a nominal cost and may be purchased at the beginning of the school year in homeroom. It is recommended that all students taking physical education participate in some form of accident insurance, either through the school or the home. The school provides coverage for all pupils participating in interscholastic athletics, band and cheerleading. However, this covers only accidents relating to the above activities.

### **WORK PERMITS**

Minors under 18 years of age are required by Pennsylvania law to have a work permit in order to be employed either part or full-time. There are requirements concerning the type of work you may do, the hours, and conditions. Work permits may be removed with cause by the Principal. These permits may be restored by the Principal, upon demonstration of improved attendance and/or academic work. Applications and all necessary information may be obtained in the Junior High School Guidance Office.

## **VI. ATTENDANCE**

### **ATTENDANCE POLICY CONSISTENT WITH PA TRUANCY LAW**

The Department of Education and the schools of the Commonwealth are obligated to comply with state and federal requirements for student attendance and truancy. As "No Child Left Behind" and the Pennsylvania Accountability System place increased emphasis on student achievement and attendance, it has become even more important to improve Pennsylvania's efforts to reduce truancy. In the summer of 2007, Monroe County developed a Truancy Task Force in response to the Statewide Task Force on School Attendance and Truancy Reduction to

bring consistency in the application of Pennsylvania's truancy law. The initiative brings nothing new, but reinforces what is already established. Educators from the four (4) school districts and the Monroe County Technical Institute (MCTI), in coordination with Judges and District Magistrates from the court system and representatives from Children and Youth, are working together to stem the tide of truancy in our county's schools.

If you meet the following requirements, you and your child will be well within the requirements of Pennsylvania School Code (24 P.S. 13-1327).

- An excuse note must be sent to school within three (3) school days of the student's absence.
- If a note is not received within three (3) school days, the absence will be considered unexcused and classified as unlawful.
- An excuse note will NOT be accepted after three (3) school days have elapsed and may be subject to disciplinary action.
- When a student has accumulated three (3) unlawful absences:
  - A letter will be sent home informing the parent/guardian of the dates of unlawful absences.
  - A copy of the letter will be sent to the Judge and Children and Youth.
  - A school/family conference will be held within five (5) school days of receipt of the letter to develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior.
- Upon the fourth unlawful absence:
  - A referral will be sent to Children and Youth.
  - A citation will be issued.
  - A school/family conference for students in grade 5-9 will be scheduled with a Judge or designee.
- A citation will be issued for every subsequent unlawful absence.

#### Other information

- A student's absence is considered excused for the following reasons: illness, quarantine, recovery from accident, death or serious illness in the immediate family, emergency medical or dental attention, impassable roads due to weather conditions, absences approved in advance by the building principal, authorized religious holidays as provided for in state regulations, and preapproved family educational trips.
- A doctor's note is required when a student is absent for five (5) or more consecutive days.
- The law allows parents to write excuses for no more than ten (10) cumulative lawful absences in a school year – a doctor's note is required for each absence beyond the ten (10) days allowed.
- No more than five (5) cumulative days of absence for educational trips per school year may be approved by the Principal. Any requests extending beyond the five (5) day cumulative limit must be reviewed by the Superintendent for his approval. An Educational Trip Request Form must be completed and submitted two (2) weeks prior to the trip. Failure to request and receive approval for the trip will result in unlawful absences.

If you have any questions, please call the school. You can also visit [www.sburg.org](http://www.sburg.org) (click on Parents, Curriculum & Instruction or Student Handbooks) and [www.pde.state.pa.us](http://www.pde.state.pa.us) (click on Basic Education Circulars (BECs), 24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan). We are eager to help you and your child stay in compliance with Pennsylvania school law.

### **PERMIT TO LEAVE SCHOOL**

**No student will be released from school to go with any adult other than the parent/guardian who has custody of the child, unless prior approval has been given to the principal by the parent/guardian who has custody.**

Students are not permitted to leave school grounds at any time during the school day without permission from the office. Early dismissal will be granted by the office for the same reasons as legal absences. Medical appointments are encouraged to be scheduled outside school hours. However, when any emergency demands, such appointments should be made as early or as late in the school day as possible. Depending on the duration of the appointment, students will be expected to report back to the building.

A permit to leave will be issued to the pupil upon presentation of a written request to the office before morning homeroom on the day in question. The request must include the following:

- Student's name and Student's homeroom
- Date and time of departure from school
- Reason (if it is an appointment, the name and phone number of the person with whom the appointment has been made, must be included)
- Parent or guardian's signature

The pupil must retain this permit for return to school and have it re-stamped for admission to classes. A **parent and/or guardian** must come to the main office to sign students out of the building. It is suggested that students be signed out by 2:00 p.m. or they may be retained until all buses have been dismissed.

### **EDUCATIONAL TRIPS**

Parents wishing to take their children on educational trips must secure the approval of the building principal at least two weeks prior to the planned trip by using the Stroudsburg Area School District Educational Trip Form, which can be secured from the attendance secretary. A maximum of five (5) days may be excused by the principal. Any additional days will be considered unexcused, and perhaps unlawful. Students who are failing, or at risk of failing, at the time of the request may be denied an excused absence. All students are expected to return from educational trips with their assignments completed to the best of their ability.

### **CHANGE OF ADDRESS**

Central administration must be notified in the event of address or telephone number changes. They can be reached at 570-213-3669.

## **VII. STUDENTS' RESPONSIBILITIES**

### **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies. The following regulations are in effect for assemblies:

- Upon announcement or designated tone, teachers will bring their respective classes to the auditorium/gymnasium.
- Classroom teachers are asked to seat their students and to remain in the immediate area for supervision.
- When the chairperson of the assembly asks for attention, it must be given immediately.
- Courtesy to performers and audience is paramount. Applause should be generous, courteous, and in the spirit of the occasion.
- Students must remain seated until dismissed.
- Students behaving improperly will be removed from the assembly and shall be subject to disciplinary measures.

## **BUS REGULATIONS**

District transportation is available for all students who attend Stroudsburg Junior High School. Therefore, walking to and from school is discouraged. This is due to the increased traffic and safety hazards associated with walking on Chipperfield Drive and other roadways near the vicinity of the school. Parents who choose to have their children walk to or from school must contact building administration to obtain a Permission Form, which will be kept on file in the Main Office of the Junior High School. (See appendix XII on page 96)

**Bus transportation is a privilege, not a right.** A student who misbehaves on the bus is not only a discipline problem but also jeopardizes the safety of all those riding the bus. Therefore, misconduct on the bus will not be tolerated and will result in disciplinary action. Depending on the nature of the infraction, school consequences could include detention, suspension, expulsion, restitution, and/or legal action including a citation filed with the magistrate for disorderly conduct. In addition, bus-riding privileges can be suspended for part or all of the school year. **If a student is suspended from the bus, it shall be the parent's obligation to furnish alternative transportation to and from school during the entire period of the suspension.** It is imperative that students adhere to the following regulations:

It is the parent's responsibility to provide their medically diagnosed diabetic child with the food source needed to treat a low blood sugar on the bus, to and from school. The parent is responsible for providing the school nurse with written verification from the child's physician regarding this medical condition. Likewise, the parent is responsible for communicating directly to the bus driver and the office of transportation concerning their child's diabetic needs. It is recommended that students with diabetes carry snacks in their bookbags and be allowed to eat them on the bus.

- The student should arrive at his/her designated bus stop on time. S/he should use care when approaching the bus stop, remain off the roadway while awaiting the arrival of the bus and wait for the bus to come to a complete stop before trying to board.
- The student is only to ride the bus which was assigned. S/he is to board and depart only at the assigned stop. A student wishing to board or depart their assigned bus at an alternative stop must have written permission from a parent or guardian prior to the date of proposed change.
- Each driver will determine appropriate seating assignments based on the pickup sequence, the age of the student and behavioral concerns. It is the driver's prerogative to change seating assignments as needed during the school year. Students are not permitted to leave their assigned seats while the bus is in motion.
- The driver is in complete charge of the bus. The student should comply with the driver's requests and instructions at all times.
- Noise on the bus must be kept to a minimum. This is particularly important when the bus is approaching or crossing railroad tracks at which time students should be absolutely quiet.
- Roughhousing and/or horseplay will not be tolerated. The student should never extend his/her head, hands, arms or any other part of the body out of the bus windows or doors.
- Eating, drinking and gum chewing are prohibited while on the bus.
- No live animals, reptiles or insects are permitted on the bus.
- The student can only transport personal possessions, which are necessary for his/her educational programs, i.e., books, gym clothing, small musical instruments that can be held on the lap, etc. Whenever possible, these items should be in an appropriate bag or case. The student is responsible for the control of all such items. At no time should personal possessions be left in the aisle or be unattended.
- Never experiment or tamper with the bus or any of its equipment. If a student damages any part of the bus, intentionally or unintentionally, s/he will be held accountable.
- When it is necessary to cross the road after getting off the bus, the student should cross ten (10) feet in front of the bus and be sure to look both ways to make sure no traffic is approaching.
- All other school rules and regulations as outlined in the student handbook are in effect to and from school in the proximity of the bus stop.

### **Parent Provided Transportation**

Parents who wish to pick up their own children at the end of the school day must send a note with their child at the beginning of the day. Students who are riding home with parents are responsible for delivering that note to the attendance secretary in the main office. This note should contain the student's name and teacher, the date, the names of the person/persons providing the transportation and the signature of the parent or guardian. Parents may sign students out at the main office until 2:00 p.m. After 2:00 p.m. students will be held in the administration lobby until all busses have been dismissed (2:30 p.m.). Parents will be directed to remain in the "B" parking lot until students are released.

### **Altering Dismissal Plans**

Students must go directly home after school on his/her assigned bus. The only exception to this procedure is in the case of extreme emergency. There is limited flexibility in changing bus assignments because all buses will be carrying a maximum load. Elementary students will be given priority for bus changes.

If parents have an emergency that requires a bus change for students, they must contact the Stroudsburg School District Transportation Department at 570-421-1992 to request a change. If the request is not considered an emergency or if granting the request would cause overloading, the request will be denied by the transportation office.

If a change is approved and is to be in effect for more than three days, Pennsylvania School Law requires that you sign a release form. These are available at the school office or in the District Transportation Office, located adjacent to the senior high school football stadium.

If an emergency situation arises requiring that parents pick up students, they should call the school office as soon as possible to notify the secretary of the change in plans. If students are to be dismissed early and not ride the bus, a note stating the reason must be submitted to the office. If someone other than parents/guardians is to pick up the student, this information must be contained in the note. As a precaution, all persons picking up children are required to appear in person at the school office and sign the student out.

\*\*\*See TRANSPORTATION PROBATION PRIVILEGE Appendix IV.

### **THE CAFETERIA**

The following is a brief description and instructions for use of our computerized cafeteria system:

Every student will use their student ID. When your child scans their ID their information, including their picture appears on the screen for the cashier to view. The picture will prevent another student from using your child's account. You may prepay weekly, monthly or even yearly. The system allows for any amount of money to be deposited. We recommend a minimum of at least one week's lunch payment. You may choose not to prepay and send money on a daily basis. The money goes into your child's own debit account and is automatically deducted when they make a purchase. Credit remains in the account for days when meals or snacks are not purchased. By utilizing this system you no longer need to worry about giving your child money everyday. If you child has a balance in their account at the end of the school year, it can either be returned or credited towards the next school year. Several options are available when sending money with your student. 1. Any amount of money may simply be put "on account" to be utilized for lunch, breakfast, snacks or any combination. Or 2. Payment may be sent in specifically for prepaid lunches and/or breakfasts, and snacks. With this option you need to specify the number of lunches/breakfasts and how much money to be used for ala carte purchases. We recommend paying with a check. Checks can be made payable to: "Chartwells" and the name and student identification number should be listed on the check. When your child's account reaches a low balance he or she will be reminded that the account needs to be replenished. In the event there is a zero balance in your child's account, he or she

may charge one type A lunch and one breakfast, with the expectation the debt incurred will be paid back to Chartwells. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

- Students are not permitted to arrive late to lunch or to leave the cafeteria before the lunch period is over without a pass.
- Students should show respect for others upon entering, during lunch and upon leaving the lunchroom.
- Students must use single-file-serving lines in the hot lunch and a la carte areas.
- All litter must be deposited in trash barrels. All re-useable trays must be returned to the dishwashing station as soon as the meal is completed. All disposable trays and utensils must be deposited in trash barrels at the same time.
- No food is to be taken from the cafeteria area without permission from a lunchroom monitor.
- Students are to remain seated until called to the serving area and until dismissal and leave in a quiet and orderly manner.
- All school rules are in effect during lunch. Students behaving improperly will be subject to disciplinary measures. Five or more lunch detentions will be viewed as administrative discipline action and thus will exclude students from Wise Choice activities.
- Deliveries from any outside food concessionaires are prohibited.
- No glass containers are allowed in the cafeteria.
- Students who misbehave during lunch or breakfast will lose their privilege to eat in the cafeteria.

### **Fluid Milk Substitution in the School Nutrition Programs for Life Threatening Milk Allergy and Lactose Intolerance Policy**

This policy has been implemented to maintain the government's goal of providing a balanced meal while in school and combating children's deficiency of Vitamin D and Calcium; *as per Department of Agriculture Food and Nutrition Service 7 CFR Parts 210 and 220.*

In accordance with the USDA regulation juice or water may NOT be substituted for milk for non disabled students because they do not meet the USDA's nutrition standards for a substitutable product, even if a request is accompanied by a physician's statement requesting these alternatives.

#### ***Lactose Intolerance:***

*Lactose causes a well-known intolerance in many people due to the body's lack of an enzyme known as lactase. Lactose intolerance symptoms can be prevented, at least temporarily, by replacing the lactase enzyme the body lacks.*

A medical authority or the student's parent or legal guardian must submit a written request for a fluid milk substitute identifying the medical or other special dietary need that restricts milk containing lactose. This statement will be shared with the School Food Authority and placed in the student's health file in the nurse's office. The approval for fluid milk substitution will remain

in effect until the medical authority or the student's parent or legal guardian revokes such request in writing, or until such time as the school changes its substitution policy.

For students who present either a medical authority or student's parent or legal guardian request indicating the child has lactose intolerance, the milk component of the school meal will be replaced with lactose free milk which is nutritionally equivalent to fluid milk.

If a parent puts in writing they do not want/accept the School Food Authority's nutritious alternative to milk than they will be responsible to purchase or provide their own drink. In addition, to meet the USDA nutrition requirements and qualify for a complete school meal, students must still purchase 3 of the 5 meal components.

***Life Threatening Milk Allergy:***

*Dairy allergy, or milk allergy, refers to any allergic reaction caused by a component of cow's milk. The three components of cow's milk that causes dietary reactions are casein protein, whey protein, and lactose sugar. Casein and whey are considered more likely to cause true life threatening allergies.*

A student must submit a signed licensed physician's written statement for a fluid milk substitute identifying: 1) the medical condition, 2) the need for substitution including the major life activity affected by the disability that precludes cow's milk and, 3) includes alternate milk replacement /fluid source. This statement will be shared with the School Food Authority and placed in the student's health file in the nurse's office. The approval for fluid milk substitution will remain in effect until the medical authority or the student's parent or legal guardian revokes such request in writing, or until such time as the school changes its substitution policy.

**CARE OF SCHOOL PROPERTY**

Students should not mark school furniture, walls, ceilings, floors, lockers or equipment with pen, pencil, paint or any other instrument. Students should not tamper with the fire alarms, fire extinguishers or any electrical systems. Students should not tamper with computer hardware, software or programs. Anyone who willfully destroys school property through vandalism, arson, larceny or who creates a hazard to the safety of other students will be referred to the proper law enforcement agency, and is subject to suspension and/or expulsion from school and restitution.

**LOCKERS/BOOK BAGS**

All lockers are the property of the Stroudsburg Area School District. Students shall have no expectation of privacy regarding their lockers. Administration has the right to search locker contents at any time. Locker privileges may be revoked for disciplinary reasons. In order to ensure the safety of all students in classrooms, hallways and stairwells, students are required to place their book bags in their lockers upon arrival to school. Students will be allowed to go to their lockers before school, during lunch, between classes, and at the end of the day prior to boarding the school buses.

Certain inappropriate materials such as, but not limited to, pictures/posters will be removed with or without the students' permission. Lockers are considered school property and will be

managed as such to preserve the integrity of the school board policies, which may include random searches.

The Canine Unit of the Narcotics Division of the Stroud Area Regional Police department will be utilized to do searches on school property.

### **CORRIDOR COURTESY**

Keep halls open to traffic by WALKING TO THE RIGHT. Do not block traffic by standing in-groups. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash only in provided containers. Keep the school clean by picking up paper and other discarded items.

### **HALL PASSES**

Students are not permitted in the halls unless they are accompanied by a teacher or have a valid pass from staff members. Any student found in the halls or lavatories without a valid pass will be subject to disciplinary action.

Each marking period, students will be issued a color-coded individual hall pass, for which they will be responsible at all times. The hall pass is valid for a 45-day period, and may not be used more than two times per day. Permission to leave class remains at the teacher's discretion.

Each hall pass page has approximately 60 blocks (allowing students out of class less than 2 times per day each marking period). **Transferring, or alteration of hall passes is prohibited.**

**No student may use more than two blocks per day!**

**No student should leave the classroom without having his or her pass!**

**Students may use these passes for:**

- Use of the lavatory
- Locker
- Drink from fountain

### **BEFORE AND AFTER SCHOOL**

Students shall not be permitted in the building prior to the bus release bell.

After arriving on school grounds, students may not leave without permission from the office. All students must leave the building no later than 15 minutes after dismissal from the last class of the day unless supervised by a staff member.

Groups using the building after school hours must remain in the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the following day. Pupils are not permitted to loiter in or about the building or school grounds before/after their daily programs or co-curricular activities have started or finished. Any unauthorized person will be asked to leave, and/or may be charged with trespassing.

### **DISMISSAL FROM CLASS**

A teacher may remove a student from class if they are disruptive. In extreme cases, the student will be escorted to the office by school police. The student must confer with an administrator in order to be reinstated. Parents may be informed and a disciplinary notice will be filed.

### **DRUGS AND ALCOHOL**

The Board recognizes that the possession, use or distribution of illicit drugs, and the unlawful possession or use of alcohol on school premises or during any of its activities is wrong and harmful with legal, physical and social implications for the whole school community. Through the use of an age-appropriate, developmentally based drug and alcohol education and prevention program, community support and resources, a strong and consistent administrative, faculty and support personnel effort, a strong student assistance program and rehabilitative and disciplinary procedures, the Stroudsburg Area School District will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by all students and employees. Please refer to District Policy numbers 100 and 200, sections 128 -- Drug and Alcohol Procedural Chart in Appendix VIII.

Student compliance with the rules, regulations and standards of conduct and disciplinary sanctions established by the school district is mandatory. A student who, on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in Stroudsburg School District's Discipline Code up to and including expulsion and referral for prosecution.

### **BEEPERS / PAGERS**

The possession by students of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school sponsored activities and on buses or other vehicles provided by the school district in accordance with Title 24, Chapter 1 of the Public School Code of 1949; s/section 1317.1. Violation of this regulation will result in confiscation, parental conference and possible legal charges. This prohibition will not apply to students who need a beeper due to the medical condition of an immediate family member provided that they are granted prior administrative approval.

### **FIGHTING/ASSAULT**

Any student involved in fighting with administrators, teachers, other school personnel, or other students will be subject to suspension or expulsion as the individual case may warrant. Moreover, such student or students may also be subject to legal action or a citation filed with the magistrate for disorderly conduct or arrest in accordance with the penal code of the Commonwealth of Pennsylvania and/or the ordinances of Stroud Township.

### **CHEATING**

Cheating includes giving or receiving information during an examination, test, or certain assignments as prescribed by teachers. No credit for the work will be awarded. In addition, the students may be subject to disciplinary action.

## PLAGIARISM

In an effort to maintain classroom academic integrity, Stroudsburg Junior High School has subscribed to the services of an Internet “originality” system. This system is capable of indicating if homework, essay, or research assignments have been plagiarized (copied or inappropriately paraphrased) from the Internet or other sources. More specific information about this will be provided by the teacher in each course. In addition, a violation of plagiarism does not exemplify membership in the National Honor Society and is grounds for removal.

### **Consequences for plagiarism are as follows:**

**1<sup>st</sup> Offense:** No credit for work awarded and student is subject to disciplinary action.

**2<sup>nd</sup> Offense:** No credit, disciplinary action and failure for marking period with a grade no higher than 64%. For example, with a zero averaged into the quarter grade, if the student’s average is 65 or higher it will automatically be reduced to 64; with a zero averaged into the quarter grade, if the student’s average is 64 or below, **that average** is the one that will stand.

\*Subsequent offenses may result in course failure.

**Please note, offenses are cumulative for the school year. Second and subsequent offenses need not occur in the same subject for the consequences to apply.**

## EXTORTION

Threatening other students or extorting money or property is prohibited. Severe disciplinary action will be imposed upon violators. Students who are victims of such acts are asked to report the incident to teachers or the office so that immediate action can be taken.

## GAMBLING

Playing cards, flipping or matching coins, rolling dice, football or sports pools for money or any other form of gambling will not be permitted. Teachers are advised to confiscate any material and refer involved students to the office. Violations may be cause for disciplinary action and/or parental conference.

## STEALING

Any student who commits or attempts to commit a theft or breaks in or enters school during or after school hours will be suspended or expelled from school and referred to police authorities. Theft includes stealing property from faculty, school employees, students and the school itself. Breaking and entering includes the school building, lockers, and locker rooms or prohibited areas. Stolen or lost property should be reported to the office at once.

## HAZING

Hazing of any student on or off school property is prohibited. Initiations, exclusive of those approved school organizations, may not be held. Initiations held within approved meetings must be approved by the advisor and the administration. Any initiation, which involves the slightest element of physical or emotional danger or poor taste, is not permitted. Violations will be cause for suspension, expulsion, or other disciplinary measures.

## **TOBACCO PRODUCTS**

No one is permitted to use or be in possession of tobacco products in the school building, on campus, during school sponsored activities or on the school buses. Violators will be subject to disciplinary action. Subsequent violations may be cause for suspension, expulsion, or other disciplinary measures. In addition, under the Clear Air Act (1988) individuals observed smoking within school district buildings will be subjected to legal penalties imposed by the District Magistrate.

Tobacco paraphernalia such as cigarette lighters, electronic cigarettes, vapes, matches, pipes, etc., are prohibited. Such items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parents or guardians.

## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise from time to time because some students bring articles, which are hazards to the safety of others or a disruption to the educational process. Items such as toy guns, water pistols, bean shooters, sling shots, hard balls, baseball bats, weapons, electronic devices, beepers, skateboards, etc., if brought to school will be impounded and returned to parents or guardians after a conference. Subsequent violations will result in disciplinary action.

## **WEAPONS**

All weapons are strictly forbidden on school property. This may include, but is not limited to firearms, ammunition, explosives (including legal fireworks), tear gas, martial arts weapons, clubs, electronic shock devices, knives, razor blades and chains. If a student is found to be, or thought to be, in possession of anything that could be considered a weapon, the police will immediately be summoned. School administration will conduct a search. If found to be in possession of a weapon, the student will be suspended and recommended to the Superintendent for expulsion. In addition, appropriate legal action will be taken.

## **BULLYING/CYBERBULLYING**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts occurring in a school setting, which is directed at any student or students and 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.

Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct.

District Bullying Policy No. 249 is available in Appendix IV.

## **HARASSMENT**

Sexual harassment, physical or verbal harassment, racial or ethnic intimidation of other students or staff members are gross violations of school rules and will be treated accordingly. If you believe you have been harassed, report it immediately to your teachers, guidance counselors or principals. In addition to disciplinary action, violators may be expelled from school and may incur legal penalties.

## **GANGS**

It is the policy of the District that membership or affiliation in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations and recognized by this school is strictly prohibited.

Person(s) who initiate, advocate, or promote activities (such as drug use, violence or disruptive behavior) openly or otherwise, which threaten the safety or well being of persons or property and which disrupt the school environment are harmful to the education process and will be dealt with as an offense of the most serious category – Level IV. Consequences from Level IV actions include: suspension, expulsion and/or arrest.

The Stroudsburg Area School District strictly prohibits the use of hand signals, written or oral comments, (including graffiti), stances, stares, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue or its color, arrangement, trademark, symbol or any other attribute which indicates or implies, presents a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and Commonwealth.

The Stroudsburg Area School District strictly prohibits any incident involving initiations or having intimidation and/or related activity of such gangs or affiliates which the district considers to be actions that will cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or staff.

Any person wearing, carrying, displaying gang/group paraphernalia; exhibiting behavior or gestures which symbolize gang/group membership; or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action that could result in suspension, permanent expulsion and/or arrest.

## **TERRORISTIC THREATS/ACTS**

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

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

## **VANDALISM**

Vandalism causing damage or defacement to any type of educational facility or grounds surrounding such facilities, or personal property located within such facilities, is an offense now

punishable as a felony of the third degree, if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000.00. Otherwise, the offense is a second-degree misdemeanor. These offenses will be referred to the proper authorities.

### **BOMB THREATS & FALSE FIRE ALARMS**

Students who turn in false fire alarms/bomb threats anytime that school is in session or when school is open for a school activity will be automatically suspended for 10 Days of Out-Of-School-Suspension with recommendation for expulsion or placement in an alternative education facility and referral to appropriate law enforcement agencies.

### **INAPPROPRIATE LANGUAGE**

Students are expected to treat each other as well as staff members with respect and dignity. Vulgar and obscene language, directed or non-directed, will not be tolerated and will result in disciplinary action.

### **CIVIL EMERGENCIES**

Keep school telephone lines open for emergency calls. Ask friends and parents not to call the school. **DO NOT PHONE THE SCHOOL.**

Keep private cars out of the area. **KEEP STREETS CLEAR FOR EMERGENCY VEHICLES - POLICE, AMBULANCE, FIRE, etc.** Tune radio to WPVO/WSBG for information on local disasters.

### **FACULTY LOUNGE**

Students are not allowed in the teachers' lounges or rest rooms for any reason at any time. Violators will be assigned appropriate disciplinary consequences.

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. An evacuation plan is posted in each room. Students are to study the plan and become familiar with it.

It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions. The students must remain quiet throughout the drill.

No one is to return to the building until the signal is given by the principal to do so.

### **SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may necessitate an early dismissal as determined by the office of the superintendent. All after-school activities are canceled in the event school is closed or an early dismissal occurs.

School closings and delayed starting times or early dismissals shall be announced and repeated hourly on radio stations WSBG/WVPO, WARM, WFMV, WPCN, , HOT 99.9, WLEV and TV stations WNEP, WYOU, WFMZ, WBRE, and Blue Ridge Channel 13.

## **VALUABLES**

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. DO NOT LEAVE VALUABLES IN YOUR LOCKER OR OUTSIDE YOUR IMMEDIATE CARE!

## **STUDY HALL RULES**

Study halls are times provided for quiet study, completion of assignments or reading literary materials. To ensure that an academic climate is maintained, the following rules apply:

- The first 15 minutes of study hall will be used for Silent Sustained Reading (SSR), Silent Sustained Writing (SSW) and Silent Sustained Math (SSM).
- Students are required to report to study halls with all materials needed for a full period. No locker passes will be issued during study halls.
- Passes for appointments to visit the counselor, the nurse, other teachers or classes, or any other area of the school, must be obtained in advance and submitted to the study hall teacher at the beginning of the period.
- Students not using their time properly may be disciplined by the teacher and referred to the administration after repeated violation of the rules.
- Only one person at a time is permitted to go to the lavatory.
- Students wishing to use the library in lieu of study hall must obtain an academic study pass from the librarian during homeroom. If a pass has been issued, the student must report to the library during the scheduled time.

## **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable substitute teachers available whenever our regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried to the community. Let us be certain that these are good impressions by being polite, helpful and as considerate as you would be to your regular teacher.

## **LOST AND FOUND**

Students who find lost textbooks and other schoolbooks are asked to take them to the library, where they may be claimed by the owner. All other articles should be taken to the office where recovery can be made upon proper identification.

## **THEFT PREVENTION**

The best method to stop theft is prevention. The school can not be responsible for items that are lost or stolen. Below are some hints to prevent thefts:

- \* Lockers should be locked at all times. Never give your combination to anyone else. Most of our thefts are a result of students being in other students' lockers.
- \* Never leave any valuables in your locker.
- \* Never leave anything in the PE locker rooms. Your valuables should be given to your teachers.
- \* Do not bring large sums of money to school. Leave your valuables home.
- \* Keep your purse with you at all times.

### **FEES**

Certain laboratory fees for classes such as Technical Education and Family & Consumer Science may be charged. Students pay additional fees when taking certain courses requiring the use of expendable materials.

### **TELEPHONES**

The office telephone is for school business only. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

### **VISITORS**

Student visitation is only permitted with prior approval by administration. Adult visitors must report to the office to receive a visitor's pass.

### **MISCELLANEOUS**

The delivery of flowers, balloons and other items deemed inappropriate by the administration is prohibited. These items will be held at the main office and will not be delivered to classrooms.

### **REQUEST FOR RECONSIDERATION OF MATERIALS**

When a parent or community member expresses a concern over the use of a book or other instructional materials, the Librarian and the Building Principal follow a process to resolve the issue. Any concern is considered when a parent or community member completes a Reconsideration of Materials form. The foremost consideration in the selection of any item is whether it contributes to the fulfillment of the curriculum, and whether it provides for student differences in age, ability, reading level, interests, learning style, and emotional and social development. Please contact your building Librarian or Principal if you have a request for reconsideration.

### **NCLB and HIGHLY-QUALIFIED TEACHERS**

Parents may request information regarding the professional qualifications of their child's teachers and/or paraprofessionals. Please contact the building principal in writing with your request.

On January 8, 2002, President Bush signed into law the "No Child Left Behind Act" (NCLB). NCLB is designed to improve student achievement and it requires significant changes for school districts that receive Title I funding. Our district receives Title I funding and is covered under NCLB.

Under NCLB, parents have a right to know the professional qualifications of their children's teachers. This letter is to inform you of your right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school's principal in writing. For general information about NCLB, visit the NCLB web site at [www.nochildleftbehind.gov](http://www.nochildleftbehind.gov).

### **STANDARDIZED DRESS POLICY**

The Board recognizes the right of every student to freedom of expression both in speech and the wearing of apparel as guaranteed by the U.S. Constitution and the U.S. Supreme Court.

The Board also recognizes its paramount obligation to provide for the health, safety, and welfare of the students who attend its schools.

The Board further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for student distraction and/or disruption.

The Board believes that a policy of standard dress will address the issues related to the health, safety, and welfare of the students attending its schools and will further aid in the maintenance of a positive learning environment.

The legal authority for this policy is Section 1317.3 Uniforms of the Public School Code of 1949, as amended (24 PS 1317.3).

The Board authorizes the Superintendent to enforce school regulations limiting student dress in order to:

1. increase school safety and provide for the health and welfare of its students
2. promote a school and learning environment, which focus on instruction and learning.
3. promote school pride and school spirit

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

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 cleanliness constitutes a health hazard to the educational process.

The Superintendent shall develop procedures to implement this policy, which designates the building principal to monitor student dress in his/her building to ensure this Standardized Dress Policy is enforced.

Parents must be mindful that dress, which may be distracting or disruptive to the learning process will not be tolerated. Any student violating this dress code will be addressed in accordance to the Consequences for Non-Compliance portion of this document. School administrators have the final responsibility for interpretation and enforcement of dress should any anomaly exist. School administrators may give permission for students to dress outside the parameters of the dress code guidelines on planned or special event occasions. Examples may include, but are not limited to, field trips and pep assemblies. Dress, on these days, shall still be consistent with the intent and spirit of the Standardized Dress Policy.

The following dress and grooming guidelines shall apply to all students attending classes within Stroudsburg Area School District buildings.

### **BOTTOMS**

#### **Color:**

|   |                                  |
|---|----------------------------------|
| Dress or Casual dockers style, or Corduroy pant | Khaki (tan/stone) Black and Navy |
| Dress or Casual dockers style short             | Khaki (tan/stone) Black and Navy |
| Dress or Casual Capri style pant                | Khaki (tan/stone) Black and Navy |
| Dress or Casual Skirt/Skort                     | Khaki (tan/stone) Black and Navy |

#### **Bottom Guidelines:**

- Must be appropriately sized for the student, that is, they are to be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra long, baggy or sagging pants or shorts are not permitted.
- Tight, form-fitting pants are not permitted.
- Pleated or plain front bottoms are acceptable.
- No more than 2 front and rear pockets are permitted.
- Bottoms must be worn at natural waist and fit comfortably.
- Pant length must meet top of shoe, but must not touch the floor; must be hemmed or have a standard cuff. Pants may not be tucked into shoe/boot and may not be cuffed to meet top of boot.
- Short/Skirt/Skort length must reach top of knee.
- Skirt/Skort must be free of pockets below the hip. Full length leggings/tights may be worn under skirt.
- Belt: must be worn at natural waistline and be of solid color material (black, white, tan, or brown). Belt buckles must be a plain, standard belt buckle. Belts must be appropriate length for waist and have no designs, emblems, insignias, monograms, logos, holes, studs, etc.
- Bottoms must be of contrasting color to top.
- No holes or slits are permitted.
- No sewn-on loops are permitted.
- No carpenter or cargo pants/shorts are permitted.

- No sweats, jean/denim bottoms are permitted. Undergarments must not be visible; no spandex, nylon, or stretch material.

**TOPS**

Traditional Style Polo  
 Standard Oxford Dress shirt/blouse  
 (dress shirt/blouse must be tucked in)

**Color:**

Solid color White, Maroon/Burgundy, Grey or Black  
 Solid color White, Maroon/Burgundy, Grey or Black

**Top Guidelines:**

- Must be appropriately sized for the student, that is, they are to be no more than one regular size larger than the student actually measures. No long/baggy shirts permitted. No logo's prints, stripes, patterns, etc. are permitted.
- All shirts must have a collar
- Short, long, or three-quarter length sleeves are permitted; sleeves must cover shoulders
- Female Blouse-no low cut, plunging or V-neckline. Shirt may have ruffles, but must be buttoned to the base of the neck.
- Buttons: Shirt must be buttoned to the base of the neck as to not be deemed excessively revealing.

**OPTIONAL APPAREL**

T-shirts (layering garment)  
 Turtleneck/Mock Turtleneck (layering garment)  
 Pullover  
 Full-Torso Cardigan Sweater/Turtle Neck Sweater  
 Full-Torso Vest /Sweater Vest  
 Fleece  
 Crew neck Sweatshirt (solid or district/school)

**Color:**

Solid color White, Maroon/Burgundy, Grey or Black  
 (District/school logo-optional)

**Optional Apparel Guidelines:**

- Plain undershirts, t-shirts, turtlenecks, mock turtlenecks may be worn underneath the standard dress top.
- Turtle necks and mock turtlenecks may be worn as a layering garment for pullovers, sweater vests, cardigan sweaters, fleeces, or Stroudsburg School District crew neck sweatshirts. If turtle/mock turtle necks are not used in this manner, a standard collared shirt top must be worn.
- Solid color pullovers, full-torso vests/sweater vests, full-torso cardigan sweaters, fleece, or Stroudsburg School District crew neck sweatshirts (of approved colors and size) may be worn.
- Garments with the Stroudsburg Area School District/Athletic and Extra-curricular logo/embroidery/monogramming (polo shirts, sweater/sweater vest, warm ups) may be worn.
- Dresses that meet the standard for collar, sleeve, skirt length, and color may be worn.
- Hooded and thermal tops of any style are not permitted.
- Coaches/Advisors must meet with administration to verify garments worn on game day are appropriate to be worn to school and fit within the spirit of the policy.

**Footwear:**

**Color:** *Predominately* solid color black, brown, tan or white

**Type:**

- Shoes, sneakers, boots, sandals with back strap, clogs, or crocs are permitted. Laces must be of same color (*or white*) as shoe/sneaker and tied.
- Shoes/sneakers may have a minor accent color (s) to enhance the predominate color of the shoe (Ex. piping or stripe(s) on shoe) Patterns of any kind are not permitted (Ex. Checkered Vans, Coach Pattern, etc.)
- Hosiery or tights may be worn by females (of approved colors, including skin-tone).
- Combat boots, steel-toed work boots (unless specified by course requirement); Doc Martens, slippers, or flip flops are prohibited.
- Shoes/boots may not have heels in excess of 3 inches.

**General Guidelines for Students:**

- **Jewelry:** The District recognizes the right of students to wear jewelry and other adornments. However, certain types and the manner in which they are worn may not be appropriate under certain circumstances and may pose a danger to the student, staff, or interrupt the educational process. There shall be no chains worn, other than those designed as jewelry (no necklaces in excess of 18”). No heavy/thick gauge chains, dog collars, and wallet chains are permitted. Earrings of moderate size (half dollar or 2”), in addition to small stud facial body piercing are permitted. Due to safety concerns, hoop body rings and barbells are not permitted. Band-aids shall not be used to cover body piercing. In the case of the day to day school environment, the administration and/or teaching staff shall require that students remove any jewelry and other adornments which might reasonably be considered as posing a danger, threat to, or interruption of the educational process.
- Clothing, hats, hair ornaments or implements, or any other materials which are considered to indicate gang affiliation are prohibited.
- Head gear shall not be worn in the building, including but not limited to caps, hats, scarves, bandannas, hair nets, head bands, or do-rags. Hair bands of approved colors are permitted.
- Sunglasses, non-prescribed glasses, and unnaturally colored contacts are not permitted.
- Accessories deemed to be distracting, disruptive, or offensive in nature are prohibited.
- Fanny packs are not permitted.
- Clothing and accessories which advertise or promote the use of tobacco, alcohol, or drugs; or which are offensive, obscene, or immoral; or which are sexually suggestive, or promote statements which are derogatory to any racial, ethnic, or religious group; or which contain double meanings, advocate violent acts, or are gang-related are prohibited.
- Students are to remove their outerwear and head covering/bands/apparel (not dictated by religious beliefs) once they enter the building and place same in their lockers for the remainder of the day; students are not allowed to carry or wear these items during the school day. Hair grooming implements are not to be worn as an accessory.
- Standard apparel may not be embellished or altered in any fashion.

**Transfer Students**

- Upon enrollment in the Stroudsburg Area School District, new students will be granted a

grace period of one week before being required to conform to the dress policy, but dress must comply with the spirit and intent of the Standardized Dress Policy.

### **Opt-Out Statement**

**Religious/Medical/Special Needs Exemption:** If the parent of a student has what they precludes strict adherence to the Standardized Dress Policy, the student's parent(s) may fill out the appropriate waiver form and submit all other documentation reasonably requested by the Administration to establish their objection. Parents requesting an exemption from the guidelines will be required to meet with the Superintendent or his/her designee to discuss the guidelines and the nature of the objection necessitating a waiver. Following the meeting, the Superintendent shall render a written decision, approving or denying the requested waiver. Any exemption from the guidelines granted by the Superintendent shall be limited to the minimum variance from the guidelines necessary in light of the specific, bona-fide religious, medical, or special needs situation, which precludes strict compliance. The exception as allowed will be clearly stated.

### **Economic Hardship/Crisis Situations**

- Families may qualify under certain income guidelines for a standardized dress subsidy. *The district shall develop and maintain a system to provide limited financial assistance to families demonstrating a financial hardship resulting from compliance with the policy, while guarding the privacy of each student. Appropriate forms and information will be available from the Principal of each building implementing the policy, and the family must file a new application each year.*

### **Consequence for Non-Compliance**

- Failure to abide by the standards set forth will be disciplined according to the following guidelines:
- 1<sup>st</sup> Offense: The student will be removed from class and sent to the office. The student will be issued a warning and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day. Administration will phone parent with notification of violation.
- 2<sup>nd</sup> Offense: The student will be removed from class and sent to the office. The student will be issued a warning and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day. Administration will phone parent with notification of violation.
- 3<sup>rd</sup> Offense: The student will be removed from class and sent to the office. The student will be issued warning and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day. Administration will phone parent with notification of violation.
- 4<sup>th</sup> Offense: The student will be removed from class and sent to the office. The student will be issued a day of ACE and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day.

- 5<sup>th</sup> Offense: The student will be removed from class and sent to the office. The student will be issued a day of ACE and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day.
- 6<sup>th</sup> Offense: The student will be removed from class and sent to the office. The student will be issued 3 days of ACE and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day.
- At any point the student shows a lack of cooperation or defiant behavior, consequences for such actions will follow student handbook regulations.

## **IDENTIFICATION CARDS**

For purposes of safety and identification, a Stroudsburg Junior High School-issued photo ID must be worn by all students at all times. This school-issued ID is not to be altered in any way. The student ID must be worn around the neck prominently displayed on the outside of one's clothing, using the lanyard provided by the district. Students are not permitted to use any other lanyard. Students are required to display their ID during school hours (7:03 AM – 2:22 PM). While using the school transportation system or attending a school function outside of school hours, students must have the ID on their person. Students will receive an identical ID to be utilized for extra curricular activities. A replacement fee of \$5.00 will be charged for lost, stolen or defaced ID cards. Students who are not able to pay this fee will receive a new ID and be placed on the end-of-year obligations list. Students who withdraw from Stroudsburg Junior High School must surrender their ID as part of the withdrawal process.

### **Consequence for Non-Compliance :**

Failure to abide by the standards set forth will be disciplined according to the following guidelines:

- 1<sup>st</sup> Offense: Warning. A backup ID will be issued and the student will return to class.
- 2<sup>nd</sup> Offense: Warning. A backup ID will be issued and the student will return to class.
- 3<sup>rd</sup> Offense: Warning. A backup ID will be issued and the student will return to class.
- 4<sup>th</sup> Offense: After school detention and/or lunch detentions.
- 5<sup>th</sup> Offense: Saturday detention.
- 6<sup>th</sup> and subsequent offenses: ACE.
- At any point the student shows a lack of cooperation or defiant behavior, consequences for such actions will follow student handbook regulations.

## **FOOD, BEVERAGES AND GUM**

Food and beverages will only be permitted in the cafeteria/gymnasium at designated times established for lunch periods or special events. The chewing of gum in school is strictly prohibited. The use of any unsealed beverage container is also strictly prohibited, this includes but is not limited to the following: Reusable containers with twist on/off caps or lids, disposable containers in which the original seal has been broken, coffee mugs, water bottles, etc. Containers may be checked for contents if deemed necessary.

## **OBLIGATIONS**

Students must satisfy all obligations by the end of the school year in order to receive a final grade report. This includes money owed for textbooks, library books/fines, cafeteria monies, sports equipment, school equipment, and all discipline assignments.

### **INCENTIVE PROGRAM/WISE CHOICES**

The Stroudsburg Junior High School Parent Ambassador Program, in conjunction with administration and staff, has implemented an incentive program to reward good behavior and the decision to make “wise choices”. The “Wise Choices” program has a **yearly incentive** for each grade level for those students who have not received any administrative discipline cards throughout the entire year. Lunch detentions that are cafeteria-related and total less than 5 lunch detentions will not be viewed as administrative discipline action. **Five or more lunch detentions will be viewed as administrative discipline and will exclude students from any Wise Choice activities. Any administrative discipline, including lunch detention, after school detention, Saturday detention, ACE, and OSS will exclude students from any Wise Choice activities.**

### **SCHOOL RESOURCE OFFICER (SRO) PROGRAM**

The Stroudsburg Area School District and Stroud Area Regional Police Department have implemented a partnership to provide the safest possible learning environment for the students, staff and community. This partnership has resulted in the implementation of a School Resource Officer Program within the Stroudsburg area School District.

The School Resource Officer Program is a collaborative effort between the Stroudsburg Area School District and the Stroud Area Regional Police Department to offer law enforcement related education programs in the Stroudsburg High School in an effort to reduce crime, drug abuse, violence and provide the safest school environment possible. The Stroud Area Regional Police Department will assign one full time police officer to the Stroudsburg Junior High School. The partnership between the school district and the Stroud Area Regional Police Department allows the SRO to work closely with the school administration to provide a safe learning environment, law enforcement related education and the expertise of a trained law enforcement officer on campus. The officer is involved in a variety of functions:

- As a visible, active law enforcement figure on campus dealing with any law related issues.
- As a classroom resource for the instruction in the following areas: law enforcement related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention and other areas.
- As a resource to the faculty and administrative team working hand in hand to solve problems in the school community.
- As a resource for the students enabling them to be associated with positive law enforcement figure in the student’s environment.
- As a resource to teacher, parents, and students for law related concerns and questions.
- As an informal counseling resource in areas which may affect the educational environment and may be law related.

The SRO is not a replacement for existing school security practices.

## **AUDIO AND VISUAL SURVEILLANCE**

The Stroudsburg Area School District has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on school property and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and District rules, regulations and policies. For further information see Board Policy 226.1 in the Junior High School Office.

## **SEARCH & SEIZURE**

To maintain order and discipline in district schools and to protect the safety and welfare of students and school personnel, school officials may search a student and student lockers under the circumstances outlined in this policy and may seize any illegal and prohibited materials discovered in the search.

### **Personal Searches**

The student and/or his/her personal effects (e.g. purse, bookbag, electronic devices, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of materials that are in violation of law, Board policy, school rules, or pose a threat to the health, safety or welfare of the school population.

If a search of a student is conducted, (ex. pants pockets, coat pockets, cuffs, electronic devices, etc.) it will be conducted in private by a school official of the same gender and with an adult witness of the same gender present.

If extreme emergency conditions require a more intrusive search of a student, such a search may only be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the building principal or his/her designee, unless the health, safety or welfare of students or school personnel or any other person will be endangered by the delay which might be caused by following these procedures.

### **Locker Searches**

The Board acknowledges the need for the safe in-school storage of books, clothing, school materials and other personal property, and may provide lockers for such storage. All lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. Students are expected to assume full responsibility for the security of their lockers and are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law, Board policy, district rules, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The board reserves the right to authorize its employees to inspect a locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being improperly used for the storage of illegal or contraband materials, or any materials that pose a threat to the health, safety, and welfare of the school population.

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

Students, parents/guardians, and staff shall be notified concerning the contents of this policy and district procedures at least annually, or more often if deemed necessary by the administration. Students shall be required to sign a waiver in order to have the privilege to use school lockers.

The superintendent or designee shall develop procedures to implement this policy, which shall require:

1. The building principal shall be requested or directed to search the locker of a student.
2. Wherever possible, before opening the locker for inspection, the principal shall notify the Superintendent.
3. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.
4. The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.
5. The principal shall open the locker for inspection upon the request of a law enforcement officer only after presentation of a duly authorized search warrant, or upon the intelligent and voluntary consent of the student.
6. The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be stored in the locker in violation of law, Board policy or school rules.
7. The principal shall be responsible for the prompt recording in writing of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

### **Seizure of Illegal/Prohibited Materials**

If a properly conducted search discovers illegal or prohibited materials, such materials shall be turned over to the proper legal authorities for ultimate disposition.

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

### **Use of Canines**

The district supports the elimination of the possession or use of illegal and prohibited substances/devices. Therefore, the Board is hereby conveying a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal and prohibited substances.

The administration is authorized to utilize reliable and legally certified canines for searching for illegal and prohibited contraband on school property and in automobiles parked on school property. Canines shall not be used to search students unless school officials have established by some reasonable certainty that there is cause to believe the student possesses contraband on his/her person. The canine must be accompanied by a qualified and authorized trainer, who shall be responsible for the procedure used by the dog. In the event the dog indicates that contraband is present on the student, school property, or an automobile, this shall be reasonable cause for further search by school officials, subject to the following:

1. The school official shall authorize the search and shall be accompanied by his/her designee while conducting the search.
2. All school property such as lockers, classrooms, hallways, parking areas, etc. may be searched.
3. A student shall not be subjected to a search by dogs unless absolutely necessary and for reasons set forth in this policy.
4. Law enforcement officials shall be given full authorization to investigate and prosecute any student who has been in possession of any illegal and prohibited materials discovered upon the search procedures as set forth in this policy.
5. Parents/Guardians and students shall be notified of this policy by inclusion in the student/parent handbook. This notification given to parents/guardians and students shall indicate that the district has met its obligation to inform them of the searches to be conducted by school officials.

### **Metal/Weapon Detection Equipment**

**Metal/Weapon detection equipment may be utilized for searches of weapons in violation of Board policy.**

### **CRIMINAL CHARGES**

Any unlawful or illegal act taking place on school grounds or on a bus not only makes the student subject to penalties which the courts may prescribe, but also will result in: suspension from school for a period of 3 days or more, expulsions, or other disciplinary measures, depending on the severity of the case. In addition, a parent conference may be required with the administration before the student is able to return to school.

### **REASONABLE FORCE**

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Examples of the use of reasonable force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

## **DISCIPLINARY ACTION**

The Board acknowledges that conduct is closely related to learning; and an effective instructional program requires a wholesome and orderly school environment and the efficacy 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 to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school or as part of any school activities. Such rules shall require that the student:

- \* 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.
- \* Obey constituted authority and respond to those who hold that authority.
- \* Comply with the policies of the district as a drug-free workplace.

Should a student not comply with reasonable standards of behavior, a discipline card with the infraction will be filled out and sent to the main office, at which point administration will determine the disciplinary measure to be taken.

### **LEVEL I**

#### **BEHAVIOR**

Food/Beverage outside the cafeteria / Cafeteria misconduct

Hall misconduct / Lavatory misconduct

Display of too much affection

Misuse of school permits

Possession of gambling paraphernalia

Library fines / Overdue materials

Littering on school property

Class disruption / Teacher disrespect

Use of unacceptable or profane language/rude discourteous behavior

Inappropriate use of locker

Bullying

ID violations

Boarding/departing an unassigned bus/stop

Failure to provide documentation for absences

Failure to attend administrative or teacher detention (automatic elimination from Wise Choice Program).

Inappropriate use of electronic devices. Devices may be confiscated and held by a school official and may be returned at the end of the day pending an investigation.

Class cut or leaving class without permission (automatic Saturday detention)

Insubordination (automatic one (1) day Alternative Classroom Environment)

Students who are an accomplice to a Level I offense may receive an equal or lesser consequence pending investigation.

### **CONSEQUENCES**

First Offense: (1) Warning and / or teacher / administrative / lunch detention

Second Offense: (1) administrative detentions after school

Third Offense: (1) Saturday detention and contact with parent

Fourth Offense: (1) day Alternative Classroom Environment and contact with parent.

Fifth Offense: (3) days Alternative Classroom Environment and contact with Parent/suspension of bus privileges if appropriate.

## **LEVEL II**

### **BEHAVIOR**

Excessive Level I Offenses

Missed Saturday detention (unexcused) **One (1) day of ACE will be assigned.**

Leaving school activity/building/property without permission

Truancy

Academic cheating / plagiarism (possible OSS, depending on seriousness of the offense)

Teacher disrespect

Excessive profanity and/or abusive/threatening language

Failure to follow Alternative Classroom Environment rules. Students are subjected to additional disciplinary action.

Unauthorized sales, gambling, extortion. (Possible out-of school suspension)

Unauthorized/improper use of school materials/equipment (possible reimbursement for any damages assessed)

Possession or creation of inappropriate materials

Harassment of fellow student(s) including rough “horseplay”, bullying, harassment of, or threats to a fellow student(s), which includes both active and passive participation. (possible out-of-school suspension depending on seriousness of offense).

Forging/falsifying school related documents, forms or assignments

Possession of another person’s property without consent

Safety violations without injuries (possible out-of -school suspension depending on seriousness of offense)

Theft/larceny of personal property less than \$20.00 in value

Graffiti and, or defacement of property. (Possible out-of-school suspension, depending on seriousness of offense)

Insubordination in conjunction with any offense may result in additional consequences.

Students who are an accomplice to a Level II offense may receive an equal or lesser consequence pending investigation.

### **CONSEQUENCES**

First Offense: 3 days Alternative Classroom Environment and parent contact/ possible referral to SAP Team/possible bus suspension if appropriate.

Second Offense: 3 days Alternative Classroom Environment and request for parent conference/referral to SAP team/suspension of bus privileges if appropriate.

Third Offense: 5 days Alternative Classroom Environment/continue work with SAP team/ suspension of bus privileges if appropriate.

Fourth Offense: 3 days of Out-Of-School Suspension /continue work with SAP team/ suspension of bus privileges if appropriate.

Fifth Offense: 5 days of Out-Of-School Suspension /continue work with SAP team/ suspension of bus privileges if appropriate.

### **LEVEL III**

#### **BEHAVIOR**

Teacher disrespect

Insubordination

Excessive Level II offenses

Possession/Use of any tobacco products (automatic citation issued)

Fighting (possible 10 day suspension depending on seriousness of offense)

Profanity directed towards staff members (Possible 5 days OSS)

Inappropriate physical contact with or aggressive posturing toward staff/district personnel

Use of substance/devices to disrupt school routine (possible 10 day suspension depending on seriousness of offense)

Any theft of cash

Theft/larceny or possession of school or personal property exceeding \$20.00 in value

Vandalism (Possible reimbursement for damages)

Safety violation with injury (possible 10 day suspension depending on seriousness of offense)

Students who are an accomplice to a Level III offense may receive an equal or lesser consequence pending investigation.

### **CONSEQUENCES**

- First Offense: 3 days of Out-Of-School Suspension and request parent conference/ referral to continue work with SAP team/suspension of bus privileges if appropriate.
- Second Offense: 5 days of Out-Of-School Suspension and request parent conference/ continue work with SAP team/suspension of bus privileges if appropriate.
- Third Offense: 7 days of Out-of-School Suspension and request parent conference/ continue work with SAP team/suspension of bus privileges if appropriate.
- Fourth Offense: 10 days of Out-of-School Suspension with recommendation for expulsion hearing/suspension of bus privileges if appropriate.
- Fifth Offense: 10 days of Out-of-School Suspension with recommendation for expulsion hearing/suspension of bus privileges if appropriate.

In addition to school consequences, certain offenses may result in charges being filed with local law enforcement officials.

## **LEVEL IV**

### **BEHAVIOR**

Excessive Level III offenses

Posing threats to staff and district personnel

Physical assault on staff, district personnel or fellow students

Possession/Use of weapons/look-a-likes

Terroristic threats/acts

Theft/larceny or possession of school or personal property exceeding \$100.00 in value

Possession/Use of drugs/paraphernalia\*

Possession/Use of alcohol\*

Activating false fire alarm (Referral to proper authorities)

\*Readmission to school pending successful completion of rehabilitation and board approval

Students who are an accomplice to a Level IV offense may receive an equal or lesser consequence pending investigation.

### **CONSEQUENCES**

10 Days Out-Of-School-Suspension with possible recommendation for expulsion or placement in an alternative education facility

Referral to Drug and Alcohol Policy as Appropriate

In addition to school consequences, certain offenses may result in charges being filed with local law enforcement officials.

### **EXPULSION**

Expulsion hearings shall follow all the steps and procedures of due process as prescribed by law and/or state regulations pertaining to students' rights and responsibilities.

A student does not have to accumulate a set number of suspensions in a school year before the case will be presented. If the offense is particularly grave or serious the case can be immediately referred to the board, or a committee of the Board for appropriate action. Parent(s) or guardian(s) and the student shall be informed in writing of the Board's decision. It must be remembered that expulsion is intended to be long term exclusion from school and it may even be permanent.

### **OTHER DISCIPLINARY MEASURES**

The Board of School Directors and/or administration may in appropriate cases, take such other disciplinary action as shall be warranted under the particular circumstances. In addition to the outlined behavioral and consequential levels below, such action may include exclusion from co-curricular activities, graduation ceremonies, school sponsored events and activities, administrative probation, community service, suspension of driving privileges or other appropriate consequences. Building administration retains the discretion to apply other penalties if the situation warrants such action. All disciplinary consequences and appeals are a function of building level administration. Any appeals are to be made to the building principal, whose decision is final.

## **DETENTION**

Students may be assigned detention by the administration or any member of the faculty. This is for students with undesirable patterns of attendance, tardiness, or conduct. Students assigned detention by the administration must report to the designated room at 2:30 PM and are excused no earlier than 4:00 PM. Students assigned detention by an individual teacher must report to that teacher's detention. Students are to bring and use academic assignments or acceptable reading materials. **Failure to attend teacher assigned detention will require administrative action and thus, will eliminate students from the Wise Choice Program.**

At least 24 hours notice will be given in writing to the student on a detention form for an after school detention. In some cases, it may be necessary to establish phone contact with the parents/guardians regarding the detention. The detention form must be signed by the parents/guardians. The parents/guardians must provide the names of two emergency contacts and their telephone numbers.

1. It is the responsibility of the student to inform parents or guardians of the date(s) of their scheduled detention(s), and of their late dismissal on detention days.
2. In order for any excuse from a detention to be considered, it must be accompanied by a direct parental request in the form of a note or phone call. Any student excused from a detention will be expected to report for detention on the next day detention is scheduled.
3. Serving a detention takes precedence over any other after school activities. Students will not be excused from detention to participate in extra curricular activities.
4. Students who fail to report for a scheduled detention will be considered guilty of defiance and will be assigned five lunch detentions.
5. Students who fail to turn in their completed detention form on the day of the scheduled detention will be sent home at regular dismissal unless parental contact is made with the school. Five lunch detentions will be assigned.
6. In order to insure that all students arrive home safely, a **parent and/or guardian must enter the building to sign students out or provide a signed permission form for use of district transportation.**
7. During detention students are to copy the Student Citizenship section from the Student Handbook or work on assignments provided by the student's regular teacher or the teacher in

charge of detention.

8. Students who are not picked up promptly from detention will be sent to the office and an administrator and/or teacher will contact their parents/guardians. Remember, a parent signature confirms that transportation arrangements have been made. If students are not picked up within a reasonable time, the administration reserves the right to contact one of the local social agencies or police stations for placement or send the student home at the parent's expense. It is the student's responsibility to make transportation arrangements home where necessary.

### **LUNCH DETENTION**

Administrators may assign students to this program for failure to adhere to lunchroom rules. Students will eat their lunch in an assigned area. Students may bring a lunch from home or purchase the Type (A) lunch from the cafeteria. In certain circumstances such as religious observation, students may purchase lunch items other than the type A lunch with a parent request through administration. Disruptive behavior in lunch detention will result in additional disciplinary action. **Any** administrative discipline, including lunch detention, after school detention, Saturday detention, ACE, and OSS will exclude students from any Wise Choice activities.

Administration reserves the right to utilize the program for non-cafeteria related discipline issues. Excessive lunch detentions (exceeding 12) will result in additional disciplinary action (3 days ACE).

### **RESTRICTED MOVEMENT**

Students are placed on restricted movement due to misconduct. Pupils so assigned may not be issued passes for any purpose except in extreme emergencies, and then only with permission from an administrator. Teachers are to promptly report any violation of restricted movement to the office on a discipline referral notice. Failure to adhere to restricted movement will be cause for extension of the program, suspension, and/or parent conference.

### **SATURDAY DETENTION**

Students may be assigned to this program for failure to adhere to rules and regulations. These assignments will be made in all cases no later than the Thursday prior to the detention day in question. Parents/guardians will be notified of their son/daughter's assignment to Saturday detention. Failure to attend or disruptive behavior in Saturday detention is a serious violation of school rules and will be cause for a suspension from school. Students assigned Saturday detention must report to the designated room no later than 9:00 A.M. and will be excused no earlier than 11:00 A.M.

### **WITHHOLDING PRIVILEGES**

Participation in extra-curricular activities is a privilege rather than a right. Since individuals who engage in these activities have the responsibility of representing our school, we have the obligation to see that these students exhibit the behavior and responsibility befitting this privilege. The loss of this privilege may result from student misbehavior involving infractions of school rules.

### **ALTERNATIVE SETTINGS**

### (ACE-OSS)

Continuous and willful refusal to accomplish tasks, insubordination, disorderly, vicious, illegal, immoral and disruptive conduct, and persistent or substantial violation of school regulations is cause for an Alternative Classroom Environment or Out-Of-School suspension. This includes, among other acts, failure to meet obligations, violation of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles on school grounds, use of weapons or illegal fireworks, smoking or violation of any local, state or federal law. Students are not allowed to leave the ACE room without supervision.

Length and designation of ACE or Out-of-School Suspension will be determined by the principal or designee, and will reflect the offense committed. At no time shall the duration of the out of school suspension go beyond the time limits established by the State Board of Education. The student shall at all times be afforded his/her rights to due process as federal and state law may interpret and apply them. Students are expected to complete all schoolwork before they return from the suspension. ACE and OSS are not “vacations” or “excusals” from completing required course assignments. Assignments may be requested by calling the main office. We would appreciate your cooperation in emphasizing to your child the importance of abiding by school regulations and regular/uninterrupted school attendance. Suspensions can have a very negative effect on academic achievement if schoolwork is left undone, which results in zeros being issued.

Parents or guardians will be notified in writing of the nature of the offense and the action taken by school authorities. Parents or guardians shall have complete custody and jurisdiction over their child for the duration of the out-of-school suspension. **A suspended student may not loiter or appear on school property or at any school-sponsored activity. Any student suspended on a Friday may not participate in any school activities during the current weekend.** Eligibility to attend or participate in school activities or extra-curricular activities will be reinstated the day after the suspension has been successfully completed. The student has the responsibility to make up exams and work missed while suspended and is permitted to complete these assignments within the guidelines established by the Board of School Directors. The student is required to be accompanied by the parent(s)/guardian(s) when returning to school from suspension and must have a successful readmit conference before returning to school.

Alternative Education student’s participation in Stroudsburg activities will be based on the junior high school’s administrative review and assessment of current academic and disciplinary record at the alternative school. Students who are expelled from the Stroudsburg School District and placed at an alternative school are not permitted to participate in or attend district activities.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Whenever behavior interferes with the learning of a child with disabilities or with the learning of others, the IEP team of that child shall consider and shall include in the Individualized Education Program (IEP) of the child as needed, appropriate positive behavioral interventions, strategies, and supports to address the behavior. Students with disabilities who engage in conduct that violates district policy or school rules and regulations in inappropriate behavior, disruptive or

prohibited activities and/or actions injurious to themselves or others shall be disciplined in accordance with the IEP, behavior support plan and Board policy (#218.1).

The Board directs that the district shall comply with provisions of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of district policy or school rules and regulations.

A student with a disability other than intellectual disability may be suspended for ten (10) consecutive and no more than fifteen (15) cumulative days of school per school year, regardless of whether the student's behavior is a manifestation of his/her disability.

A student with a disability whose behavior is not a manifestation of his/her disability may be expelled pursuant to district policy and procedures. No student with a disability shall be expelled if the student's behavior and/or misconduct is determined to be a manifestation of his/her disability.

If the suspension of a student constitutes a change in placement, the student's IEP team shall meet and determine if the behavior in question was a manifestation of the student's disability. Any removal from school is a change of placement for a student identified with intellectual disability.

The following constitutes a change in educational placement for students with disabilities other than intellectual disability:

1. The removal is for more than ten (10) consecutive school days.
2. The suspension will result in exclusion from school for more than fifteen (15) total days in a school year.
3. The student is subjected to a series of removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year and because of factors such as the length or each removal and/or the total amount of time the child is removed.

## **VIII. MENTAL HEALTH PROCEDURES**

### **SITUATIONAL CATEGORY:**

A student displaying any behavior that prevents him/her from functioning in class. Example: suicidal or homicidal behaviors, outward loss of control, withdrawing, out of touch with reality.

### **IMMEDIATE ACTION:**

Student is taken to the office, nurse or guidance. Building administrator is summoned. Student support team is notified. Student incident report written.

### **NOTIFICATION OF SECURITY:**

If necessary, security will be notified to be in attendance for student's safety and others.

**DISCIPLINE:**

Any discipline infractions that may occur will be handled in accordance with the student handbook.

**INVESTIGATION:**

The student's locker may be searched for student safety.

**NOTIFICATION OF PARENTS:**

Parents will be notified and requested to pick up student from school. Parent conference required for re-admission to school. Possible referral to MH/MR for evaluation.

**RE-ADMISSION PROCESS:**

Mandatory re-entry meeting with administration, guidance, nurse, parent/guardian, and/or student in which the following items will be discussed:

- a. Parental concerns and information parents/guardian wish to convey to teachers/staff. School forms available.
- b. Timelines for academic work to be completed. To be arranged with teachers according to handbook.
- c. Update of health records and documentation of any medications and/or side effects.
- d. The follow-up responsibilities of parents/guardian, student and staff will be clarified at this re-admission meeting.

**RESTITUTION**

Restoration or restitution for any property damaged, marred, broken or removed may be required.

**IX. MISCELLANEOUS**

**BRING YOUR OWN DEVICE**

Stroudsburg Area High School is pleased to announce the Bring Your Own Device (BYOD) Initiative during the 2014-2015 school year. The purpose is to investigate the educational benefit of allowing students to utilize their technology devices within the classroom setting, to supplement District owned devices and increase technology access for everyone. The following devices will be allowed: laptops, smart phones, iPods, eReaders, netbooks and tablets. Students do not have to bring a device to school. Regardless of the ability of the students to bring their own device, students will be provided with the tools they need to engage in their academics.

The BYOD initiative will allow the District to collect data to assist in future strategic plans. Collaboratively, we want to assure we can provide the students with the most effective tool to enhance the learning environment.

It is important to note:

- The teachers will specify when the devices can be utilized in class based on the lesson or activity. Some examples are completing research, writing papers, making presentations, creating projects, taking polls, etc.

- Students may only bring in and use their technology devices on days specified by the teacher.
- School rules concerning electronic devices will continue to be enforced in all areas of the school.
- Students must have the Acceptable Use Policy (AUP) for the Stroudsburg Area School District on file before utilizing their device.
- Students will access the District's Internet while in school. Students will not use their personal data plan while in school.
- Students will be responsible for the safe-keeping of any technology brought to school. Therefore, when the device is not being used in class, it should be safely secured under the sole responsibility of the student. In no way will Stroudsburg Area School District assume responsibility for lost, stolen or damaged devices.

The parental consent form must be completed and returned to the High School for students to participate. Consent to allow their child to bring their device to school. Both students and parents recognize the student has sole responsibility for the safekeeping of their device.

## **Bring Your Own Device (BYOD) -- FAQ**

### **What is BYOD?**

BYOD stands for "Bring Your Own Device". BYOD will allow students to bring their personal device to school for educational purposes. BYOD will not replace student devices within the school. The personal devices will be used in addition to the existing devices within the Stroudsburg Area School District (SASD) under the direction of faculty and administration.

### **Why change to BYOD?**

The mission statement and belief statements of the SASD promote lifelong learning and success in an ever-changing global society. In order to provide our students with opportunities in emerging technologies and challenging programs, we need to utilize mobile technologies to promote equity and collaboration within a diverse community.

### **What are the benefits of BYOD?**

In today's society, many students have personal devices available to them at all times. These devices allow students to access the world anytime and anywhere. This availability can improve success for students by providing a constant content-rich environment.

### **What are the issues of BYOD?**

Students without a personal device will be provided access to a district-owned device for instructional purposes as needed. Theft and damage to the personal device can be an issue. In case of theft, the student should record the device's serial number in a secure place. The Stroudsburg Area School District is not responsible for theft, damage and/or upgrades to any personal device while at school. If theft occurs, the building administrator should be contacted immediately. The District recommends insurance be placed on all personal devices at the expense of the family.

**What School Board Policies should I be aware of?**

The School Board Policy 815 governs acceptable use of electronic communication devices in the SASD. The policy can be found on the District site at [www.sburg.org](http://www.sburg.org) and in the Student Handbook. Please take a moment to review this policy.

**Will it be necessary for each student to bring in a device?**

It is not mandatory for students to bring a device to school. If a student does not own a personal device, an appropriate District-owned device will be provided. The instruction will be delivered to all students regardless of the type of device being utilized.

**What type of device should students bring to school?**

Students may use laptops (PC or Mac), iPads, iPods, Android-based tablets, Smartphones and other devices not yet available.

**How will the personal device be registered on the Stroudsburg Area School District (SASD) network?**

The personal devices will register to the SASD Secure Domain. Students will be prompted to access the wireless network, and accept the SASD policies. Students will login and gain access to the SASD filtered network.

**Will students be able to charge devices during the school day?**

Students will not be permitted to charge devices at school. Devices should be fully charged before the school day begins.

**Can a student use their own device in any class or school setting?**

Students may use personal devices in any class to meet educational goals as long as they have permission from a teacher. Building administrators will identify specific school settings where personal devices can be utilized.

**Are there specific requirements for the device to access the Stroudsburg Area School District (SASD) network?**

The personal device must be capable of wireless access. Ethernet connections will not be available. Current virus protection is highly recommended.

**Can a student use their own 3G or 4G service?**

Using personal data service is not permitted. Students must login to the secure SASD network while on school grounds.

**If the personal device will not connect to the SASD network, will assistance be made available?**

Instructions will be given to students in various formats. If a problem persists, the system administrator will be contacted to troubleshoot the issue. Faculty and staff are not responsible to troubleshoot devices during the school day.

**What if the student's device is lost or stolen?**

If a personal device is lost or stolen, the student must notify an administrator immediately. It is the SASD policy that students bring electronic devices to school at their own risk. The District will not be responsible if a personal device or item is lost, stolen or damaged.

**Who is responsible for repairs and updates to personal devices?**

Repairs and updates will be the responsibility of the individual and his/her family. Repairs and updates must be completed outside of the school day.

**Will the personal device have the same access to instructional materials as a District owned computer?**

Students will have access to all web-based software the school currently uses. Software may run differently on different devices for various reasons.

**Will the student be able to print and/or save to District network and printers?**

Students will not be able to print and/or save to District network and printers on personal devices. Teachers will discuss various options with students on an individual basis.

**Are there recommended or required accessories?**

Virus protection for PC's is required. Families may consider purchasing a protective case, additional battery, headphones, device location software, and theft/damage insurance.

**Will students have access to District-purchased software for their personal devices? (Microsoft Office, Adobe, etc.)**

District purchased software is only available on District owned equipment.

**What happens if a student device is utilized in an inappropriate manner?**

Violations of any Board policies, administrative procedures, or school rules involving a student's personal device may result in the loss of use of the device and/or disciplinary action. The school reserves the right to seize a personal device if there is reason to believe the student has violated policies, procedures, and/or rules.

**Will the student be held accountable for the Acceptable Use Policy (AUP) even though it is a personal device?**

The student will be held accountable for the AUP and all addendums to the AUP throughout the school year. This includes time spent in extracurricular activities before, during and after school.

**Why is a personal device filtered?**

Internet filtering is a requirement of all public schools. The Children’s Internet Protection Act (CIPA) requires all devices to be filtered while in a public school.

See Appendix XIX for student email permission form.

**BICYCLES/SKATEBOARDS/MOTORIZED SCOOTERS**

Students are not allowed to ride bicycles, skateboards or motorized scooters to and from school.

**APPENDIX I**  
**2015-2016 SCHOOL CALENDAR**

**August**

- 26** First day for Teachers
- 27** Professional Development
- 31** First Day for Students

**January**

- 1** Winter Recess - **Schools Closed**
- 18** Martin Luther King, Jr. Day  
**No School for Students/ Teachers**

**September**

- 4** Labor Day Recess - **Schools Closed**
- 7** Labor Day Recess - **Schools Closed**
- 21** Professional Development

**October**

- 19** Professional Development  
**Early Dismissal for Students**

**November**

- 23** Professional Development
- 24** (Act 80) Parent Conferences K-12  
(12:00 - 8:00 PM)  
**No School for Students**
- 25** (Act 80) Parent Conferences K-12  
K- 4 (8:00 AM - 3:30 PM)  
5-12 (7:15 AM – 2:30 PM)  
**No School for Students**
- 26-30** Thanksgiving Recess - **Schools Closed**

**December**

- 24** Winter Recess - **Schools Closed**
- 25** Christmas Day - **Schools Closed**
- 28** Winter Recess - **Schools Closed**
- 29** Winter Recess - **Schools Closed**
- 30** Winter Recess - **Schools Closed**
- 31** Winter Recess - **Schools Closed**

**February**

- 15** Presidents' Day - **Schools Closed**

**March**

- 24** Professional Development  
**Early Dismissal for Students**
- 25** Spring Recess - **Schools Closed**
- 28** Spring Recess - **Schools Closed**

**May**

- 30** Memorial Day - **Schools Closed**

**June**

- 3** Last Day for Students & Teachers  
(TENTATIVE)  
End of 4th Marking Period
- 6** Snow Make-Up Day #1
- 7** Snow Make-Up Day #2
- 8** Snow Make Up Day #3
- 9** Snow Make Up Day #4
- 10** Snow Make Up Day #5

**\*\* Additional Days will be added beyond June 10, if necessary**

**APPENDIX II**

| <b>Regular Schedule</b>                                 |              |            |            | <b>One Hour Delay Start</b>                                |              |            |                 |
|---|--------------|------------|------------|--|--------------|------------|-----------------|
| <b>42+ minute periods with 4/5 minute passing time</b>  |              |            |            | <b>Compressed Schedule</b>                                 |              |            |                 |
| <b>Bus Release: 7:02</b> Students go directly to locker |              |            |            | <b>Bus Release: 8:02</b><br>Students go directly to locker |              |            |                 |
| <b>Warning Bell 7:07</b>                                |              |            |            | <b>Warning Bell 8:07</b><br>NO Breakfast Served            |              |            |                 |
| <b>Per.</b>   | <b>Start</b> | <b>End</b> | <b>Dur</b> | <b>Per.</b>  | <b>Start</b> | <b>End</b> | <b>Duration</b> |
| HR  | 7:12         | 7:23       | 11         | HR   | 8:12         | 8:20       | 8               |
| 1   | 7:27         | 8:09       | 42         | 1  | 8:24         | 8:47       | 23              |
| 2   | 8:13         | 8:55       | 42         | 2  | 8:51         | 9:14       | 23              |

|  |              |            |                 |   |              |            |            |
|--|--------------|------------|-----------------|---|--------------|------------|------------|
| 3  | 8:59         | 9:41       | 42              | 3   | 9:18         | 9:41       | 23         |
| 4  | 9:45         | 10:27      | 42              | 4   | 9:45         | 10:27      | 42         |
| 5 (L-1)  | 10:32        | 11:14      | 42              | 5 (L-1)   | 10:32        | 11:14      | 42         |
| 6 (L-2)  | 11:19        | 12:01      | 42              | 6 (L-2)   | 11:19        | 12:01      | 42         |
| 7 (L-3)  | 12:06        | 12:48      | 42              | 7 (L-3)   | 12:06        | 12:48      | 42         |
| 8  | 12:53        | 1:35       | 42              | 8   | 12:53        | 1:35       | 42         |
| 9  | 1:39         | 2:22       | 43              | 9   | 1:39         | 2:22       | 43         |
| <b>P.M. Announcements during Period 9</b>                  |              |            |                 | <b>P.M. Announcements during Period 9</b>   |              |            |            |
| <b>Two Hour Delay Start</b>                                |              |            |                 | <b>Pep Rally/PM Assembly</b>  |              |            |            |
| <b>Compressed Schedule</b>                                 |              |            |                 | <b>Compressed Schedule</b>  |              |            |            |
| <b>Bus Release: 9:02</b><br>Students go directly to locker |              |            |                 | <b>Bus Release: 7:02</b><br>Students go directly to locker  |              |            |            |
| <b>Warning Bell 9:07</b><br>NO Breakfast Served            |              |            |                 | <b>Warning Bell 7:07</b><br>Breakfast Will Be Served  |              |            |            |
| <b>Per.</b>  | <b>Start</b> | <b>End</b> | <b>Duration</b> | <b>Per.</b>   | <b>Start</b> | <b>End</b> | <b>Dur</b> |
| HR   | 9:08         | 9:16       | 8               | HR  | 7:12         | 7:23       | 11         |
| 1  | 9:20         | 9:50       | 30              | 1   | 7:27         | 8:00       | 33         |
| 2  | 9:54         | 10:24      | 30              | 2   | 8:04         | 8:37       | 33         |
| 3  | 10:28        | 10:58      | 30              | 3   | 8:41         | 9:14       | 33         |
| 4  | 11:02        | 11:32      | 30              | 4   | 9:18         | 9:51       | 33         |
| 5 (L-1)  | 11:36        | 12:06      | 30              | 5 (L-1)   | 9:55         | 10:28      | 33         |
| 6 (L-2)  | 12:10        | 12:40      | 30              | 6 (L-2)   | 10:32        | 11:05      | 33         |
| 7 (L-3)  | 12:44        | 1:14       | 30              | 7 (L-3)   | 11:09        | 11:42      | 33         |
| 8  | 1:18         | 1:48       | 30              | 8   | 11:46        | 12:19      | 33         |
| 9  | 1:52         | 2:22       | 30              | 9   | 12:23        | 12:56      | 33         |
|  |              |            |                 | HR Student report to HR/ MCTI students will report to HR upon arrival.                                      |              |            |            |
|  |              |            |                 | 1:00 –HR teachers escort students to gym and sit in bleachers   |              |            |            |
|  |              |            |                 | Pep Rally 1:10 2:22 72 OR   |              |            |            |
|  |              |            |                 | Assembly 1:10 2:22 72   |              |            |            |
|  |              |            |                 | -Teachers without a HR will assist in supervision of students during Pep Rally/Assembly                     |              |            |            |
|  |              |            |                 | -Teachers without a HR will report to assigned hallway posts for student supervision @2:18 during dismissal |              |            |            |
| <b>P.M. Announcements during Period 9</b>                  |              |            |                 | <b>4 minute passing time.</b>   |              |            |            |

Standard 10 Minute PM HR Schedule PD 8 12:53 – 1:28 35 Min. PD 9 1:32 – 2:08 36 Min.  
 Homeroom 2:12 -- 2:22 10 Min. Teacher Day 7:00AM until 2:30PM

**APPENDIX III**  
**No. 249**



|  |   |
|--|---|
| 4. Delegation of Responsibility                                  | <p>result of good faith reports of bullying.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p>   |
| SC1303.1-A   | <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>  |
| SC1303.1-A   | <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p>   |
| SC1303.1-A   | <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every (3) years and recommend necessary revisions to the Board.</p>   |
| 5. Guidelines<br>SC1303.1-A<br>Title 22<br>Sec, 12.3<br>Pol. 218 | <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> <li>1. Board’s Bullying Policy.</li> <li>2. Report of bullying incidents.</li> <li>3. Information on the development and implementation of any bullying prevention, intervention or educational programs.</li> </ol>  |
| SC 1302-A,<br>1303.1-A<br>Pol. 236                               | <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p>  |
| SC 1303.1-A<br>Pol. 218, 233                                     | <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.</p> <p><u>Education</u></p> <p>The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences For Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ul style="list-style-type: none"> <li>- Counseling within the school;</li> <li>- Parental conference;</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>- Loss of school privileges;</li> <li>- Transfer to another school building, classroom or school bus;</li> <li>- Exclusion from school-sponsored activities;</li> <li>- Detention;</li> <li>- Suspension;</li> <li>- Expulsion;</li> <li>- Counseling/Therapy outside of school; and/or</li> <li>- Referral to law enforcement officials.</li> </ul> <p>References:</p> <p>School Code- 24 P.S. Sec. 1302-A, 1303.1-A</p> <p>State Board of Education Regulations - 22 PA Code Sec. 12.3</p> <p>Board Policy - 000, 218, 233, 236, 248</p> |
|--|---|

**APPENDIX IV**  
**TRANSPORTATION PROBATION PRIVILEGE**  
**STROUDSBURG JUNIOR HIGH SCHOOL**  
**1901 Chipperfield Drive**  
**Stroudsburg, PA 18360**

After investigating and evaluating the factors involved in your child’s violations of bus rules, we have decided to offer you the following opportunity.

We will not immediately pursue Transportation Suspension for the remainder of the school year if \_\_\_\_\_, you and/or your spouse agree to the following stipulations:

1. \_\_\_\_\_ will be placed on Transportation Probation for the remainder of the school year.
  - a. The student will not violate any Stroudsburg Bus Transportation Rules, i.e. fighting, disrespect, out of seat, etc.
  - b. The student will sit in a seat to be determined by the bus driver and the building administrator.
2. Weekly transportation progress reports will be submitted by the bus driver to the Transportation Department for the remainder of the school year and mailed home to the parents. (A copy will be sent to the appropriate administrative office.)

If the terms of this contract are agreed upon by \_\_\_\_\_, and you and/or your spouse, the student will be immediately reinstated on the bus. If your child violates any of the stipulations of this contract, he/she will immediately be suspended from the bus for the balance of the school year. The parent/guardian will be responsible for providing transportation arrangements to and from school each day of the suspension. Please be advised that students late to school and/or absences due to lack of transportation are considered unexcused/illegal.

We understand and hereby agree to the terms of this contract:

|                           |                    |                     |
|---------------------------|--------------------|---------------------|
| Date                      | Principal          | Assistant Principal |
| Student                   | Parent(s)/Guardian |                     |
| Transportation Department | Driver             |                     |

## **APPENDIX V**

### **EDUCATIONAL TRIP FORM**

**A key factor to successful school performance is class attendance. The School District does not recommend lengthy student absences whether excused or unexcused. Parents/guardians who are planning educational trips which are not school sponsored are advised of the following District Policy:**

1. **Parents/guardians must request approval at least two weeks prior to the trip. At that time, the principal will determine if the trip is educational and excusable. The two-week notice is necessary to provide adequate teacher time to provide assignments if the proposed trip is approved.**
2. **A total of five school days in an academic year may be excused for educational trips. Additional absences for educational trips will be unexcused and/or unlawful as the statutes may apply.**
3. **Students may be given appropriate assignments as determined by the teacher and approved by the principal.**
4. **Any exceptions to this policy due to extenuating circumstances must be approved by the Superintendent.**

***THIS SECTION TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S) AND SUBMITTED TO THE MAIN OFFICE AT LEAST TEN SCHOOL DAYS PRIOR TO THE TRIP.***

Student Name \_\_\_\_\_ School \_\_\_\_\_ ID # \_\_\_\_\_ HR Teacher \_\_\_\_\_

Dates of Trip - From: \_\_\_\_\_ to \_\_\_\_\_ Number of missed school days: \_\_\_\_\_

Description of Educational Trip:

Parent's / Guardian's Signature \_\_\_\_\_ Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

*LIST ALL SIBLINGS WHO ARE ENROLLED IN THE DISTRICT AND WILL BE PARTICIPATING IN THE EDUCATIONAL TRIP:*

Student Name \_\_\_\_\_ Grade/ID# \_\_\_\_/\_\_\_\_ School \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY TEACHERS:**

Subject \_\_\_\_\_ Teacher \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PRINCIPAL:**

Total number of educational trip days to date \_\_\_\_\_ Total number of days for all educational trips: \_\_\_\_\_

Total number of days absent to date \_\_\_\_\_ out of \_\_\_\_\_ days possible = \_\_\_\_\_ % attendance.

\_\_\_\_\_ **Approved/** \_\_\_\_\_ **Not Approved OR** \_\_\_\_\_ **Recommended/** \_\_\_\_\_ **Not Recommended**

\_\_\_\_\_ **Requires Superintendent's Approval**

Comments if not approved or recommended: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE SUPERINTENDENT:**

\_\_\_\_\_ **Approved/** \_\_\_\_\_ **Not Approved**

Signature of Superintendent (if over 5 days): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments if not approved: \_\_\_\_\_

**APPENDIX VI**  
**NOTIFICATION OF RIGHTS UNDER THE FERPA**  
**THE STROUDSBURG AREA SCHOOL DISTRICT**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days (30 days for students with disabilities) of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Stroudsburg Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the needs to review an education record in order to fulfill his or her professional responsibility.

## APPENDIX VII

### FORM TO RECEIVE MEDICATION DURING THE SCHOOL DAY **Stroudsburg Junior High School**

#### **AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

**This form must be completed whenever any medication (over the counter or prescription) must be given to a student during school hours to maintain sufficient health to remain in school. Medication must be packaged in the properly labeled pharmacy container.**

**To The Physician:**

---

**(Name of Pupil)**

**(Age)**

**(School)**

Medication and dosage: \_\_\_\_\_

Time Schedule: \_\_\_\_\_

Duration (days, weeks) \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Special conditions to observe: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Physician)

**To The Parents:**

**I authorize the Stroudsburg Area School District to administer the above medication as prescribed. I do hereby release, discharge and hold harmless the Stroudsburg Area School District, its agents and employees, from any and all liability and claim whatsoever for the administration of the above medication to my child should they develop any allergic reaction from the medication.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)

**APPENDIX VIII**

**DRUG & ALCOHOL REFERRAL DISPOSITION CHART**

| <i>Situational Category</i>  | <i>Immediate Action</i>   | <i>Investigation</i>   | <i>Notification Of Parents</i> | <i>Notification Of Police</i> | <i>Disposition Of Substance</i> | <i>Disposition of Referral And Possible Consequences of Violations</i>  |
|--|---|--|--------------------------------|-------------------------------|---------------------------------|---|
| A staff member has a concern about student   | Staff member refers student to Administration via referral form   | Administration investigates and determines appropriateness of referral | Yes                            | Not applicable                | Not applicable                  | File for future reference<br>OR<br>Send out staff checklists on student |
| A student contacts a staff member in regard to the drug/alcohol use of another student | Staff member refers student to Administration, only identifying "at risk" student, and not the problem. | Administration investigates  | Yes                            | Not applicable                | Not applicable                  | File for future reference<br>OR<br>Send out staff checklists on student |

|   |   |  |  |   |   |   |
|---|---|--|--|---|---|---|
| Student volunteers information about personal D & A use and seeks help.   | Student is encouraged to seek assistance from Administration or assigned guidance counselor and fills out referral form.  | Administration meets with student.   | Yes  | Not applicable  | Not applicable  | File for future reference OR<br>Send out staff checklists on student  |
| The student has a drug, mood-altering substance, or alcohol-related medical emergency.                                  | Standard health and first aid procedures followed. Nurse will be summoned immediately. The student will be transported to a medical facility at parental expense. | The principal or designee will investigate the incident. This may include a search of the student, student's locker, vehicle, and other possessions. | Yes  | At the discretion of the principal or designee, pending the outcome of the investigation. | Analysis will be made   | Referral to Administration. If there is evidence of further violation, see appropriate situational category.  |
| Student possesses drug-related paraphernalia, no evidence of use.   | Principal or designee is summoned and Administration is notified. Paraphernalia is confiscated. Staff member writes anecdotal record of the incident.             | Student locker, vehicle, and other possessions will be searched, confiscation of substance if found.   | Yes  | At the discretion of the principal or designee.   | Analysis if warranted.  | Required meeting with Administration, parents, student.. Informal hearing. 3-10 days OSS. If evidence of further violation, see appropriate situational category. |
| Student possesses; uses; conspires to buy, sell, deliver, or is under the influence of drugs or alcohol. First offense. | Principal or designee is summoned. Staff member writes anecdotal report.  | The student, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia.                     | Yes, requested to come to the school or to the location of the activity immediately. | Yes   | Analysis will be made for possible use in further proceeding. | Referral to SAP, informal hearing. 10 day OSS. Required participation in D & A assessment. Possible recommendation for formal hearing for expulsion.              |

**APPENDIX VIII**  
**DRUG & ALCOHOL REFERRAL DISPOSITION CHART**

| <i>Situational Category</i>  | <i>Immediate Action</i>  | <i>Investigation</i>   | <i>Notification Of Parents</i>                    | <i>Notification Of Police</i> | <i>Disposition of Substance</i>                               | <i>Disposition of Referral and Possible Consequences of Violations</i> |
|--|--|--|---|-------------------------------|---|--|
| Student possesses; uses; conspires to buy, sell, deliver; or is under the influence of drugs or alcohol. Second and all subsequent offenses. | Principal or designee is summoned. Staff member writes anecdotal report of the incident. | The student, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia. | Yes, requested to come to the school immediately. | Yes                           | Analysis will be made for possible use in further proceeding. | Informal hearing. 10 day OSS. Formal board hearing for expulsion.      |
| Student possess; uses; conspires to buy, sell, deliver,  | Chaperone will contact the group advisor or principal                                    | The students, the student's locker, vehicle, and other   | Yes, requested to come to the school              | Yes                           | Analysis will be made for possible use                        | The student may be sent home immediately at parental expense, or       |

|   |   |   |   |  |  |   |
|---|---|---|---|--|--|---|
| or is under the influence of drugs or alcohol at a school-related activity on or off school property. | or designee. Student isolated from group. Anecdotal report written. | possessions will be searched. Confiscation of substance and paraphernalia.          | immediately.  |  | in further proceeding.                                     | detained until a parent can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation.   |
| A student is distributing a drug, alcohol, or controlled substance.                                   | Principal or designee is summoned.                                  | The student, the student's locker, vehicle, and other possessions will be searched. | Yes. Requested to come to the principal's office immediately. | Yes, In order that they may take further action. | Analysis for use in further proceedings will be requested. | Informal hearing. 10 day OSS. Formal board hearing for expulsion. The administration will request that conditions for the return to school following expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility. Update of the situation to Administration. |

**APPENDIX IX**  
**PARENTAL CONSENT FOR USE OF STUDENT**  
**PHOTOGRAPH, VIDEOTAPE OR OTHER IMAGES**

Sometimes photographs, videotape or other images of students are taken during school activities by the Stroudsburg Area School District or under its direction. These are then presented beyond the school classroom in various school-sponsored media, including photographs, videotape productions, newspapers, television programs, brochures, handbooks, programs, and Internet and Online web pages. As you know, students benefit in numerous ways by taking part in creating media publications and by displaying their pictures. At the same time, in some cases, parents or students could feel that portraying their image could be harmful to them.

In order to protect the level of privacy you desire for your child, please complete and sign the form below and return it to \_\_\_\_\_ by \_\_\_\_\_. Your signature releases the District from liability. The District will not use your child's photographs, videotape footage, or other images until the District receives written approval from you to do so.

1. I/We, the parents or guardians of \_\_\_\_\_ hereby; give our consent to the Stroudsburg Area School District to use our child's (ren's) image in the following District sanctioned forms of media for the 2011-2012 school year:

2. I/We hereby remise, release, and forever discharge the District from any liability for any injury or action against the above-named student resulting from the use of such photographs, videotape footage, or other image in any medium utilized. This release includes that the District will not be responsible for other Internet users' reproduction, display, distribution, or modification of students' images used, in whole or in part, in obscene, pornographic, or any manner, nor will the District be responsible for, among others, the copyright infringement, defamation, misrepresentation, criminal acts, cybertheft, cyberstalking, or other use of the District's website images and information

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Parent/Guardian (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

## **APPENDIX X**

### **Property Integrated Pest Management Policy**

The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemical used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.

Integrated Pest management is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IMP promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.

The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.

The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulation promulgated by the Department of Agriculture.

The Superintendent or designee (Supervisor of Buildings and Grounds) shall be responsible to implement integrated pest management procedures and to coordinate communications between the district and the approved contractor.

The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency application of pesticides in school buildings and on school grounds. Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

## **APPENDIX XI**

### **Audio and Visual Surveillance**

To discourage misconduct, maintain safety and order on school property and in school vehicles, and protect and maintain the security, safety and property of students and others. The Board has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on school property and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and District rules, regulations and policies.

The use of surveillance systems shall be under the direction of the Superintendent and/or his/her designee.

- 1) Tape or other recordings from surveillance equipment shall become and remain the property of the District and shall be maintained, used and/or destroyed under the supervision, direction, and control of school officials. Recordings shall be subject to other applicable policies of the district, including policies concerning confidentiality of student and personnel records, and shall be subject to applicable requirements of State and federal laws.
- 2) The District shall provide proper notice to students and others that audio and/or video surveillance may occur on any school property or transportation vehicle at any time. The District shall post written notice and provide notice in District handbooks and parent/District newsletters.
- 3) Audio and/or video surveillance shall be used only to promote the order, safety, security, and property of students, staff and others. Recording may be used for review of any incidents, staff and others as evidence for disciplinary action and may be released to law enforcement officials or legal counsel for the District for use in criminal or civil proceedings.

**APPENDIX XII**

**Permission Form to Walk to/from School**

I, \_\_\_\_\_, give my child, \_\_\_\_\_

Permission to walk to/from school on \_\_\_\_\_.

I hereby agree to release and forever discharge the Stroudsburg Area School District, Stroudsburg Area School District Board of Education and all employees and staff members from any and all liability in the event my child or children are injured while walking to and from the \_\_\_\_\_ school for which I have given permission for my child or children to do so.

**This form must be on file in the Main Office prior to dismissal of school on the day of the request.**

Emergency contact numbers are:

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

Relationship: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Administration approval:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

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

## **APPENDIX XIII**

### **Nutritional Standards for Competitive Foods (Parent Letter)**

Dear Parent and/or Guardian:

This letter is being sent to inform you of the Stroudsburg Area School District Wellness Policy regarding school and classroom parties. Our Policy is a result of Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, signed by President Bush in July 2004. The law states nutrition guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity.

As a result of the policy, the following regulations have been implemented in regards to school and classroom parties:

Non-food school and classroom parties and holiday celebrations are encouraged.

Foods and beverages offered will meet the following standards:

- Sugar products will not be listed as the first ingredient.
- Fresh fruit and vegetables will be offered (ideas: fruit kabobs, fruit slices with yogurt dip, apple slices with caramel dip).
- Baked goods offered will be low in sugar and low in fat. Examples of acceptable baked goods are raisin oatmeal cookies, muffins, fruit breads (banana bread, berry bread, apple bread, pumpkin bread, carrot cake, applesauce cake).
- Water, zero calorie flavored water, 100% fruit juice or 1% milk will be offered as beverage choices. No soda will be allowed.
- Provide minimal to no trans fatty acids.
- Provide items that contain at least two grams of fiber per serving.
- Do not offer any Foods of Minimal Nutritional Value (USDA regulation 7CFR210 and 220).
- Portions will be single serving size.

**All food items sent into school that do not comply with the policy will not be accepted and will be returned.**

## **APPENDIX IVX**

### **Student Email Permission Form**

## Stroudsburg Area School District

Stroudsburg Area School District (SASD) has created email accounts for all students in grades 3-12. The accounts will be used at school for school related purposes. In this digital age, it is important for our students to master effective and appropriate communication and collaboration skills in the virtual setting. The primary goal is to enhance student learning within the SASD. Using Google Apps for Education (GAFE), the learning environment will become more efficient and effective while addressing instructional standards through the use of collaborative tools. All email accounts will be housed on a Google mail server which meets and exceeds federal regulations. Your child's security is our utmost concern. The Stroudsburg Area School District has a separate and secure *sbmounties.org* Google domain that is specifically intended for SASD staff, faculty and students. The student accounts are part of a group domain through SASD and will not have independent rights as do personal Gmail accounts.

It is important for school and families to work together to achieve success in educational initiatives. We are asking your permission to provide an email account to your child. Students will not be assigned an email without parental/guardian consent. In addition, all students will need to complete a brief internet safety course. When the course is complete, your child will include their certificate of completion with their consent form. All students will have the option to take the brief course in school.

The email naming convention will be [studentIDnumber@sbmounties.org](mailto:studentIDnumber@sbmounties.org). This naming convention is secure and will not allow access to additional student information associated with the students' ID number. Students will be assigned a password. If students are not given email permission from a parent/guardian, they will still have access to all Google collaborative tools, such as word processor, presentations, spreadsheets, drive, and calendar under the *sbmounties.org* domain. This email account will be considered the student's official SASD email account until the student is no longer enrolled in the district.

Student email may not be used in the following ways: unlawful activities (including harassment and/or bullying), commercial purposes, personal financial gains, false identity, misrepresentation of SASD, interference with SASD technology operations (chain letters, unsolicited communications, disruption of electronic communications, etc.). Access to email is a privilege and the SASD maintains the right to immediately withdraw the access and use of email when there is reason to believe that violations of law and/or District policies have occurred. School administration within the SASD has the right to suspend usage based on the occurring infraction at their discretion. The SASD reserves the right to access the *sbmounties.org* Google mail system, including current and archived files of user accounts if there is reasonable suspicion that unacceptable use has occurred. The general right of privacy will be extended to the degree possible in the electronic environment. System administrators may need to gather data to ensure proper functioning of the system from time to time. All contents are considered confidential and private and will only be acknowledged for the purpose of diagnosing and correcting problems within the system software and hardware.

Please return the signed portion of this letter by October 1, 2015. If you give permission for your child to have an email in the *sbmounties.org* domain, your child will complete the brief certification process and receive their email. Please feel free to contact Kathleen Covey at (570)213-3669 if you have any questions or concerns.



**Student Email Permission Form  
Stroudsburg Area School District  
School Year 2015-2016**

---

**Parent/Guardian:**

\_\_\_ I give my permission for my child to be assigned an email account under Google *sbmounties.org*.

\_\_\_ I do not give permission for my child to be assigned an email account. They may have a Google Drive and Calendar account only.

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

Parent Signature: \_\_\_\_\_

Parent (Print): \_\_\_\_\_

**Student:**

I agree to adhere to the guidelines and SASD policies stated above for use of my *sbmounties.org* account.

Student Signature: \_\_\_\_\_

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

Student (Print): \_\_\_\_\_

**ALMA MATER**

**When the first faint flush of dawn is seen**

**Calmly Still, Calmly Still**

**Bathed in gleaming gold and crimson sheen**

Is our high school on the hill.  
Home of all our youthful joys thou art  
Happy days, happy days;  
And the throb of each devoted heart  
Is re-echoed in this song of praise  
Though the years quickly fly,  
All our loyal friends give place to new,  
To our Alma Mater we'll be true-  
STROUDSBURG HIGH,  
STROUDSBURG HIGH,  
When the evening sunbeams gently fall  
From the sky, from the sky  
Tenderly they gild the Western Wall  
Of our dear old Stroudsburg High  
And by fortune though our lots be cast  
Far away, far away,  
It will come to us throughout the past  
As a guide upon our onward way,  
In vain we will sigh  
For the happy hours that are no more,  
And fond memories will linger o'er  
STROUDSBURG HIGH SCHOOL

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From time to time, we all need assistance from other people. In addition to your parents, teachers, counselors, minister/rabbi, relative, the list below includes some agencies, which can offer you assistance.

|   |                       |
|---|-----------------------|
| <b>Children and Youth Services</b>            | <b>570-420-3590</b>   |
| <b>Women's Resources Hotline</b>              | <b>570-424-4200</b>   |
| <b>Alcoholics Anonymous</b>                   | <b>570-424-8532</b>   |
| <b>Drug and Alcohol Commission</b>            | <b>570-421-1960</b>   |
| <b>Big Brother/Big Sister</b>                 | <b>570-421-2877</b>   |
| <b>Mental Health/ Mental Retardation</b>      | <b>570-421-2901</b>   |
| <b>Planned Parenthood</b>                     | <b>570-424-8306</b>   |
| <b>Rape Crisis</b>                            | <b>570-421-4200</b>   |
| <b>Youth Employment Services</b>              | <b>570-620-2410</b>   |
| <b>Domestic Violence</b>                      | <b>570-421-4200</b>   |
| <b>Narcotics Anonymous</b>                    | <b>570-421-6618</b>   |
| <b>Child Line (Child Abuse)</b>               | <b>1-800-854-3123</b> |
| <b>Redco Group Behavioral Health Services</b> | <b>570-420-8070</b>   |
| <b>KidsPeace Helpline</b>                     | <b>1-800-334-4KID</b> |
| <b>Monroe County State Health Center</b>      | <b>570-424-3020</b>   |
| <b>Monroe County Assistance Office</b>        | <b>570-424-3030</b>   |