

FRANKLIN REGIONAL SENIOR HIGH SCHOOL

**STUDENT HANDBOOK
2019-2020**

District Phone Number:

724-327-5456

Extensions:

Superintendent's Office: 7613

Senior High Office: 5003 & 5005

Counseling Office: 5006

Nurse's Office: 5011

Athletic Office: 5013

Web Address:

<http://www.frsdk12.org/>

Teachers' email addresses have direct links from the above web site.

STUDENT NAME: _____

(The replacement cost of this planner is \$10.00. Extra copies may be purchased through the Counseling Center.)

Title IX: The Franklin Regional School District complies with Title IX of the Education Amendments of 1972. The school district does not discriminate on the basis of sex in the educational programs or activities which it operates. This policy includes employment and admission to such programs and activities.

Mission

We, the Franklin Regional School community, strive for excellence, learning, achievement and citizenship in all we do.

Vision

Excellence: We are committed to excellence. Students, families, staff, administrators, and community partners work every day to make our school environment more vibrant, rigorous, creative, adaptable, and fun.

Learning: We are committed to learning as a multi-faceted, life-long process and the focus of everything we do. We expect everyone to develop knowledge, skills, and self-awareness.

Achievement: We are committed to growth in academics, the arts, and athletics. We promote, recognize, and value our accomplishments.

Citizenship: We act with integrity and in an ethical and responsible manner. In this way, we promote each person's ability to be a productive, contributing, thoughtful, respectful, and socially responsible citizen.

Shared Values

1. Everyone is expected to act with honesty and integrity.
2. Everyone can learn.
3. Everyone deserves the opportunity to be valued and respected.
4. Everyone is a contributing partner in the educational process.
5. Everyone is entitled to an environment that promotes high expectations and accountability through challenging and meaningful work.
6. Everyone is expected to embrace a lifelong quest for learning.
7. Everyone is responsible for the effective use of resources.
8. Everyone is expected to appreciate the importance, contribution, and impact of diversity in our global society.
9. Everyone is entitled to and shares responsibility for maintaining a safe, supportive environment.
10. Everyone is expected to learn to engage in dialogue and discuss differences with civility.

PARENT AND STUDENT HANDBOOK
2019-2020

Franklin Regional School District continues to update its School Board Policies to align with the ideals of the district in association with the guidelines set forth by the Pennsylvania Department of Education regulations. Most, though not all, school board policies are cited and briefly explained in the following contents of this handbook. However, all students are to adhere to all Board policies listed under the “Board Policy” sections of the “School Board” tab of the FRSD Website regardless of whether they are listed in our school’s handbook. FRSH will adhere to either the “Policy Manual – New” option unless a new policy is still in the process of approval in which FRSH will then follow the “Policy Manual – Old” guidelines. For your convenience, the following guidelines identify the most common Board policies for FRSH.

EMERGENCY SCHOOL CLOSINGS
AND DELAYS

When weather conditions or emergency situations make it necessary to close Franklin Regional Schools, the closing will be announced on local radio stations, television stations KDKA, WTAE, WPXI, Channel 19 , and on the FR website. The decision to close the schools because of weather conditions is made by the Superintendent of Schools on the basis of information received from bus contractors, Penn DOT and police.

Any announcement that the Franklin Regional Schools are closed means that the closing is district-wide and includes all elementary and secondary schools. An individual school will not be named unless the emergency affects only that particular school. The Board of School Directors will determine makeup days when it is necessary.

In extreme situations, students may be dismissed early. This information will also be announced on local radio stations.

PLEASE DO NOT CALL
THE SCHOOL FOR CLOSING
INFORMATION!

2019-2020 School Calendar

8/21/19 First Day for Students
9/02/19 Labor Day - No School
10/14/19 Columbus Day No School

10/25/19 Prof. Dev. - No School for students
11/11/19 Parent Conferences - No School for students
11/12/19 Prof. Dev. - No School for students
11/27-12/02/19 Holiday Break
12/03/19 Classes Resume
12/23/19-/01/03/20 Winter Break
1/06/20 Classes Resume
1/20/20 MLK Jr. Holiday/No School
1/21/20 Prof.Dev.-No School for students
2/17/20 President’s Day/No School Snow Makeup Day #1
3/27/20 Prof. Dev.-No School
4/09-4/14/20 Spring Break
Snow makeup day #2 4/14
Snow makeup day #3 4/09
4/15/20 Classes Resume
5/25/20 Memorial Day - No School
6/5/20 Last Day for Students (Half Day)
Graduation

The policies and rules contained in this planner are provided as a general guideline to students and parents. Complete and current written copies of the District Policies are available in the principal’s and superintendent’s offices as well as on the District website.

SENIOR HIGH ATTENDANCE POLICY
204

Absences

Maximum Absences

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days may require an excuse from a licensed physician. For communication purposes, the school will send written notifications to parent(s)/guardian(s) as near as possible to accumulated benchmark absence levels of five (5), seven (7) and ten (10) days.

Consecutive Absences

Students who miss ten (10) consecutive school days may be dropped from the active membership roll unless the school has evidence that the absence is legal.

A. Excused Absences:

Permissible excused absences from school are: (1) personal illness, (2) quarantine, (3) death in the immediate family, (4) approved religious holidays, (5) pre-approved educational travel, (6) school sponsored activities, (7) school sponsored athletic and/or extracurricular events, (8) college visits with official documentation from the college admission office and (9) other urgent reasons, with approval.

B. Unexcused Absences:

The following constitute unexcused absences: (1) lack of a written excuse from the parent/guardian, (2) absence because of parental neglect, (3) unapproved educational travel, (4) oversleeping, (5) missing the school bus, (6) working at home, (7) truancy, and (8) other reasons not sanctioned under excused absences.

C. Unlawful Absences:

Any unexcused absence for pupils of compulsory school age is also unlawful.

Readmitting Absent Students

Upon return from an absence, a written excuse must be presented within three (3) school days and should include the student's name, date of the absence, reason for absence, and signature of the parent/guardian. If the excuse is not provided by the third day of return, the absence will be considered unexcused. The excuse should include the following information on the proper form:

1. Full name
2. Date of absence
3. Reason for absence
4. Signature of parent/guardian

Penalty for Unlawful Absence

First Offense: When a student earns a first unlawful absence as verified by the principal and/or his designee, the parent will be notified by mail with the First Offense Notice. The First Offense Notice is only a warning.

Subsequent Offenses: After the first notice is sent, the second unlawful student absence during the school year becomes a second offense. A Second Offense Notice will be sent by mail to the parent/guardian. If a student is unlawfully absent a third time, a Third Offense Notice will be sent by certified mail and a SCHOOL ATTENDANCE IMPROVEMENT CONFERENCE (SAIC) will be held to develop a mutually agreed upon SAIC Plan. At the end of the conference, all parties will sign a comprehensive SAIC Plan that is agreed to by the school representative, the child and the parent(s) or guardians.

If unlawful absences continue following the aforementioned notifications and meetings, the school district may file the case with the local magisterial district judge, who may find the parent in violation of the compulsory school attendance law and, as a result, impose a fine. Students convicted of violating compulsory attendance laws also face suspension of their driver's license or become ineligible to apply for a driver's license.

Children under 15 years of age may be referred to the local county children and youth agency for services, which may include addressing family issues that may be responsible for the child's truant behavior or possible adjudication as a 'dependent' child under the Juvenile Act.

The District will refer all future incidents of truancy to the local magisterial judge and may refer to the local county children and youth services.

TARDINESS TO SCHOOL

A student is tardy to school if he/she is not in school and in his/her assigned area by the tardy bell to start the school day. All occurrences of

tardiness are unexcused unless a student has a doctor's excuse for the late arrival. Any student arriving tardy after 4th period will be marked absent for the day and may not participate in activities after school on that day. Students who arrive after Period 4 must submit a parent excuse that will count toward one of the ten parent-excused absences permitted for the school year. Failure to submit a valid excuse will result in the absence being marked as Unexcused. Students may submit a doctor's note for that morning if they come in tardy to be excused, otherwise they will be marked absent and will be ineligible to participate in activities after school for that day. Participants in activities are expected to report to school on time on the day following the activity.

Any student who accumulates an unexcused tardy count of three (3) times within the same marking period may receive a written warning notification in the mail. Any student who is tardy (5) times may be assigned a unit of office detention or other disciplinary action for each nine (9) week grading period. Additional and likely stronger consequences may occur if successive unexcused tardiness concerns beyond five (5) times per marking period.

EARLY DISMISSALS

Students to be excused from school before regular dismissal time must bring the proper school excuse form (see below) from home stating the time and reason for the early dismissal. Early dismissal passes are issued in the main office only and **MUST BE OBTAINED BEFORE THE START OF THE SCHOOL DAY**. Transportation must be arranged by the parents and must be stated as part of the excuse. In case of an extreme emergency, the parent is responsible for making arrangements through the school office. **The school district requires that students receiving early dismissals for medical or dental appointments bring an appointment notice from the doctor when the excuse is issued or when the student returns from the appointment.**

The form is titled "FRANKLIN REGIONAL SCHOOL DISTRICT SCHOOL ABSENCE EXCUSE FORM". It includes fields for Student Name, Grade, Absence Date(s), Tardy Date(s), Early Dismissal Date(s), and Early Dismissal Time. A note states: "Pennsylvania State Law requires an explanation from the parent/guardian for each absence or late arrival. Please provide the reason for your child's absence below." There are lines for Reason(s), Parent Name (Printed), Parent Signature (ink), and Date.

Parents and students are strongly encouraged to make personal appointments before or after school hours since being dismissed early from school can cause a disruption to the educational process. These absences will also accrue against the number of days of attendance unless a doctor's excuse is submitted to the front office within three days of the appointment.

MAKE-UP WORK

In accordance with Policy 204, students who are absent from school are required to make up the work missed in each class. **It is the student's responsibility to become familiar with the following guidelines regarding make-up work** and pursue the successful completion of all class work missed. This includes all classes such as Fitness, Music, Art, and Family and Consumer Science (FACS).

1. In the secondary schools, the students shall be responsible for contacting the instructors concerning arrangements to make up work missed or exams.
2. Such make-up work, if completed within this policy's requirements, shall not receive less credit, unless the absence was a class cut or unlawful absence.
3. It is strongly recommended that students have not less than the number of days they were absent to complete the make-up assignments.
4. Teachers are encouraged to create make-up exams that are different from the actual test administered on test day. However, the level of difficulty of the exam may not be increased as compared with the regular exam administered to the rest of the class.

PERFECT ATTENDANCE AWARD

Seniors who do not have any absences, tardies, or early dismissals, for whatever reason, on

their attendance record for grades 9-12 will be recognized in the commencement program.

HOMEBOUND INSTRUCTION

In accordance with Policy 117: Homebound Instruction, students receiving Homebound instruction are considered present. Homebound tutors may be provided for any student who will be absent from school for an extended period, provided there is a written physician's recommendation for such instruction to the school district. For academic and attendance purposes, it is the parent's and child's responsibility to ensure that the child is available to receive Homebound instruction when the Homebound instructor is able to tutor the child. The written recommendations shall include the diagnosis and prognosis by the family physician. If the physician/parent request is for more than four (4) calendar weeks of Homebound, then the parents must reapply and the physician must re-evaluate for every additional four (4) calendar weeks of Homebound.

FRSH BUILDING RULES

DRESS CODE

In accordance with Policy 221, the students, faculty and administration believe that student dress is the responsibility of the family. However, some guidelines with respect to appropriate school attire and appearance are necessary. These guidelines shall be the basis, but not the sole determinant, of inappropriate school attire.

1. Attire must not be destructive to school property.
2. Dress must comply with all health and safety codes.
3. Dress must not interfere with the educational process or the rights of others.
4. Shoes must be worn.
5. Hats and hoods are prohibited in the building.

6. Winter coats and jackets must not be worn in the hallways or classrooms.

7. Bare midriffs, see-through garments, bare backs, halter tops, low-cut blouses and pants, spaghetti-strap tank tops, cut-offs, and torn clothing are prohibited.

8. Obscene or profane language, provocative pictures, and alcohol/drug-related logos on clothing or jewelry are prohibited on self. Chains, dog collars, choke chains or any other inappropriate or dangerous apparel will be prohibited.

9. For physical education class, students must wear a shirt and gym shorts. They also should have appropriate footwear and may wear warm-ups during cool weather.

If school authorities decide a student is dressed inappropriately or offensively, that student will have the opportunity to change his/her attire. If a change of clothing cannot be done, the student will be removed from classes until an appropriate replacement of clothing is made. If none can be found, the student may be sent home. Multiple dress code offenders may also receive additional discipline.

OTHER SCHOOL RULES

1. Students are not permitted to leave school property or go to their cars during the school day without prior permission from the office. Penalties could include loss of driving privileges, detention or suspension.

2. No student, class or organization is permitted to sell articles in school without the principal's approval. See Policy 229 for details.

3. Students are expected to pay to the school all debts, including detention, before promotion to the next grade or graduation.

4. Books, supplies and equipment are on loan to the students for the school year. Pupils are financially responsible for loss, damage, or excessive wear of these items. See Policy 224: Care of School Property for details.

5. The use of cellular phones and other electronic devices during the school day are permitted- at individual teacher's discretion-for educational purposes only. Inappropriate use of these devices, including sending/receiving text messages and postings to social media

networks, is prohibited. See Policy 237: Electronic Devices for details.

Students who use the devices inappropriately will receive progressive discipline as follows:

1st – Pick up in office at end of day

2nd – Parent pick up

3rd – Loss of BYOD privileges and progressive discipline as per District Policy

6. Backpacks must stay in lockers. Students are permitted to carry a purse or clear bag no larger than 11” x 17” to class.

7. Students are not permitted to carry extraneous items such as guitars, equipment, radios, etc. through the halls. These items must be placed in a teacher’s room.

8. Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. See Policy 220 for complete details.

STUDENT PARKING

Student Parking is for Seniors only and assigned on a space-available basis. Seniors may obtain applications for a parking permit from the front office during the summer of 2019. The fee is \$100.00. Class dues also must be paid and all detentions served prior to being granted a parking pass. Applications made available during July of the upcoming school year.

A limited number of passes for underclassmen who participate in sports or activities will be available through the Athletic Director’s office. Illegal parking by underclassmen will result in the loss of eligibility for a senior parking pass. See Policy 223 for details.

CLASS DUES

Class dues are a total of \$70.00, which must be paid in full prior to the Prom, other activities, or a senior parking pass. See Policy 229 for details.

SCHOOL-SPONSORED DANCES

1. No student or guest over twenty (20) years of age will be permitted to attend school-sponsored dances, including the prom. Any guest of a FRSH student must follow all guidelines, complete appropriate paperwork for the dance sponsor and adhere to the rules. See Policy 231 for details.

2. All school rules pertaining to student behavior in regard to the use of drugs, alcohol or tobacco of any kind will be in effect. Students suspected of being under the influence of drugs or alcohol will be dealt with appropriately according to procedure and subject to evaluation, including contacting police who then may issue a field sobriety test which can include a breathalyzer. If a student is asked to leave due to infractions no refund will be issued. See Policy 227 for details.

3. Students who leave dances may not be readmitted to the dance unless they have a permission slip signed by the chaperone or are accompanied by the security guard.

4. Middle School students are NOT PERMITTED TO ATTEND ANY HIGH SCHOOL DANCES, INCLUDING THE PROM. Sophomores may attend the prom only if accompanied by a junior or a senior. No freshmen are permitted at the prom.

5. Students who owe detention time may not attend any dance. Detention must be completed prior to purchasing a dance ticket.

6. Students must be present in school the day of the dance at least half day. If dance is on a Saturday, the student must be present at least half day on the Friday before.

7. Trading or selling or tickets is not allowed. Tickets are non-transferable and non-refundable. If a student cannot attend after purchase of ticket, please see the dance sponsor.

CHEATING

In association with the guidelines set forth in the Tiered Discipline Chart on Pages 30-33:

1. **First Offense:** Student is guilty of cheating receives a "zero" on the test, paper, project, or class work- documented parent contact required and Tier II Discipline.

2. **Second Offense:** Student is guilty of cheating receives a "zero" on the test, paper,

project, or class work- documented parent contact required and Tier III Discipline.

3. **Third Offense:** Student is guilty of cheating receives a "zero" on the test, paper, project, or class work- documented parent contact required and Tier III Discipline.

4. Students stealing, distributing or using unauthorized tests or any other such major form of cheating will receive Tier III Discipline.

5. Forms of electronic cheating, which include, but are not limited to, text messaging answers, electronic cheat sheets, digital photography for the purpose of cheating, etc., are subject to the same consequences as those outlined above.

6. Any student who alters his or her report card in any way, changing subject grade, or substituting a new report card for the one issued by the school, will face disciplinary consequences.

7. When a student commits plagiarism, "the use of another person's words or ideas without an acknowledgement of the source," he or she may receive a zero on the assignment and associated, aforementioned Offense consequences.

STAFF ACCOUNTABILITY FOR STUDENTS

All high school staff stands accountable for students' whereabouts and behavior. Teachers, as well as all other high school personnel, have the right and the responsibility to exercise authority in situations where student behavior is inappropriate. The high school administration asks that all students honor such authority. Failure to obey a reasonable request made by a staff member constitutes insubordination. Most students at the high school do respect authority and need no further reminder of this staff responsibility. See Old Policy 6107 for details.

REASONABLE FORCE

Should an occasion arise that demands it, reasonable force may be used by a teacher, an administrator, the SRO or security personnel to deal with student behavior. Examples of such situations are to quell a disturbance, to obtain possession of weapons or dangerous objects,

for self-defense, for protection of a person's property, or to remove a student who is disruptive or a danger to himself or others. See the guidelines set forth in the Tiered Discipline Chart on Pages 28-30.

SEXUAL/AIDS/HIV EDUCATION

In some courses, instruction dealing with family life/sex education and/or AIDS/HIV will occur. In accordance with Policy 105.2, students may be excused from such instruction by parents submitting a written request for excusal to the teacher(s) and building principal.

SCHOOL COUNSELING SERVICES

School Counseling Services are available for every student through a comprehensive school counseling program. The role of the counselor is to act as an advocate for students as they move through the four years of high school and beyond. Counselors work with students around many issues such as self-awareness, educational/career planning, test interpretation, home, school and/or social concerns or any matter the student feels should be discussed with a counselor.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program, or SAP, is our Counseling Center's formal, consistent and systematic approach to the early identification of students who are at risk due to mental health, drug/alcohol or other personal problems. The SAP Team is comprised of trained school professionals who receive referrals from parents, teachers, students and other school staff. After gathering information to assess the nature and extent of the concern, the SAP Team develops an action plan, which may include meeting with parents and/or the student, and referral to school or community support services, if appropriate. See Policy 236 for details.

WORKING PAPERS

In order to obtain working papers for summer or part-time employment, a student should see

the Counseling Center secretary who prepares a form which requires the signatures of the prospective employer, a medical doctor and a parent. When these steps are completed and the form returned to the Counseling Center, final papers are issued.

ARMED SERVICES MAILING LIST

By law, at the end of the junior year, the Counseling Center is required to provide to the Armed Services a list of junior students and their addresses. Students will be notified at that time and given the opportunity to have their names removed from this list.

CUSTODIAL/NONCUSTODIAL PARENTS SEPARATED/DIVORCED PARENTS

The Franklin Regional School District recognizes the wide responsibilities parents have with respect to the education of their children. In instances of separation and divorce, the following procedures govern communication practices with parents.

1. The person who enrolls the child in school shall be assumed to be the custodial parent. It will be further assumed that there are no restrictions on the other parent's rights to be kept informed of the child's school progress and activities.
2. Unless there are court-imposed restrictions, the noncustodial parent may request and receive copies of all progress reports, scholastic records and any other information provided to the custodial parent. Noncustodial parents wishing to receive such materials should contact the Counseling Center.
3. Should a court order curtail the right of the noncustodial parent, the custodial parent must provide the Counseling Center with a certified copy of the court order. If a parent falsely claims restriction of the other parent's rights concerning the child, the noncustodial parent may file with the Counseling Center a certified copy of the most recent court order on the matter. At all times, the school system abides by the most recent court order.
4. Unless there are court-imposed restrictions, the noncustodial parent is entitled to participate in all school activities to which the

custodial parent is invited, but only the parent who has been awarded legal custody by the court has the right to be involved in decisions regarding the education of the child.

5. The noncustodial parent may not visit the child during school hours, nor will the child be released to a noncustodial parent unless such visits or releases are specifically permitted by court order and a certified copy of the order is on file with the principal. To ensure adherence to this procedure, the custodial parent must notify the high school principal in writing that the child should not be released to the noncustodial parent. The custodial parent also has the duty to instruct their high school child not to be transported by the noncustodial parent.

6. When the court has awarded legal custody to both parents on a shared basis, and when no legal custody arrangements have been awarded by the courts to either parent of a disabled child enrolled in special education, both parents are encouraged and permitted to be involved in all educational decisions affecting the child.

WITHDRAWALS OR TRANSFERS FROM SCHOOL

As per Policy 208, a student who is planning to withdraw from Franklin Regional should complete the Withdrawal Form that is available in the Counseling Center and follow this procedure:

- turn in all books to classroom teachers and to the librarian
- have all classroom teachers sign the Withdrawal Form and record a grade-to-date
- obtain signatures of the librarian, school nurse, and principal
- Return Withdrawal Form to Counseling Center.

Following this procedure preserves the withdrawn student's school record and guarantees it can be forwarded to other schools or prospective employers who may make such a request. If this formal procedure for withdrawal is not followed, student records remain incomplete and cannot be sent to others. Also, a reminder that under a new

Pennsylvania law, student discipline files will be released if requested by the new school.

NATIONAL HONOR SOCIETY

Franklin Regional Senior High School includes a chapter of the National Honor Society. Students qualify for membership in the National Honor Society by displaying outstanding qualities in scholarship, leadership, character and service. Members are chosen by a faculty committee. A minimum cumulative Grade Point Average of 3.7500 (grades 9, 10 and half of 11th grade) is required for consideration for membership.

PHYSICAL EDUCATION

For all general information about Physical Education classes, i.e. – syllabus, fitness handbook, make-up's, etc., visit the FRSH website or email your child's PE teacher.

Students who have a physician's medical excuse may be scheduled for adaptive fitness classes depending on the diagnosis and the physician's prescription. Please consult a fitness teacher regarding individual cases.

PARENT & STUDENT COMMUNICATION with TEACHERS

Teachers will communicate progress of their students in accordance with Policies 212, 213, and 215:

If a student or parent desires further communication, he/she should follow the steps outlined below.

- 1) First contact should always be made to the teacher(s) involved, rather than to counselors, principals, other administrators, or school board members. If such contact has not been made, students and/or parents will be directed to do so before other parties become participants to the issue(s) at hand. To that end, students should discuss issues of concern with their teachers before involving parents.
- 2) If contact is made to request a face-to-face meeting, the teacher and/or the

parent/student may request to have a counselor present at the meeting. Counselor(s) and teacher(s) will work in conjunction to resolve the issue(s) at hand.

- 3) Building principals should be contacted only if the issue(s) have not been satisfactorily resolved by the teachers and counselors involved.
- 4) Central administration should be contacted only if the issue(s) have not been satisfactorily resolved at the building level.

PROTOCOL FOR PARENT-TEACHER MEETINGS:

- 1) A parent-teacher conference may be requested by anyone who is a party to the issue(s) at hand, including teachers, students, parents, counselors, and administrators.
- 2) No conferences will be held without prior notification of all parties involved. All parties will be given notice in advance of the issues to be discussed so that information can be brought to the meeting to help the student.
- 3) Conferences will be held by appointment only. Due to the schedules of teachers, counselors, and administrators, there can be no expectation of an immediate appointment.
- 4) Disagreements with district and/or building policies/protocols are not the responsibility of the classroom teacher. Parents should put complaints regarding district and/or building policies/protocols in writing using the District Complaint Form. Questions regarding a teacher's rules and regulations should be discussed with the teacher at the time of their relevance. (Parents should also see the course syllabus distributed to students at the beginning of the year and to parents during Open House.)
- 5) All parties in attendance must agree to the following guidelines:

- a) To focus on resolving issues as a team in the best interest of the student.
- b) To speak and act professionally, as adults.

If/when the tone of a meeting becomes negative or too emotional and does not follow the aforementioned guidelines, the parties will revisit the guidelines in an attempt to reset the tone in a positive direction. If the meeting needs to be rescheduled, the group will do so when parties can be more productive.

**HEALTH SERVICES
EMERGENCY CARDS AND
MEDICATION/TREATMENT**

Emergency cards and copies of the standing orders regulating administration of medications and treatments by school nurses are distributed the first day of school. The cards are to be completed (front and back), signed by parent/guardian and returned the first week of school. Please keep the standing orders for reference.

Prescribed medication for a specific illness/condition may be kept in school for daily or as-needed use only when accompanied by a completed "MEDICATION IN SCHOOL" form available from the nurse.

Prescribed medication for up to one week may be taken to the nurse accompanied by written parental permission for the nurse to administer it, reason for taking, number of days required and the time it is to be administered. See Policy 210 and 210.1 for details.

All medication must be sent in the original prescription container.

If a student has a severe allergic reaction (bee/insect stings or food allergy), the nurse must be notified immediately and informed of the type of emergency treatment, i.e. Epipens.

**FIRST AID FOR ILLNESS, INJURY AND
ACCIDENTS**

Students with injuries or signs/symptoms of illness must be evaluated by the nurse. (If the nurse is temporarily out of the building, students are to report to the office.) Except in an emergency, the student should obtain the teacher's permission to leave the classroom. If an illness/injury occurs between classes, the student should notify the next period teacher and obtain a pass before reporting to the nurse.

Rest for one period is permitted, after which the student will return to class or be sent home (following parental guidelines on the emergency card). **An early dismissal must always be initiated by the nurse or the office--not the student.** Any student with a fever, diarrhea, severe sore throat, inflamed eyes or undiagnosed skin eruption is not to remain in school. **The nurse should be notified if a student has been hospitalized or has a communicable disease.**

Accident reports are completed on all accidents.

EXAMINATIONS AND TESTING

1. Vision: all grades
2. Height/weight: all grades
3. Hearing: eleventh graders, new students, any student with known problems.
4. Physical exams are mandated for all 11th grade students. These exams may be completed by the child's personal physician or by the school doctor after the parent completes the health history. All completed forms should be returned to the school nurse at the beginning of the school year. See Policy 209 for details.

ATHLETIC PARTICIPATION

As per Policy 123: Interscholastic Athletics, sports candidates and cheerleaders must have the official PIAA sports form on file with the Trainer before participation in any sport. The PIAA Comprehensive Initial Pre-Participation Physical Evaluation form, or "blue form," dated after June 1st, is required each school year. Participation in additional sports in subsequent seasons requires a completed Re-certification or "green form" signed by both parent/guardian and the student. Pending the

information from the signed re-certification form (green), a Re-Certification by Authorized Medical Examiner (purple) form may be required. All forms need to be completed and returned to the Athletic Trainers for verification two weeks prior to the start of the season. Students must be covered by health insurance or school accident insurance before participation in extra-curricular sports.

OTHER HEALTH & SAFETY TOPICS

STUDENT ACCIDENT INSURANCE

School insurance is available to the student body. We recommend that each student purchase this insurance at the beginning of the school year. An accident in school must be reported to the teacher or nurse immediately. For those who purchase this additional student accident insurance, claims will not be processed until a report on the accident is submitted by the teacher in charge. Too often students do not inform the teacher of an injury, and this results in payments not being paid promptly.

For those who purchase this additional student accident insurance, an accident claim form may be obtained from the business office and submitted to the insurance company. See Policy 211 for further details.

PROTECTIVE GLASSES

State law requires all pupils to wear protective glasses in all school activities where accidents may occur that endanger their vision. It is the student's responsibility to abide by this regulation.

RESEARCH RESOURCES

INTERNET AND EMAIL RULES

Rules governing the use of the Internet by FR students were established by the FR School Board. Any student choosing to use the Internet at school agrees to abide by the rules listed in the District Policy 237. (See page 13 for a condensed version of the rules.) A student's signature on the Acceptable Use Policy/Internet Permission Form is evidence

of the student's agreement to abide by these rules.

LIBRARY/MEDIA CENTER INFORMATION & PROCEDURES

The Library Media Center (LMC) at Franklin Regional Senior High School is an automated research, reference and information center. Within the school, our students have access to 20,000 volumes, 60 periodical and journal subscriptions, and four daily and one weekly newspaper. Our district is a member of Access PA and Access PA Power Library. This membership gives our district access to books from many participating libraries in the state and it gives us online access to full text journal and periodical texts. Our district is also a member of the SHARE WESTMORELAND Library Consortium. This Consortium gives our students access to approximately 1000 periodical and journal titles, some dating back to the 1940's. The library's 28 computers all have Internet access filtered district wide. Students at home, at the public library or at school can now have access to: EBSCO, SIRS Researcher, SIRS Discoverer, AP Photo Archive and Contemporary Authors. We also have a growing collection of e-books on various topics which can be accessed from school and from home.

Library hours are from 7:00 AM to 3:00 PM, Monday through Friday. The primary role of the library is to support curriculum-based research and, consequently, library use will be in the following order of priority: 1st – classes, 2nd – students from class, or QRT, with research passes written by their subject area teacher, and 3rd – students from QRT who do not have research passes. We will continue to allow college-type access for seniors as long as it does not conflict with our goal of ensuring that the library remains a quiet place to research and study. Just like other students, seniors should have work to do.

The student charge for printing from the computers is \$.10 for black and white and \$.25 for color. (Students may have the first four black and white print outs for free.)

1. Books may be borrowed for 2 weeks. Overdue books are subject to a \$.05 charge per day until the book is returned. Magazines

may be borrowed overnight or for a weekend. Overdue magazines are subject to a \$1.00 charge per day until the magazine is returned. Students who lose magazines will be responsible for the replacement charge of the magazine and the fine accrued up to the time the magazine was reported lost. (Fines are only charged for days that school is in session.)

2. Fines are payable at the time books/library materials are returned.

3. The student who has checked out the book is the person responsible for the book. If the book is lost or damaged beyond repair, the library will charge the borrower for the cost of replacing the book. If a book is recovered after it has been paid for, the library will issue a refund.

4. Students must arrive within 5 minutes of leaving their class or study hall.

5. Students must have work to do.

6. Book bags and backpacks are not permitted in the LMC and must be left by the doors. The library is not responsible for lost or stolen items.

7. A maximum of four (4) students is permitted at each table.

8. No food, drinks, or card playing is permitted.

9. No games or other unauthorized software is allowed on the computers.

10. All student behavior rules listed in the student planner must be followed in the LMC.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Extra-curricular participants and athletes are required to maintain a 72% cumulative average. A complete text of the Policy 123 is available on the school website.

ATHLETIC/EXTRA-CURRICULAR CONSENT AGREEMENT

Students who participate in any sport or extra-curricular activity will be asked to sign a drug/alcohol non-use agreement. Consequences for violating the agreement, either school-related or non-school-related, may include suspension from school, an additional suspension from the activity, and referral to the SAP team. For violations outside school, the information regarding a

student's arrest, citation and/or conviction may come from the following sources: student, parent, police, including the school resource officer.

Students and parents will receive a complete copy of the agreement at the beginning of a sport season or activity. See Policy 122: Extracurricular Activities and Policy 123: Interscholastic Activities for further details.

VARSITY LETTERS

Varsity letters are awarded for the athletic teams. Letters are awarded on the basis of sportsmanship, citizenship, attendance and participation in varsity games. The awarding of a letter will be left to the discretion of the coach. The coach will inform his or her team of the criteria for a letter award at the beginning of the season.

PANTHER FOOD COURT AND CAFÉ

Lunch: The Panther Café offers a variety of menu selections provided by Metz Culinary Management on a daily basis such as **Signature Entrée**, which serves regular meals and home style meals. **Pizza Express** offers a variety of Italian favorites such as different types of Specialty Pizzas, Stromboli and Calzones, as well as Baked Hoagies and Panini Sandwiches. **Bravo** serves our Specialty Bars and Ethnic Foods such as Franklin Bowls, Italian Bar, Asian Bar, Mexican Bar and Polish Bar to name a few. J. Clarkes Grill serves up many favorites such as grilled chicken, crispy chicken, gyros and hot sausage. We have a large selection of **Grab and Go** deli sandwiches made on whole grain bread, French rolls and wraps. Our **Salad Section** has many different salads from garden to Greek with at least 5 to choose from daily. A large selection of fresh fruits and vegetables are offered as well. To obtain a full reimbursable meal, you must take at least 3 of the 5 components which are a **protein, bread, two fruits and/or vegetables and milk** all for the lunch price.

Meal prices for the 2019-20 school year are \$2.85 for regular and \$3.75 for premium lunches. All students are assigned a

Point of Service Debit account and a pin number. Parents may make cash or check deposits into the debit account, or credit card deposits on-line. Directions are on the FR website.

Breakfast: The Panther Café serves breakfast from the arrival of the first bus to the start of class. There is also a premium breakfast.

Lunch Periods: Each student will be assigned to eat one of the three lunch periods. When the bell rings for lunch, students are expected to go directly to the Panther Cafe area and remain in that area until dismissal. Food and drinks are not permitted to be taken from the cafe.

Dietary conditions: Adjustments in food offerings will be made for students with allergies, medical or other dietary problems. Please submit a doctor's note and list of permitted or suggested food items to the Director of Food Services.

DISTRICT-WIDE POLICIES

HARASSMENT POLICY **Policy 248**

The District is committed to maintaining a learning and working environment that is free from harassment based on race, national origin/ethnicity, disability, color, sex, age, sexual orientation or religion. Harassment is defined as verbal, written, graphic or physical conduct that is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment, has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance, or otherwise adversely affects an individual's learning opportunities. Therefore, the District prohibits harassment of any student at school or any school sponsored activity. Furthermore, it is a violation of this policy for any school personnel to tolerate harassment of any kind

based on a student's race, national origin/ethnicity, disability, color, sex, age, sexual orientation or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

CONTROLLED SUBSTANCES FREE **SCHOOLS POLICY** **Policies 222 and 227**

The Franklin Regional School District campus is a tobacco smoke-free, vape smoke-free, and controlled substance-free zone. All staff and students will refrain from possessing or using tobacco products, including smokeless tobacco and items that would constitute a controlled substance while on school grounds. Penalties for violating this policy may include a fine, detention, suspension, or expulsion. Smoking Cessation classes are available upon request. See a counselor or the nurse for information. For a complete text of this policy, please see a District Policies Manual.

WEAPONS POLICY **Policy 218.1**

Weapons and replicas of weapons are forbidden in any FRSD building; on any grounds of the FRSD; and in any conveyance (including private) providing transportation to or from FRSD; at any school function, activity or event whether or not held on FRSD grounds; or while the student is on his/her way to or from school.

Incidents of students possessing weapons or replicas of weapons will be reported to the student's parent/guardian and will be reported to local law enforcement officers. Appropriate disciplinary and/or legal action will be taken against the students who possess the weapons and with students who assist in any way. Any student violating this policy is subject to suspension and may be expelled from school. For the complete text of this policy, please see a District Policies Manual.

SECURITY VIDEO CAMERAS

To better enable district employees, including the Franklin Regional School District Police

Department, to maintain a safe and orderly environment, Franklin Regional utilizes security video cameras in public spaces throughout the district. Video data will be utilized by authorized school and law enforcement personnel in the lawful conduct of their duties, which includes, but is not restricted to, the administration of discipline and legal citations. See Policy 705 for details.

INTERNET POLICY

(All students were or will be asked to sign the Student Acceptable Use Policy/Internet Permission Form associated with Policy 237 in order to be granted access to the district's computers. For a complete text of this policy, please see a District Policies Manual. www.franklinregional.k12.pa.us.

Below is a condensed list of Do's and Don'ts.

DO:

1. Use the FRSD computers, Internet, email, network system and other district technological equipment in an ethical and responsible manner.
2. Use the computer system only for educational purposes, not for personal reasons.
3. Immediately report any damage to the equipment that you observe to the closest faculty member.
4. Monitor your files on the H Drive and periodically delete obsolete files.
5. Be aware that H Drive files are NOT private.
6. Use the Notebook computers on a flat, clean desktop surface, not on your lap or on the floor.
7. Change your account password regularly to avoid its being compromised.
8. Log off the computer whenever you are about to walk away.
9. Use Portable Storage Devices (PSD) such as Jump/Flash/Thumb USB drives that are registered with Microsoft and incorporated into Windows Operating System. Your PSD should not require special software to work on the FRSD computers.

10. Understand that the contents of your PSD must abide by the FRSD Acceptable Use Policy. See the policy you signed for a complete list of acceptable uses.

11. Understand that your PSD is like your locker. Do not expect that the files on your PSD are private while on school premises.

DON'T:

1. Use the FRSD computers in an irresponsible or unethical manner.
2. Damage, abuse, modify, or destroy any hardware or software of any electronic device belonging to FRSD. You will be responsible for the cost of damages, whether accidental or purposeful.
3. Use the computers for playing unauthorized games or music streaming.
4. Upload, download, install or use unauthorized games, programs, files, or other software.
5. Steal software or illegally use copyrighted software.
6. Attempt to gain access to teacher files, the grading system, or unauthorized Internet sites.
7. Attempt to circumvent the system security.
8. Use the computers and Internet for illegal activity, such as transmitting offensive materials, hate mail, discriminatory remarks, pornographic material, or gambling.
9. Use the school's hardware or software for personal reasons that are not pre-approved by the administration.
10. Use anyone else's account logon, or let anyone use your account to access the system as you.
11. Save non-educational files on your H Drive.
12. Even think about having food or drinks in any areas where computers and technological equipment are. No food or drink is permitted, period.

TRANSPORTATION POLICY **Policy 218**

The safety of all of our students is of primary importance; therefore the Franklin Regional School District has put into effect a uniform

policy, adopted by the Board of School Directors, which includes misbehavior on our school buses. All behavior expectations for students in school apply while they are on a school bus. Disciplinary action will also result when the following incidents of misbehavior occur:

1. Throwing or shooting objects on or from the bus.
2. Handling steering wheel, brakes, or other bus mechanism.
3. Intentional damage to the bus or bus seats
4. Jamming bus doors on entering or leaving
5. Pushing, tripping or shoving on entering or leaving
6. Making loud noises (screaming, whistling, radios, etc.)
7. Out of seat, moving about while bus is in motion
8. Head, arms or legs out the window
9. Consistently refusing to remain in assigned seat
10. Consistent tardiness at bus stop
11. Other reasons – as specified by the driver, parent or student complaint

Any of these incidents will lead to the completion of a discipline report by the bus driver or other involved. The driver will turn the report in to the Assistant to the Director of Financial Services or Building Principal in a timely fashion.

Any of the infractions listed above could result in suspension of bus privileges and additional penalties, up to and including possible expulsion, as outlined in the Student Behavior Standards Policy.

Students receiving any additional misconduct reports after the first bus suspension may be suspended from riding the bus for an extended period of school days. Further infractions of the rules will result in permanent suspension from bus riding privileges for the remainder of the school year.

**TRANSPORTATION VIDEO/AUDIO
RECORDING
Policy 810.2**

In an effort to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles, the Franklin Regional School District will use video and audio recording equipment. See Policy 810.2 for details.

**STUDENT BEHAVIOR STANDARDS
POLICY 100'S AND 200'S SECTIONS**

I. Statement of Purpose

Schools must give all students the opportunity to learn in an orderly and disciplined environment. This can only result when students conform to a set of acceptable behavior standards. Adults should require and appropriately teach and reinforce disciplined behavior to students at home and in schools, since disciplined behavior is a result of education. Schools must teach and students must learn that group living and learning demands that individual actions be tempered, limited and sensitive to others.

Students who choose to evade their responsibility for good school citizenship and behavior will be disciplined consistent with the policies in place.

In each disciplinary situation, it is a primary aim of school officials to impress each student of the need, value and advantage of good conduct for self and others. When this is not attainable for the individual student, it shall be sought for the student body by dealing with the individual student in whatever way is required to protect the student body itself. Additionally, see the guidelines set forth in the Tiered Discipline Chart on Pages 30-33.

II. Statement of Authority

All students enrolled in the Franklin Regional School District are expected to conduct themselves in accordance with the rules of the district and individual schools.

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1317 of the Pennsylvania Public School Code. It states:

“Every teacher, assistant-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.”

The Board of School Directors has granted authority to its principals and teachers to exercise necessary authority to maintain appropriate decorum within the buildings and classrooms. Teachers shall have the authority, and it shall be their duty to make and enforce school rules and regulations to govern the behavior and promote learning in their respective classes. Principals and teachers of the Franklin Regional School District are directed to maintain such order in the schools as will facilitate learning by the pupils. Students are also subject to discipline pursuant to Section 1318 of the PA Public School Code and regulations of the Department of Education.

In the event that any provision of the Student Behavior Standards is found to be in conflict with the Public School Code of 1949, as amended, or PA Code Title 22, PDE Regulations, school district policy, administrative procedures, or any other applicable constitutional, statutory or regulatory provision, such statute or provision shall govern, and the conflicting portion of the Behavior Standards shall be considered null and void, but the remainder of the Behavior Standards shall remain in full force and effect.

III. Statement of Student Responsibilities

The following student responsibilities are identified from Section 12.2 of Chapter 12-Regulations on Student Rights and

Responsibilities as reported in Title 22 of the Pennsylvania Code, as codified by the State Board of Education.

A. Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations. Most of all, students 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 his/her 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 the 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 fair standards of safety, health, and decency, and not to cause disruption in the educational process.

4. Assist the school staff in operating a safe school for all students enrolled therein.

5. Comply with state and local laws.

6. Exercise proper care when using public facilities and equipment.

7. Attend school daily (except when excused) and be on time at all classes and other school functions.

8. Make up work when absent from school (as per District Policy)

9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local school authority.

10. Report accurately and not use indecent or obscene language in student newspapers or publications, classrooms, halls and other school property.

IV. Statement on Prevention

It is the district's intent to take proactive steps to protect the safety of the environment for all students, staff and visitors. To that end steps, which may include but not be limited to, such as the following may be taken:

A. Student Lockers

All student lockers are and will remain the property of the Franklin Regional School District. For the safety of the students, District employees and school visitors, it is important that lockers not be used as repositories for controlled or dangerous items such as drugs, alcohol, weapons and the like. Accordingly, while students are assigned lockers for storing books, belongings and coats, such assignment does not restrict the right of the school officials to examine the lockers at any time when they believe it necessary to ensure the safe operation of the school. Such examination may include the use of technology and dogs once annual notification is made of the possibility of their use. **This student planner shall constitute the annual notification for this school year.**

A student using a locker that is the property of the Franklin Regional School District is presumed to have no expectation of privacy in that locker or its contents. Search of such lockers is permissible by school authorities, without prior warning. Inasmuch as the student is advised not to have an expectation of privacy in such lockers, it suggested that any item, in which a student has an expectation of privacy, be maintained upon that student's person or that the student not bring such item upon school premises.

A search of a locker will include not only a visual inspection of the locker and the external appearance of any items contained in the locker, but also a visual inspection of the inside of any such item found in the locker and the contents within that item. By way of example, if a locker being searched for prohibited objects or substances, such as

weapons or drugs, contains any purse, bag, book-bag, container, article of clothing or other such personal item in which the prohibited object or substance could possibly be contained, the inside of the purse, bag, book-bag, container, article of clothing or other personal item will also be searched. Any pockets in clothing or compartments in purses, bags, book-bags or other containers are all subject to search.

B. Expectations of Respect and Safety

All members of the Franklin Regional Senior High School community are expected to behave in a manner that maintains a school environment where all individuals are safe, valued, respected and productive. To those ends the Senior High will continue the *Olweus* Bullying Prevention Program in accordance with Policy 247: Hazing, and Policy 249: Bullying/Cyberbullying. NOTE: the Policy 249: Bullying/Cyberbullying Board Policy is displayed in each classroom.

C. Drug and Alcohol Control

On an unannounced basis the district may use undercover police to observe students in the school building, on school grounds and in parking lots to monitor the use, sale or distribution of drugs, alcohol and other controlled substances.

Based upon reasonable suspicion (student tips, reports from teachers, parents, the FRSD School Resource Officer or others) and available evidence of smoke, cigarettes or lighting materials in the restrooms and other areas of any building, checkpoints may be established to observe students who may be subject to a search when reasonable suspicion arises that the student may have tobacco or other similar materials on his/her person.

V. Statement of Consequences

A. General Consequences

The following chart (included on Pages 30-33) is a list of infractions, their definitions and their penalties. These are all infractions, which have been mentioned elsewhere in the student handbook or have been dealt with on occasion by the administrators in their role as disciplinarians. **This is not an all-inclusive list, and the administration reserves the right to judge actions and behavior, which are not on this list but may be a threat to the safety of the school.**

The list contains the defined infraction and the penalty of each occurrence by an individual. The superintendent may present the student to the Discipline Committee of/or established by the Board for consideration of expulsion after a set number of occurrences of the same infractions. **The superintendent may also present an offender to the Discipline Committee of the Board after three suspensions for any type of infraction.**

These consequences apply to conduct immediately prior to, during and immediately after the regular school day, at school sponsored and sanctioned activities regardless of where they occur, and on school buses where a reasonable expectation of school supervision is present. Any act which may be illegal according to local, state or federal authorities will also be referred to the proper law enforcement authorities.

The chart shows the range in number of days of detention and/or suspension for each occurrence of each infraction and at what level the recommendation for expulsion is made. It must be understood that in most cases more lenient actions have been taken to correct problems before a student has been referred to the administration. **THE LIST OF PENALTIES IS A GUIDELINE ONLY AND NOTHING IN THIS STATEMENT OF STANDARDS SHALL BE CONSTRUED AS LIMITING THE DISTRICT IN IMPOSING MORE SEVERE PENALTIES WHEN CIRCUMSTANCES WARRANT.**

The discipline program contains several components:

1. Providing students and parents with information regarding rules, regulations and penalties.
2. Special assistance for students desiring help in solving their problems.
3. Individual teacher and/or administrative action on infractions of the rules.
4. A scale of increased penalties for repeated infractions.
5. An informal hearing prior to suspensions.
6. A formal hearing and appeal system for expulsion action.

B. Specific Consequences

1. Loss of Privileges

Any behavior in violation of Policy 218 or deemed by school staff to disrupt the educational environment may result in a loss of privileges. These may include, but are not limited to: participation in interscholastic athletics, extra-curricular activities and attendance of class events, field trips and/or dances.

For graduating seniors, activities such as senior banquet and commencement exercises are considered privileges.

2. Detention

Detention is keeping a child before or after school for a specified period of time for violating school rules.

Secondary teachers may assign detention, which they personally supervise for up to 40 minutes outside the regular school day.

In other circumstances, the building administration will assign the detention.

When building administrators assign detention, parents may be notified by telephone or in writing of such detention.

<p><u>DETENTION - SENIOR HIGH SCHOOL</u></p> <p>A unit of after school detention will be one hundred and twenty (120) minutes in length</p>
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and may be served after school hours on Monday and Wednesday, or prior to school beginning at 6:30 AM with prior administration approval. The number of units will depend upon the seriousness of the offense. A unit of Saturday detention is two hundred and forty (240) minutes in length and is served on Saturdays from 8:00 am to 12:00 pm. The requirement for any detention period is silent study. All students must bring a textbook and other necessary work materials. At the conclusion of each grading period, any un-served detention time will be forwarded to our local Magistrate and remaining hours will convert – hour for hour – into community service time assigned by the court unless there is prior administrator approval for an extension prior to the end of the allotted timeframe within the school year. If an offense warranting a consequence occurs at the end of the marking period, the student will have up to two calendar weeks to serve the necessary detention’s timeframe or the aforementioned magistrate referral may occur.

3. Suspension

Suspension is removal from school for a specified period of time for violation of school rules.

For each day a student is suspended, he/she must attend school on an assigned Saturday morning to make up missed school work.

Students who have not completed this requirement shall not participate in prom (as applicable), shall not graduate, participate in the graduation exercise, participate in extracurricular activities or enroll in the next grade until the requirement is fulfilled. As necessary, the school will file a complaint with the district magistrate for unfinished detention time at the end of the school year. Summer make-up will be required where needed.

4. Saturday Detention

Saturday Detention is part of the consequence for a Suspension as well as being a separate consequence for some infractions.

Saturday Detention is a time of controlled study. Students are responsible to bring work for the amount of time of their detention (usually four hours for secondary, two hours for elementary).

Students will work quietly and be supervised by District staff.

5. Expulsion

Expulsion is removal from school for such period of time as determined by the Board of School Directors and during which the parent must provide or have the District provide educational services for students under the age of 17 years.

District provided services may occur on Saturday.

For offenses committed by a minor, all detention, suspension and expulsion records will be destroyed following graduation from high school.

Records will be maintained after graduation if State or Federal requirements to do so exist.

VI. Statement on Exclusions

Exclusions from School
(PA Code Title 22, Section 12.6)

A. The board of School Directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 Pa Code Sections 13.62 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).

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.

a. Suspensions may be given by the principal or person in charge of the public school.

b. No student shall be suspended until the student has been informed of the reasons

for the suspension and given an opportunity to respond. The following procedure will be followed for a suspension of one (1) to ten (10) school days:

1. Parent/guardian will be notified by telephone prior to an intended suspension and given an opportunity for an informal hearing for suspensions greater than three days with the principal or his/her designee consistent with the requirements set forth in subparagraph C under hearings. A letter will be mailed to the parent following an attempt at a telephone contact.

2. An informal hearing is defined as an opportunity to present the facts pertaining to the intended suspension. This is an opportunity for the student, parents, and administration to share information. No witnesses are required for an informal hearing. The informal hearing may take place over the telephone or at a personal meeting by mutual consent.

3. Parents will have one school day following the telephone contact to respond to a request for a conference with the administrator. Lack of response will result in the assignment of the suspension after the one day waiting period.

4. The suspension will begin on the first school day after the informal hearing.

5. 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.

c. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.

d. When the suspension is three or more school days, the student and parents shall be given the opportunity for an informal hearing with the principal or his/her designee consistent with the requirements set forth in subparagraph C under Hearings.

e. Suspensions may not be made to run consecutively beyond the ten school day period.

f. Students shall have the opportunity 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 Board of School Directors.

2. Expulsion is exclusion from school by the Board of School Directors for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Hearings as stated in Section VII.

C. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection D.

D. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or 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 ten days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

E. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must 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, through tutorial or correspondence study or through another educational program approved by the district's superintendent.

2. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent and, pending the parents' or guardian's provision of such education, the

district must make some provision for the student's education or proceed under paragraph 3, or do both.

3. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa.C.S. Sections 6301-6308), to ensure that the child will receive a proper education. See Section 12.1(b) (relating to free education and attendance).

VII. Statement on Hearings

Hearings (PA Code Title 22, Section 12.8)

A. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

B. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority of the entire School Board is required to expel a student.

1. The following due process requirements are to be observed with regard to the formal hearing:

a. Notification of the charges shall be sent to the student's parents or guardian by certified mail and to the student.

b. Sufficient notice of the time and place of the hearing must be given.

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

d. The student has the right to be represented by counsel.

e. The student has the right to be presented with the name of witnesses against the student and copies of the statements and affidavits of those witnesses.

f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.

g. The student has the right to testify and present witnesses on his own behalf.

h. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

i. The proceeding must be held with all reasonable speed.

2. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

C. 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 meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

2. The following due process requirements are to be observed in regard to the informal hearing:

a. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.

b. Sufficient notice of the time and place of the informal hearing shall be given.

c. A student has the right to question any witnesses present at the hearing.

d. A student has the right to speak and produce witnesses on his own behalf.

e. The district shall offer to hold the informal hearing within the first five days of the suspension.

DRUG AND ALCOHOL POLICY

The Franklin Regional School District recognizes the misuse of drugs in our community. It is the goal of the district to provide the opportunity for students to develop to their fullest potential; therefore, they must be chemically free.

The policy states that students shall not use, distribute, or have in their possession any mood-altering chemicals (or look-alikes) in school, on school property, or at school-related activities.

It is the district's intent to prevent and prohibit the use of any mood-altering chemicals by educating, identifying and intervening in order to protect the health, safety, and welfare of all concerned.

In the event of a violation of this policy, a student shall be subject to discipline pursuant to the provisions and procedures outlined in this policy. Disciplinary action may also result in permanent expulsion from school by the Board of School Directors after a proper hearing conducted in accordance with the provisions of the Pennsylvania School Code.

See Policy 227 along with Pages 32-33 for Articles I-VII.

PREGNANT/PARENTING/MARRIED STUDENTS POLICY

The Pregnant/Parenting/Married Students Policy eliminates existing barriers to attendance and education of pregnant students and school-aged parents attending school in this district consistent with the Public Policy of this Commonwealth. This policy ensures that they have the knowledge of existing resources and support and have access to child care to continue their education, which is beneficial to the student, the student's child and to society. For complete details, please see Policy 234.

ARTICLE VIII: Anabolic Steroids

Please refer to Policy 227 for updated details and rules.

Homeless Students (Policy #251)

Who is considered homeless?

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

What choice of schools do homeless students have?

The law indicates that the local education agency shall, according to the child's best interest: continue the child's or youth's education in the school of origin for the duration of homelessness (I) in any case in which a family becomes homeless between academic years or during an academic year;

OR

for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (II) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Is there any reason to delay enrolling a homeless child?

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

Where can you call for assistance?

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

1) Franklin Regional School District Homeless Liaison: Mrs. Linda Miller, Assistant to the Director of Financial Services 724-327-5456 X 7625

2) If you require further assistance, please contact: Storm Carmara, State Coordinator Education for Children and Youth Experiencing Homelessness Program, PA Dept. of Education, 333 Market Street, 5th Floor, Harrisburg, PA 17126-0333, or (717) 772-2066.

Franklin Regional School District

Policy 218 Student Discipline/Behavior Standards Attachment

Tier 1 examples and response options are not limited to those provided and are at the discretion of the building administrator.

Tier 1:	Examples to include but not limited to:	Procedures:	Response Options:
<p>Minor misbehavior on the part of the student which disrupts the classroom procedures or interferes with the orderly operation of the school.</p> <p>There is immediate intervention by a staff member who is supervising the student or who observed the misbehavior.</p>	<ol style="list-style-type: none"> 1. Class tardiness 2. Inappropriate language/gestures 3. Disruptive behavior 4. Lying 5. Littering 6. Dress code violation 7. Public displays of affection 	<p>There is immediate intervention by a staff member who is supervising the student or who observed the misbehavior.</p>	<ol style="list-style-type: none"> 1. Communication with the student 2. Verbal reprimand 3. Parent contact 4. Loss of privileges 5. Detention

Tier 2 examples and response options are not limited to those provided and are at the discretion of the building administrator.

Tier 2:	Examples to include but not limited to:	Procedures:	Response Options:
<p>Behavior whose frequency or seriousness disrupts the learning environment.</p> <p>These infractions may require administrative intervention.</p>	<ol style="list-style-type: none"> 1. Repeated class tardiness 2. School Tardiness 3. Lack of academic integrity 4. Leaving building/property without permission 5. Continued disruptive behavior 6. Bus misbehavior 7. Failure to attend detention 8. Inappropriate conduct 9. Disrespectful behavior toward faculty/staff 10. Bullying behavior 11. Slurs 	<p>The student is referred to the administrator with the appropriate form for disciplinary action.</p> <p>The administrator meets with the student and/or teacher and applies the appropriate response.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> <p>The teacher is informed of the offense and the discipline is maintained by administration.</p>	<ol style="list-style-type: none"> 1. Communication with the student 2. Verbal reprimand 3. Parent contact 4. Loss of privileges 5. Detention 6. Attendance improvement plan 7. Saturday detention 8. Out-of-school suspension (1-5 days)

Tier 3:	Examples to include but not limited to:	Procedures:	Response Options:
<p>These infractions result from a continuation of Tier 1 or Tier 2 misbehaviors. Also included are acts against person or property; some of the infractions might endanger the health and safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled at the administrative level.</p>	<ol style="list-style-type: none"> 1. Continuation of Tier 1 and Tier 2 misbehaviors. 2. Insubordination 3. Threats 4. Slurs with aggravating circumstances 5. Theft 6. Vandalism 7. Verbal Assault 8. Fighting 9. Assault and battery 10. Lewdness 	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequence.</p> <p>The administrator meets with the student and confers with the parent about the misconduct and the resulting action.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> <p>A proper and accurate record of offenses and discipline is maintained by administration based on referral form submitted.</p>	<ol style="list-style-type: none"> 1. Out-of-School Suspension (1-10 days) 2. Possible police intervention

Tier 3 examples and response options are not limited to those provided and are at the discretion of the building administrator.

Tier 4 examples and response options are not limited to those provided and are at the discretion of the building administrator.

Tier 4:	Examples to include but not limited to:	Procedures:	Response Options: (will include a combination of at least two of the following)
<p>Acts which result in violence to another person or property which pose a direct threat to the safety of others in the school.</p> <p>These acts can result in the immediate removal of the student from school, the intervention of law enforcement, and action by the Board of School Directors.</p>	<ol style="list-style-type: none"> 1. Arson 2. Assault and battery 3. Bomb threat 4. Possession/use of fireworks 5. Tobacco 6. Possession/use of alcohol, drugs, paraphernalia, or look-alikes 7. Threats to district employees 8. Terroristic threats 9. Possession/use of weapon 10. Slander, Libel, or defamation of character 11. Tampering with security or alarm system 12. Threats with aggravated circumstances 13. Fighting with aggravated circumstances <p>Continuation of level I, II, and/or III unmodified behavior</p>	<p>Administrator verifies the offense, confers with staff involved, and meets with student. Parents are notified.</p> <p>The student is immediately removed from the school environment.</p> <p>School officials contact law enforcement and assist in prosecuting the offender, where applicable.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> <p>A complete and accurate written report is submitted to the superintendent.</p> <p>If board action or expulsion is the administrative recommendation, the student will be provided with a full due process hearing before the Board of School Directors.</p>	<ol style="list-style-type: none"> 1. Out-of-School Suspension (1-10 days) 2. Student Assistance Program Referral 3. Police intervention 4. Alternative school setting 5. School board hearing 6. Expulsion <p>*Refer to District Policy 218.1 *Action taken in accordance with Act 26</p>

FRANKLIN REGIONAL SCHOOL DISTRICT DRUG AND ALCOHOL POLICY

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	DISPOSITION OF SUBSTANCE	DISPOSITION OF STUDENT	DISCIPLINE	NOTIFY POLICE
<p>ARTICLE I A student demonstrates symptoms of possible drug overdose (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.). This situation will be handled as a medical emergency.</p>	All standard health and first aid procedures will be followed. The student will not be left unsupervised.	If drug or alcohol use is confirmed, the Principal or authorized delegate is responsible for initiating the investigation procedures normally employed when a student is apprehended for drug or alcohol use or possession (See Article II or III). SAFE Team will be notified if drug or alcohol use is confirmed.	A parent or guardian will be contacted and the situation described.	If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented and submitted to the police for analysis.	If no confirmed chemical involvement, follow standard school health procedure for follow-up. If chemical use is confirmed, follow procedure in Article III for first offense, Article V for second offense.	If chemical use, refer to appropriate Article for procedure.	Yes, if chemical substance is confirmed.
<p>ARTICLE II The student is caught with drugs and/or mood-altering chemicals for the first time and is cooperative with investigation.</p>	School personnel will confiscate substance, summon Principal or escort the student to the Principal's office.	The Principal or designee will request that the student empty pockets and/or purse and volunteer all drug-like substances. The student's locker, desk and all personal property will be searched according to policy. The student will not be left unsupervised.	A parent will be contacted immediately and the situation described.	If a substance is discovered, it will be sealed, documented and submitted to the police for analysis.	(1) Refer to SAFE Team (2) Insight Group required (3) A mandated assessment will be arranged through student assistance. All recommendations must be followed.	(1) Informal hearing with parent present. (2) Five to ten days suspension. (3) Exclusion from extra-curricular activities for two weeks. (4) Maximum: School Board hearing/Expulsion.	Required
<p>ARTICLE III A student who is caught with drugs and/or mood-altering chemicals for the first time and is uncooperative with investigation.</p>	Confiscate drug and/or mood-altering chemical, escort student to Principal's office or summon the Principal or his/ her designee for removal from school environment if possible.	Principal or designee will request that the student empty pockets and/or purse and volunteer all drugs and/or mood altering chemicals. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left unsupervised.	The Principal will attempt to contact the parent/guardian immediately and describe the situation. The Principal will attempt to provide the parent/ guardian with an opportunity to be present when police are involved.	If a substance is discovered, it will be sealed, documented and submitted to police for analysis.	(1) Refer to SAFE Team (2) Insight Group required (3) A mandated assessment will be arranged through student assistance. All recommendations must be followed.	(1) Informal hearing with parent present.. (2) Five to ten days suspension. (3) Exclusion from extra-curricular activities for four weeks. (4) Maximum: School Board hearing/Expulsion.	Required
<p>ARTICLE IV A student is caught again in possession of a drug and/or mood-altering chemical substance.</p>	Confiscate the drug and/or mood-altering chemical, escort the student to the Principal's office, or summon the Principal or his/her designee, to remove the student from the school environment if possible.	Principal or designee will request that the student empty pockets and/or purse and volunteer all drugs and/or mood altering chemicals. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left unsupervised.	The Principal will attempt to contact the parent/guardian immediately and describe the situation. The Principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.	If a substance is discovered, it will be sealed, documented and submitted to the police for analysis.	(1) Refer to SAFE Team (2) An outside agency assessment required. All recommendations must be followed.	(1) Informal hearing with parent present.. (2) Recommendation for expulsion will be made to School Board Directors.	Required

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	DISPOSITION OF SUBSTANCE	DISPOSITION OF STUDENT	DISCIPLINE	NOTIFY POLICE
ARTICLE V The student is found in possession of using or is suspected to be under the influence of a drug and/or mood-altering chemical when attending any school sponsored function on or off school property as a participant or as a spectator; this includes any athletic or activity event at another school district, school or public/private location.	The group sponsor or accompanying Administrator will be notified. Security will be summoned if necessary.	Notify policy or security personnel for assistance. The sponsor or Administrator will request that the student empty pockets and/or purse and volunteer all drug and/or mood-altering chemical substances. The student shall not be left unsupervised.	A parent/guardian will be notified immediately and the situation described. The parent/guardian will be requested to transport the student home. If parent/guardian are unable or unwilling to transport the student, police will be asked to transport the student home. The final resolution of transportation will be at the discretion of the Administrator or sponsor in charge.	If a substance is discovered, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. The substance will then be sealed, documented and submitted to police for analysis.	(1) Refer to SAFE Team (2) Insight Group required (3) A mandated assessment will be arranged through student assistance. All recommendations must be followed.	Discipline is determined by whether this is first offense cooperative, first offense uncooperative, repeated offense.	Required
ARTICLE VI A student is found in possession of any apparatus associated with the use of drugs and/or mood-altering chemicals. For example: papers, bongs, clips, pipes, stones, needles, etc.	School personnel will confiscate the paraphernalia, escort the student to the Principal's office or summon the Principal or a designee.	Principal or designee will request that the student empty pockets and/or purse and volunteer all paraphernalia. Upon probable cause, the student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left unsupervised.	The Principal will contact the parent/guardian immediately and describe the situation. The Principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.	When paraphernalia is confiscated, it will be properly documented and stored.	(1) Refer to SAFE Team (2) Insight Group required (3) A mandated assessment will be arranged through student assistance. All recommendations must be followed.	(1) Informal hearing with parents. (2) Five to ten days suspension. (3) Exclusion from extra-curricular activities for two weeks. (4) Maximum: School Board hearing/Expulsion.	Not required
ARTICLE VII Student caught distributing chemicals.	School personnel will confiscate the chemical(s), escort the student to the Principal's office or summon the Principal or a designee.	Police will handle from legal point of view. The SAFE Team will gather data, assess and plan for intervention process with all involved.	The Principal will contact the parent/guardian immediately and describe the situation. The Principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.	If a substance is discovered, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented and submitted to the police for analysis.	(1) Refer to SAFE Team (2) An outside agency assessment required. All recommendations must be followed.	(1) Ten days suspension. (2) Exclusion from extra-curricular activities for the school year. (3) Maximum: School Board hearing/Expulsion.	Required