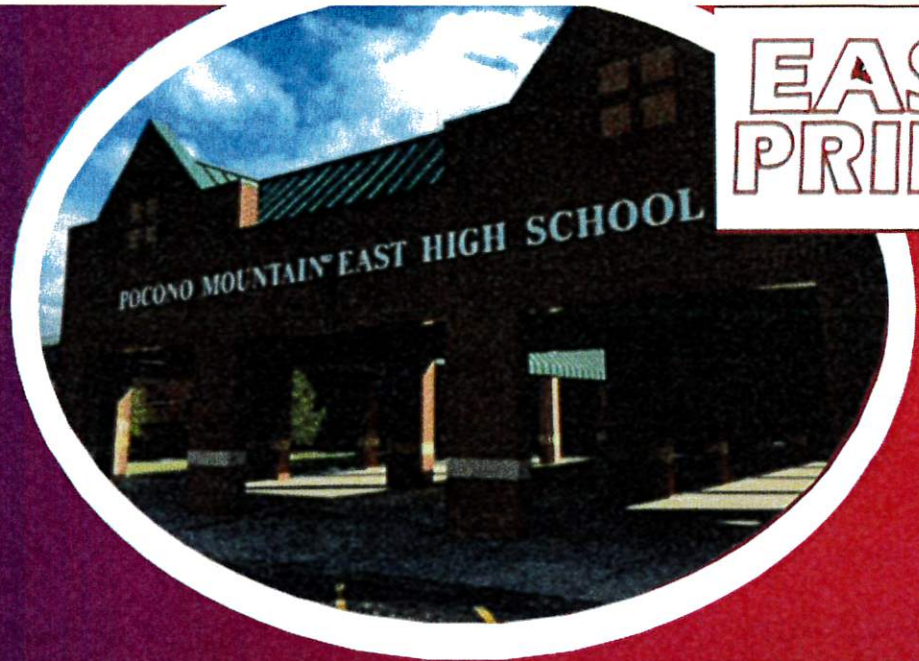




**EAST  
PRIDE**

**Pocono Mountain High School  
Student/Parent Handbook  
2024-2025**

[www.pmsd.org](http://www.pmsd.org)



**WEST  
PRIDE**



ALMA MATER

*To Pocono Mountain praise we sing*

*That thy hallowed halls might ring*

*For the knowledge that will guide our lives*

*We look to thee.*

*On mountain top poised in majesty*

*Nature unfolds*

*The school that in our hearts will always be*

*PO-CO-NO.*

# POCONO MOUNTAIN SCHOOL DISTRICT

## BOARD OF EDUCATION

|                                   |                      |
|-----------------------------------|----------------------|
| Ms. Marion Pyzik, President       | Ms. Patty Rinehimer  |
| Mr. Nathan Strunk, Vice President | Ms. Anna Lopez       |
| Mr. Ronnie Byrd                   | Mr. Albert Rinehimer |
| Ms. Christina Grape-Garvey        | Mr. Michael Stern    |

## DISTRICT ADMINISTRATION

Dr. Elizabeth Robison, Superintendent

Dr. Catherine Sweeney, Assistant Superintendent for Curriculum and Instruction

Dr. Mark Wade, Assistant Superintendent for Special Education

Mrs. Courtney Burrus, Executive Director of Human Resources

Mr. Joseph Colozza, Chief Financial Officer

## EAST HIGH SCHOOL ADMINISTRATION

Ms. Tamala Toleno, Principal

Ms. Jamie Bowman, Assistant Principal

Mr. John Richards, Assistant Principal

Mr. Brian Williams, Assistant Principal

## WEST HIGH SCHOOL ADMINISTRATION

Mr. Mike Jones, Principal

Ms. Michelle Connors, Assistant Principal

Ms. Brenda Fladger, Assistant Principal

Mr. Sean Wilson, Assistant Principal

|                   |
|-------------------|
| TELEPHONE NUMBERS |
|-------------------|

|                              |                         |
|------------------------------|-------------------------|
| Central Office               | 570-839-7121 ext. 1000  |
| Curriculum Directors' Office | 570-839-7121 ext. 50365 |
| First Student Liaison Office | 570-839-7121 ext. 30421 |
| Security Office              | 570-839-7121 ext. 40433 |

|                  |
|------------------|
| EAST HIGH SCHOOL |
|------------------|

|                |              |
|----------------|--------------|
| Main Office    | Ext. 80400   |
| Guidance       | Ext. 80460   |
| Attendance     | Ext. 80419   |
| Nurse's Office | Ext. 80470   |
| Building Fax   | 570-839-5934 |

|                  |
|------------------|
| WEST HIGH SCHOOL |
|------------------|

|                |               |
|----------------|---------------|
| Main Office    | Ext. 81400    |
| Guidance       | Ext. 81460    |
| Attendance     | Ext. 81419    |
| Nurse's Office | Ext. 81470    |
| Building Fax   | 570-839- 5968 |

## **The Pocono Mountain School District Mission**

The mission of the Pocono Mountain School District is to prepare all students for tomorrow's challenges and opportunities.

## **The Pocono Mountain School District Vision**

The vision of the Pocono Mountain School District is to create a culture of achievement, improve student performance, maintain safe schools and promote strong character.

### **Belief Statements**

The Pocono Mountain School District operates with the following beliefs:

1. All students have value and share in the responsibility for their success in the educational process.
2. All students possess unique strengths and needs.
3. All students need the opportunity to learn in an educational program that maximizes their potential.
4. Teachers foster futuristic thinking and learning among students.
5. Teachers and parents are strategic partners in the success of the student.
6. Teachers continue to grow in their professional development.
7. Teachers recognize individual differences in each child and help each to meet his or her potential.
8. Teachers are humanistic and flexible in their styles and approaches.
9. Administrators utilize community resources and input in the decision-making process.
10. Administrators make decisions consistent with the mission statement of the district.
11. Administrators take a visionary and proactive role in the operation of the district.
12. Administrators are committed to personal and professional growth and development.
13. Administrators plan and implement a safe and positive learning environment.
14. Administrators encourage excellence and innovation as they assist teachers in implementing the district curriculum.
15. Administrators focus on positive communication between families and schools.
16. Administrators maintain a sound fiscal operation.
17. Parents and guardians provide continuous positive involvement in the educational process.
18. Parents and guardians support educators in educational programs and district discipline to enable students to be in a safe environment.
19. Parents and guardians communicate with students and educators.
20. The school community must be respectful and responsive to its diverse composition.
21. The school community creates an environment that supports each student at his or her individual level.
22. The school community is apprised on the inherent worth and financial value of a vibrant public school system.
23. The School Board is accountable to the community for providing a public forum and considering community input in decision making to ensure solutions to educational issues.
24. The School Board pursues all available avenues to encourage longevity among district personnel for the purpose of educational consistency.
25. The School Board develops short and long range plans to provide financial security for the district's future growth and development.
26. The School Board investigates all avenues of funding to increase revenue for public education.

## **The Pocono Mountain School District Mission and Practice**

The Pocono Mountain School District provides an exemplary educational program for the children of our District that includes instruction in all academic areas relevant to their preparation for the future. Pocono Mountain School District is a strong academic community where students build confidence to be college and career ready. All students and staff are active learners engaged in meaningful experiences that promote mutual respect, trust, and character. To promote increased student achievement, Pocono Mountain has developed a rigorous and comprehensive curriculum that is aligned to Pennsylvania State Standards in all core content areas. A rigorous and relevant curriculum is one that is cognitively demanding and challenging to students as they apply the essential concepts and skills to real world, complex and open-ended situations. The content is not just interesting to students, but involves particular intellectual challenges. An extensive variety of after school activities in the arts, academics and athletics are provided to enrich our students as well.

### **Safe School Environment**

The Pocono Mountain School District strives to ensure that all students and adults are provided with a safe and effective environment in which to learn and work. This type of environment exists when distractions are kept to a minimum and behavior is orderly and is the responsibility of all members of the community. The school utilizes the services of District and building-level resources to meet this goal. For the safety of our staff, students, and visitors, as well as the protection of our property and equipment, security cameras and metal detectors are used in many Pocono Mountain facilities and parking lots.

In an effort to provide students with a safe and secure school environment, the PMSD works collaboratively with the Pocono Mountain Regional Police Department in adding another layer of security in the district by employing School Resource Officers. PMSD School Resource Officers (SRO's) work cooperatively with elementary, intermediate, junior high and high schools in the district in an effort to promote positive relations between youth and law enforcement, be visible within the school community, attend and participate in school functions, build working relationships with the school's staff, students and parent groups.

Pocono Mountain School District contracts with U.S. Security Care, Inc. to provide dedicated armed security agents as an additional school safety measure. The district now has either an armed School Resource Officer or an armed security agent present at all schools during the school day and at other events to ensure the safety of our students, staff and schools. All armed officers and security agents meet or exceed state and Federal training standards.

In order to create and maintain an orderly environment within the schools, students and guests are required to adhere to the rules and regulations as set forth in the Student / Parent Handbook and to abide by the decisions of the administration in disciplinary matters.

A safe school environment is essential to successful learning. Through the careful use of District resources and the monitoring of student, adult, and visitor behaviors, Pocono Mountain High Schools provide its constituents with an effective and safe school environment.

### **Positive Behavioral Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a research-based, highly effective, framework to creating, teaching, and reinforcing students' social, emotional, and academic learning skills to improve and sustain academic achievement and mental and emotional well-being of all students. All school staff use the PBIS's framework and positive approach in all school settings. The goal of PBIS is to establish a predictable, consistent, and positive school culture for all students and staff. PBIS schools focus on prevention, intercede to correct individual student behavior "miscues," and acknowledge students who model the expected behavior.

Students and staff spend time at the beginning of the school year, and as needed throughout the year, engaging in lessons on expected behavior and effective ways to demonstrate those behaviors in various locations in the school to make the high school a safe and positive learning environment. Students are expected to model the character traits of the acronym PRIDE: Prepared, Respectful, Involved, Dependable and Empathetic.

# **TABLE OF CONTENTS**

**SECTION I: ACADEMIC PROGRAM**

**SECTION II: STUDENT SERVICES**

**SECTION III: STUDENT PARTICIPATION**

**SECTION IV: GENERAL INFORMATION**

**SECTION V: ATTENDANCE**

**SECTION VI: STUDENT RESPONSIBILITIES**

**SECTION VII: DISCIPLINE PROCEDURES, POLICIES AND GUIDELINES**

## **SECTION I: ACADEMIC PROGRAM**

### **PROGRAM OF STUDIES**

The courses offered at the High School level allow the student to choose from the following broad areas of study:

**Advanced Placement Program** - courses that are based on curricula developed by the College Entrance Examination Board. These programs require weekly writing assignments, a rigorous schedule of outside readings, and extensive homework assignments.

**Honors Program** - Students may participate in honors courses in grades 9-12. This program requires weekly assignments, a rigorous schedule of outside reading, and intensive homework assignments.

**Academic Program** - prepares students to demonstrate proficiency of all graduation standards through both theoretical and hands-on application. The Academic Program is designed to prepare students to enter post-secondary education.

**Core Program** - prepares students to demonstrate proficiency of all graduation standards through hands-on applications and other activities. This program will prepare students to enter the workforce and/or enter post-secondary school.

**Vocational Technical Curriculum** - a half-day program at the Monroe County Technical Institute in conjunction with the required academic courses offered at our high school. Full-day program, including core classes, is available for ninth grade students.

**Special Education Program** - currently operates emotional support, learning support, and speech/language support programs for students deemed exceptional. Mild and moderate academic and/or behavioral needs of our students can be met in these classes. Psychological and educational evaluations are also available through the Pocono Mountain School District.

**Independent Studies Elective** - The Independent Study Program is designed for students who have demonstrated a high degree of motivation and have the ability to work independently. To enroll in an independent study program, a student must have the approval of the teacher, the guidance counselor, and the high school principal. All students approved for an independent study must receive a percentage grade for the course. This grade will be calculated into the G.P.A.

### **KEYSTONE EXAM PROFICIENCY AND GRADUATION REQUIREMENTS**

Improving academic performance for all children is an essential part of Pennsylvania's educational system. The Commonwealth of Pennsylvania established academic standards that define what students should know and be able to do at specific grade levels. Standards provide a framework and learning targets for students, teachers, and parents. Progress toward the Standards is measured through a state assessment called the Keystone Exams. Keystone Exams in Literature, Algebra I, and Biology will be administered after the completion of the Keystone-related course. These exams serve a dual purpose as both graduation requirements and for state accountability under federal law (ESSA, Future Ready Index, School Performance Profile/ Educator Effectiveness Model).

Students must demonstrate their ability to meet or exceed the academic standards at a proficient or advanced level. The Pocono Mountain School District uses its own assessment system as well as the Keystone Exams to measure students' proficiency. In addition, to be eligible for high school graduation all students must complete 22 credits.

Students who meet the prerequisites may earn graduation credit for Algebra I, French, German, and Spanish when taken in the seventh or eighth grade. These credits will be utilized in calculation of class

rank and grade point average.

For each successful year of participation at MCTI, students will receive three (3) credits.

For students graduating in 2022 and beyond, the following options exist to meet the statewide graduation requirement:

- **Keystone Proficiency Pathway:** Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- **Keystone Composite Pathway:** Earning a composite score of 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two).
- **Alternate Assessment Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and one of the following:
  - Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
  - Gold Level on the ACT WorkKeys Assessment;
  - Attainment of an established score on an Advanced Placement Program or an International Baccalaureate Diploma Program exam in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;
  - Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;
  - Successful completion of a pre-apprenticeship program; or
  - Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.
- **Evidence Based Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including
  - One of the following:
    - Attainment of an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam;
    - Acceptance into an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework;
    - Attainment of an industry-recognized credential; or
    - Successful completion of a concurrent enrollment or postsecondary course; and
  - Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service learning project; attainment of a score proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; satisfactory compliance with the NCAA's core courses for college bound student athletes with a minimum grade point average (GPA) of 2.0.
- **CTE Pathway:** For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-

based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

### **KEYSTONE TUTORIAL COURSE**

A Keystone Tutorial Course will be required for students who do not demonstrate proficiency on the Literature, Algebra I, and/or Biology Keystone Exams.

By the end of grade 12, students must demonstrate proficiency on each Keystone exam or successful completion of the Keystone Tutorial. This is a local school board requirement for graduation.

### **ACADEMIC STANDARDS DEMONSTRATION**

Completion of a course sequence is the recommended process for demonstrating academic standards attainment. Other ways to demonstrate academic standards attainment are:

- Complete standards by meeting the goals of an Individual Education Plan (I.E.P.)
- Complete standards when the student is in a pre-approved foreign exchange program (NOTE: student standard completion will be evaluated upon the student's return to school)

### **SCHEDULING LIMITATIONS**

A full schedule in the high school consists of 30 class periods a week. Students must schedule all class periods. Many courses mandate specific requirements. The number of students electing a course and the availability of teachers will determine whether or not a course will be offered. In these cases, students may be assigned to their other choices.

### **STUDENT SCHEDULES**

1. Should student performance during the school year provide evidence that a change in instructional level is beneficial, an appropriate modification in a student schedule may be made.
2. An individualized schedule is designed for each student.
3. Instructional levels in language arts, mathematics, reading, science, and social studies are assigned to each student based upon these multiple criteria:
  - a. Results of student performance on standardized tests that are based upon national norms
  - b. Teacher recommendations
  - c. Administrative review
4. Should student performance during the school year provide evidence that a change in instructional level is beneficial, an appropriate modification in a student schedule may be made.
5. Schedule changes may only occur during the first nine (9) days of the school year. Schedule changes are granted on rare occasions and are contingent upon administrative review of all factors.

### **REQUESTS FOR TEACHERS**

The classroom placement of a student is the prerogative of the counselor, the teacher, and the principal. The individual needs of students are given a priority. However, the final placement and assignment of students is the sole responsibility and within the sole discretion of the school principal.

### **POWERSCHOOL STUDENT INFORMATION SYSTEM**

PowerSchool Student Information System is a web-based software package that enables the Pocono Mountain School District teachers to post each student's grades online. PowerSchool Student Information System allows parents to have access to grades, attendance, assignments, and discipline information regarding their child.

For more information on how to access PowerSchool Student Information System log on to the Pocono Mountain School District web site at [www.pmsd.org](http://www.pmsd.org).

### **PROGRESS REPORTS**

Progress reports are issued mid-way between each report card and sent home with the student. Progress reports are issued so that the student and the parent are aware of the current grade status of the child. Actual

grades for work are reflected on the progress report. These reports allow the student time to improve their grade performance if they are doing poorly and inform the parent that a possible parent teacher conference may be needed. First progress reports of the semester may not have grades –they may have comments about your child’s progress. Many times, the first four weeks of each semester the teacher is getting to know your child, and your child is getting adjusted to new classes and curriculum. A grade may not be available at this time.

## **REPORT CARDS**

Report cards are issued four times per school year. They include grades earned in each subject, teachers’ comments, and daily absences. Report cards will be distributed directly to the students except for the fourth (4th) marking period, at which time they will be mailed home.

## **GRADING**

The Pocono Mountain School District believes that every student should be provided as many opportunities as possible to demonstrate achievement each marking period through formal and informal assessments. These assessments are what collectively contribute to the formation of a grade for each individual student.

Assessments should be made in multiple formats and may include homework, tests, quizzes, class work, center work, lab work, final exams, project completion, paper and pencil activities, notebooks, portfolios, participation, and verbal presentations. Homework will not count for more than 10% of the final grade.

Each student receives a formal assessment report eight times per school year. Every 45 days a report card is issued to the student: four per year. At mid-quarter a mid-marking progress report will be constructed and sent home: four per year. Parent conferences may be scheduled to discuss student progress.

Various grade levels reflect student achievement differently, all grades are based on the scale of 0 to 100. The scale and designation of alpha and numeric is as follows:

|               |                      |                             |                  |                |                 |
|---------------|----------------------|-----------------------------|------------------|----------------|-----------------|
| <b>92-100</b> | Distinguished Honors | <b>A - Outstanding</b>      | <b>A+/98-100</b> | <b>A/95-97</b> | <b>A-/92-94</b> |
| <b>83-91</b>  | Honors               | <b>B - G/Good</b>           | <b>B+/89-91</b>  | <b>B/86-88</b> | <b>B-/83-85</b> |
| <b>74-82</b>  | Acceptable Work      | <b>C - S/Satisfactory</b>   | <b>C+/80-82</b>  | <b>C/77-79</b> | <b>C-/74-76</b> |
| <b>65-73</b>  | Marginal Work        | <b>D - N/Needs Imp.</b>     | <b>D+/71-73</b>  | <b>D/68-70</b> | <b>D-/65-67</b> |
| <b>0-64</b>   | Failing Work         | <b>F - U/Unsatisfactory</b> |                  |                |                 |

## **THE “I” GRADE**

A student must meet all course requirements in order to receive credit for that course. The second marking period grade of each semester reflects the student’s progress in meeting all of those outcomes.

The “I” or incomplete on a report indicates the student has not completed work for a grade and the teacher or administration has granted an extension for the work to be completed. Any work that needs to be completed as a class assignment needs to be handed in within two weeks after the “I” has been issued. If the work has not been handed in the student will be given a “0” for the assignment, and it will be calculated into the current grade average. An “I” will not be given the last quarter of the school year.

Only the building administrator, for medical reasons or extenuating circumstances, can extend an incomplete. An “I” grade will be given only to a student who does not meet the course outcomes and who has shown continuous progress throughout the course. A student with an “I” grade must have:

- Attended class regularly
- Made an effort to complete assignments on time
- Shown appropriate preparation for tests; completed homework and guided practice on a regular basis
- Actively participated in class.

Any student receiving an “I” or a grade below 65 will have the opportunity to complete a course in

credit recovery unless the teacher makes alternative arrangements for the "I" grade.

### **VALEDICTORIAN AND SALUTATORIAN AWARDS**

Valedictorian and salutarian awards will be given to the students with the highest GPAs. The GPAs will be based upon the overall average for grades 9, 10, 11, and the first three quarters of the senior year. To qualify as valedictorian or salutarian, students must have been enrolled consecutively in PMSD grades 9-12. Students enrolled in a Cyber school or PMSD Cyber are not eligible to be awarded valedictorian or salutarian. Any student who goes to college for early admissions during their senior year, or meets all of their graduation requirements within three years, will not be considered for valedictorian or salutarian of the senior class. Early admission is defined as a student who completes their entire senior year of Pocono Mountain School District graduation requirements at a college.

### **HONOR ROLL CRITERIA**

1. Only courses flagged as "Include in Honor Roll" on the course master are reviewed.
2. Only courses flagged as "Requires a Grade" in the current marking period on the student's schedule are reviewed.
3. All courses are considered individually – there is no marking period GPA or other average calculated.
4. There is no differentiation between course types (i.e. related arts or not).
5. Honors and/or AP courses are weighted based on numbers coded into PowerSchool/SIS.
6. The following is required for a student to make Regular Honor Roll:
  - a. No missing grades
  - b. No alpha grades of U, NR, W, W5 or I
  - c. No numeric grade less than 83
7. The following is required for a student to make Distinguished Honor Roll:
  - a. No missing grades
  - b. No alpha grades of U, NR, W, W55 or I
  - c. No numeric grade less than 92.

A student cannot make the honor roll or distinguished honor roll if any of his/her related arts class grades are below a: B/S/Pass/83.

### **ADVANCED PLACEMENT COURSES**

Advanced Placement courses receive an additional four percentage points for the purpose of determining honor roll and class rank. The students take the A.P. test administered by the Educational Testing Service. A student must achieve a grade of 74% or higher in the Advanced Placement course to receive the four points.

### **HONORS COURSES**

Honors Courses receive an additional two percentage points for the purpose of determining honor roll and class rank. A student must achieve a grade of 74% or higher in the honors course to receive the two points.

### **NATIONAL HONOR SOCIETY**

1. Membership qualifications will be based upon performance in grades 10, 11, & 12.
2. Students must maintain a cumulative grade point average of 94 for sophomores, 93 for juniors and 92 for seniors.
3. A positive citizenship record is required. Suspensions, detentions, or persistent minor infractions are not acceptable.
4. Regular attendance is a mark of an honor student; therefore, to be considered, a student must exhibit exemplary attendance of 10 or fewer unexcused absences. Current members surpassing this will be placed on probation and monitored for one semester while given support to improve attendance.
5. Eligible students must submit a completed application by the designated date. On this form, students must detail their record of service, leadership, and character. Participation in at least two (2) different school activities is required. At least one of these activities must involve sustained participation such as a sport, band, chorus, SGA, etc. A one-time activity such as a spelling bee or blood drive does not qualify as sustained participation. Work experience,

recognition, and awards should also be included. Community service of 20 hours is required of sophomores, 40 hours is required of juniors, and 60 hours is required of seniors. Hours are to be acquired over the course of the high school years and are cumulative.

6. Students who meet all of the above criteria will be reviewed by their teachers, activity advisors, coaches, etc. Students must receive positive teacher recommendations; a negative comment may eliminate a student for consideration. A teacher having students for more than one (1) class or activity may make multiple recommendations.
7. Decisions of the NHS committee will be final unless a verifiable error exists.
8. The above conditions comply with the guidelines set forth by the National Honor Society.
9. A student not meeting the criteria because of grades or lack of activities may re-apply the following year. A letter detailing areas needing improvement will be provided to applicants to clarify what criteria should be the focus.
10. **REMOVAL FROM MEMBERSHIP** - Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character that were the basis for their selection. Any member of the Pocono Mountain Chapter of the NHS who violates the conditions required for membership will be removed. In the case of a grade point average falling below the specified requirements for each grade level, the student will be granted one (1) semester to restore the average. If the grade average remains below requirements, then removal will follow. Violations of a non-academic nature such as suspension, or failure to maintain active participation in activities, will result in removal. Active participation in the NHS requires members to regularly attend meetings and actively participate in NHS-supported community service projects. Students who do not attend meetings and do not engage in NHS-supported community service projects will have their membership revoked. Once a student's membership is revoked he/she is not eligible for membership again.

### **PLAGIARISM**

Webster's New World Dictionary defines plagiarism as, "the taking of any idea, writing, or creative work and passing it off as one's own." Some examples of plagiarism include, but are not limited to, copying and pasting content from the Internet, artificial intelligence (AI) generated content, or submitting another student's work. Throughout your secondary education, you will be asked to complete a variety of written assignments for your subject area classes. Many of these assignments will require you to complete academic research prior to writing. Your teachers will utilize class time to teach and review proper research and citation techniques. Pocono Mountain School District believes in holding all students to high ethical standards in order to maintain classroom academic integrity. In the event of an act of plagiarism, teachers reserve the right to deny a student credit for the assignment, and consequences may be assigned. In addition, plagiarism is a violation of the conditions for membership in the National Honor Society and is grounds for removal.

### **HOMEWORK**

1. Homework is an important component of the learning process, and a positive relationship exists between homework and achievement. Parent involvement is essential for the student to acquire the proper attitude toward study. Students, however, must accept responsibility for home study.
2. Homework is to be part of a student's nightly routine. To master the content and processes necessary for success in the classroom, it is recommended that students spend, in total, 90-120 minutes per night on assignments, review, and practice.
3. Homework has four primary objectives: reinforcement, preparation (gathering of materials for a project or class assignment), practice, and extension. Homework can help a student prepare for a lesson, through practice it can provide students with an opportunity to reinforce new skills and to apply new learning, and it can also extend student learning beyond the classroom by encouraging the individualized and creative pursuit of knowledge.
4. Homework will not count for more than 10% of the final grade.
5. To achieve success, students should:
  - Record and organize assignments and due dates

- Develop a daily study routine (time, place)
- Listen carefully in class
- Take notes in class
- Review notes daily
- Recognize that learning takes individual effort

#### **SPECIAL EDUCATION IDENTIFICATION ACTIVITIES**

Teachers or parents who feel a child is exceptional or is experiencing academic, emotional or physical difficulties may request an evaluation to determine special program needs. A parent request form is available through the guidance office in each school. Evaluations are completed throughout the year in every school in the district.

#### **SERVICES AND PROGRAMS AVAILABLE**

Pocono Mountain School District provides students, based on their eligibility and needs, with the opportunity to receive services through academic, emotional, and physical support. Classes for Gifted Support, Learning Support, Emotional Support, and Life Skills Support are operated by the Pocono Mountain School District. In addition, Colonial Intermediate Unit #20, in cooperation with the school district, operates classes for Life Skills Support, Emotional Support, Autistic Support, Multiple Disability Support, Deaf and Hearing-Impaired Support, Blind or Visually Impaired Support, Speech and Language Support and Early Intervention for "at-risk" Preschool Students.

#### **CONFIDENTIALITY**

Confidentiality is maintained on all personally identifiable information regarding students. Parents have the right to see and obtain a copy of their child's records. Personally identifiable information relative to an exceptional student will only be released with the permission of the parent and/or in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Pennsylvania Rules, Regulations, and Standards.

## **SECTION II: STUDENT SERVICES**

Guidance Services, available to all students, are an integral part of the educational program. The goal is to aid in developing each individual's full intellectual and social potential, while achieving maturity and self-responsibility.

1. A student who wants a conference and receives a pass may stop at the guidance office prior to the beginning of the school day to arrange for an appointment. The student must show the pass to his/her teacher before reporting for the appointment. Students may also schedule an appointment in the guidance department's Google Classroom.
2. Counselors regularly meet with students concerning academic progress. Support groups are offered as needed.
3. Students desiring an appointment with their counselor should first obtain permission from their teacher before going to the guidance office.
4. Parent conferences with teachers and/or counselors can be arranged by contacting the guidance office secretaries.
5. Counselors are trained to provide students with information, suggestions, or plans related to many topics including:
  - Careers and future planning
  - Relating with others (friends, parents, teachers, etc.)
  - Study skills/time management
  - Decision making and priority setting
  - Test taking, skills, and achievement

Cumulative pupil records are maintained in the guidance office and, with a 24-hour notice, may be reviewed upon request by parents and guardians.

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

The Student Assistance Program (SAP) helps identify students who are experiencing behavior and/or academic difficulties that pose barriers to their learning and success in school. SAP offers support to those students and their families. Participation in the Student Assistance Program is voluntary and is offered as a source of help and support for the student and family.

### **STUDENT SUPPORT PROGRAMS**

One of the most important tasks of a student assistance team is to build a working partnership with families, focusing on the student's success as their common goal. In addition, the team may offer student-centered services such as Project One to Won, Drug & Alcohol Counseling, Check and Connect, educational support groups, in-school mentoring, restorative practices and aftercare resources. The team may also assist families in identifying options for professional support. The goal of a family/student assistance partnership is to encourage and support student success in school.

### **LIBRARY**

The High School Library Media Center provides resources and instruction to ensure that students and staff are effective users of ideas and information. Students are encouraged to use information accurately and competently, to discover materials for leisure reading, to become independent learners, and to demonstrate social responsibility in regard to information usage.

The library contains books, audiovisual materials, and computer access for use during regular school hours on school days, and on certain weekdays after school. Books and materials signed out by students become the responsibility of the student until returned to the library. Fines and/or cost of materials may be charged if material is overdue, damaged, or lost. This includes all school-issued Chromebooks. The library catalog and web page can be accessed from the PMSD home page at [www.pmsd.org](http://www.pmsd.org).

## **HEALTH CARE AND CONFIDENTIALITY OF STUDENT HEALTH INFORMATION**

1. A full-time nurse is available for emergency health care. For non-emergencies, students must secure a written pass from their teacher before visiting the nurse.
2. Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury.
3. Illnesses or injuries that occur during the school day should be reported by the student immediately to their teacher and to the school nurse.
4. On-going health care for student illness or injury is the responsibility of the student's personal physician.
5. The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information annually or when the student's needs change. In accordance with School code section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions which may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the health and safety of a student. Unless it presents a threat to a student's health, medical information may remain confidential with the school nurse only, upon the written request of a parent or guardian.
6. Student vision, hearing, height, and weight screenings will be administered by the nurse each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
7. Physical examinations are required for students entering eleventh grade. With written parental consent, these examinations will be conducted by the school physician. Consent forms are available in the Nurse's Office. Students may have their private physicians conduct these examinations at their own expense.
8. Students are encouraged to consult with the school nurse about health concerns and interests.

## **USE OF MEDICATION**

(Refer to Board Policy 210 and Board Policy 823)

## **MEDICATIONS AND FIELD TRIPS**

If, in order to maintain sufficient health to participate in a school sponsored field trip, student must be given medication, then the following procedure shall be adhered to:

### **1. Administration**

- a. Whenever possible, parents shall be requested to administer the medication at home.
- b. All medications whether prescription or non-prescription that are to be dispensed during school hours or during a student's participation in a school sponsored field trip must be accompanied by a written authorization signed by the physician/provider and parent/guardian and follow all requirements of this policy.
- c. When a student is to participate on a field trip and requires the administration of medication, every effort should be made to accommodate the child's parent/guardian on the trip so he/she can distribute the medication.
- d. If a parent cannot attend the field trip and prescribed medication must be administered, procedures under Delegation of Responsibility must be followed.

### **2. Delegation of Responsibility**

During a day that a student would be participating in a field trip off of school grounds, medication will be dispensed as follows:

- a. By the nurse, at the regularly scheduled time, if the student is in the building either prior to or after the field trip;
- b. By the parent, at the designated time, if he/she is a chaperone for the field trip;
- c. By self-administration by the student (**epinephrine and inhalers only**) in the presence of a teacher in the absence of a nurse, health assistant, parent, or administering teacher;

- d. The timing of the administration of the medications may be adjusted for the day with written consent of the physician, so the student receives his/her medication prior to or upon return from the field trip; or
- e. The medication may be held for the day only with written authorization from the physician and parent.
- f. The medication, and written directions and authorization for administration will be given to the school nurse prior to the field trip. The authorization will include the name of the student, date of the trip, time of the trip, dosage, name of the medication, and time to be administered.

### **STUDENT INJURY**

In the event of a student being injured, every effort will be made to contact the parent by phone. If the parent/guardian cannot be reached, then authorized persons may make whatever arrangements might be deemed necessary for transportation of the student to a hospital or available physician.

### **SUICIDE AWARENESS, PREVENTION AND RESPONSES**

(Refer to Board Policy 819)

The Board is committed to protecting the health, safety, and welfare of its students and school community. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention, establish methods of prevention, intervention, and response to suicide or suicide attempts, and promote access to suicide awareness and prevention resources.

### **CAFETERIA**

(Refer to Board Policy 808)

Pocono Mountain School District participates in the *Community Eligibility Provision* Program (CEP), which allows every student attending district buildings the ability to receive a free breakfast and free lunch everyday at school at no charge and without the need to submit a free/reduced meals application.

Extra servings or a la carte items will be made available for purchase. Payment for these purchases can be made by:

- Depositing money onto your student's [schoolcafe.com](http://schoolcafe.com) account. The schoolcafé website gives you the opportunity to monitor your child's purchases.
- Using a pre-printed or any envelope to deposit a check, cash, or money order. Please be sure to include your student name, student ID number, building, and grade.
- All previous debts will remain with the student until paid in full.

#### **Cafeteria Payment Procedure**

Each student is issued an ID number. That number will be scanned or entered into the pin pad at the cash register so all cafeteria transactions can be tracked. The student ID number is linked to a cafeteria account in the student's name.

#### **Students with Outstanding Balances**

Act 55 prevents food service employees from discussing low or negative account balances with students in grades K-8 unless the student asks the cashier for the status of their balance. Food Service employees are permitted to discuss low or negative account balance information with students in grades 9-12.

Parents/Guardians are responsible for all charges on their student's account and are encouraged to frequently check the account balance to ensure that adequate funds are available.

Letters, phone calls, or emails will come from the Food Service Office alerting the parent of a negative balance when a student owes money on their account. Finally, a school counselor, or building principal may also contact the family about negative account balances. Unpaid charges are due to the District no later than the final day of the

school year.

### **Dining Area**

Students are responsible for maintaining a clean area. All trash is to be disposed of properly.

### **Nutritional Information and Menus**

All portion sizes and components for the day's published meals are mandated by the Pennsylvania Department of Education. Please visit <https://pmsd.nutrislice.com/> for monthly detailed nutritional information and both breakfast and lunch menus for all grade levels are accessible by selecting the appropriate building. Menus are subject to change. Although we try our best to serve our menus posted, sometimes last-minute changes may occur.

### **Food Allergies**

All food allergies must be diagnosed and reported by a licensed physician. This information must also be shared with the school's nurse and the cafeteria manager and the Food Service Office.

Board Policy 209.1 Food Allergies and food substitution clearly states the following information about Food Substitutions:

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for the children with qualifying disabilities under federal law whose disabilities restrict their diets. In such cases, *the district shall provide food substitutions where, as required by law, the parent/guardian has provided written documentation by a licensed physician indicating that the student requires a food substitution as a result of a disability.*

**Questions regarding food service may be directed to the Meals Administrator 570-839-7121 extension 10164.**

### **A la Carte Items**

We offer an ever-changing variety of a la carte items, a price list for which is available on the Food Service website. Additionally, all a la carte items are priced in the café.

Questions regarding food service may be directed to: Food Service Office 570-839-7121 extension 80450

Questions regarding Free and Reduced Lunch Program may be directed to: 570-839-7121 extension 10164

### **TESTING**

The Pocono Mountain School District utilizes a district-wide testing program designed to provide information concerning the proficiency of all students in the district on standardized tests of academic achievement and aptitude. Test results are available in the guidance offices. Parents and students are welcome to make an appointment to discuss this information with a counselor.

The Pennsylvania Department of Education has established the Keystone Exams to assess proficiency in Algebra I, Literature, and Biology. The main purpose of these assessments is to provide data for school district and state evaluation. The information gathered will be used to influence in-service training, curriculum revision, and future school programs.

The Classroom Diagnostic Tools (CDTs) are a set of online assessments that will be administered to provide diagnostic information to guide instruction and to provide support to students and teachers. These tools will assist educators in identifying students' academic strengths and areas of need.

Students are encouraged to do their best when taking all standardized assessments. The following SAT and ACT tests will also be offered for high school students. The registration packet will give specific test dates, times, and sites. The schedule listed below is subject to change:

| SAT Test               | Regular Registration Deadline | Late Registration Deadline | Score Released    |
|------------------------|-------------------------------|----------------------------|-------------------|
| August 24, 2024 (WHS)  | August 9, 2024                | August 13, 2024            | September 6, 2024 |
| October 5, 2024 (WHS)  | September 20, 2024            | September 24, 2024         | October 18, 2024  |
| November 2, 2024 (EHS) | October 18, 2024              | October 22, 2024           | November 15, 2024 |
| December 7, 2024 (WHS) | November 22, 2024             | November 26, 2024          | December 20, 2024 |
| March 8, 2025          | February 21, 2025             | February 25, 2025          | March 21, 2025    |
| May 3, 2025 (EHS)      | April 18, 2025                | April 22, 2025             | May 16, 2025      |
| June 7, 2025           | May 22, 2025                  | May 27, 2025               | June 20, 2025     |

| ACT Test                | Regular Registration Deadline | Late Registration Deadline | Score Released               |
|-------------------------|-------------------------------|----------------------------|------------------------------|
| September 14, 2024      | August 9, 2024                | August 25, 2024            | Sept. 24 - Nov. 8, 2024      |
| October 26, 2024        | September 20, 2024            | October 7, 2024            | Nov. 5 - Dec. 20, 2024       |
| December 14, 2024 (EHS) | November 8, 2024              | November 22, 2024          | Dec. 24, 2024 - Feb. 7, 2025 |
| February 8, 2025        | January 3, 2025               | January 20, 2025           | Feb 18 - April 4, 2025       |
| April 5, 2025 (WHS)     | February 28, 2025             | March 16, 2025             | April 15 - May 30, 2025      |
| June 14, 2025           | May 9, 2025                   | May 26, 2025               | June 24 - Aug 8, 2025        |
| July 12, 2025           | June 6, 2025                  | June 20, 2025              | July 22 - Sept. 5, 2025      |

Individual testing by the guidance staff, psychologists, and Intermediate Unit Staff members is available. This type of testing is a useful tool for situations involving problems in learning, interpersonal relations, or career choices. In many instances, a parent's permission is required before a test is administered. A conference may be scheduled following testing for sharing a further explanation to parents and students. Teachers, parents, students, or school administrators may initiate a request for individual testing.

### **HEARING THERAPIST**

Students experiencing hearing problems are urged to make the school nurse aware of these problems. The services of a certified hearing therapist are available to students at the high school. The therapist will work closely with the school nurse, and when appropriate, with trained medical experts to help the student overcome or compensate for hearing deficiencies affecting school learning.

### **SPEECH THERAPIST**

A certified speech therapist is available to assist high school students with speech problems such as stuttering or inability to pronounce words properly due to physical, emotional, or other reasons. The school nurse will cooperate with students and parents in scheduling appointments with the speech therapist.

## **LOCKERS**

(Refer to Board Policy 226)

## **STUDENT SEARCHES**

School lockers, desks, coat closets, roadways, and parking areas are the property of the school district. The use of such property by students is a privilege, not a right. The reasonable expectation of privacy which students enjoy does not extend to lockers, desks, or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks, and vehicles on school property whenever deemed necessary or reasonable for the protection of health, welfare, and maintenance of discipline in the classroom or on school grounds. This may include random, blanket, periodic or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, periodic or sweeping searches of all lockers will be conducted without regard for any individual suspicion.

Searches of students, student clothing, and student possessions may be conducted if the administration determines that a reasonable level of suspicion exists that a violation of school policy has occurred.

Students found in possession of illegal substances, weapons, or other prohibited articles or materials in their lockers, desks, or vehicles, and/or on their persons shall be subject to discipline in accordance with the rules, policies, and regulations of the district and shall further be subject to any fines, penalties or legal actions as may be provided for by State and Federal laws and regulations. Such evidence may be used against the student in disciplinary proceedings. Refusal to submit to a search will result in disciplinary action.

## **STUDENTS AND THE POLICE**

(Refer to Board Policy 218 and Board Policy 226)

## **LOST AND FOUND**

Students finding books, notebooks, school materials and equipment, or personal possessions are requested to bring them to the main office. During lunch, students may inquire to determine whether or not lost items have been found. Students are urged to mark school and personal property clearly with their names.

Most lost and found items will be held for a maximum of two weeks before being discarded or given to an approved charitable organization. Students are urged to report losses immediately to the main office.

## **HOMEBOUND INSTRUCTION**

The Board shall provide, pursuant to rules of the State Board of Education, individual instruction to a student confined to home or hospital for physical disability, illness or injury; or when such confinement is recommended for psychological or psychiatric reasons. Application for individual instruction shall certify the nature of the illness or disability and must be approved by the Superintendent. The Superintendent may grant such recommended requests for individual instruction and report such to the Board at its next regular meeting. The Board will provide individual instruction only for those confinements expected to last at least two weeks but such exceptions may be made as deemed advisable. The district may, in its discretion, require a written recommendation or certification from a licensed physician, psychologist or psychiatrist in support of the application for homebound instruction.

The program of individual instruction given each student shall be in accordance with the standards established by the Secretary of Education. The Board reserves the right to withhold individual instruction when:

- The instructor's presence in the place of a student's confinement presents a hazard to the health or safety of the teacher.
- A parent or other adult in authority is not at home with the student during the hours of instruction.

Students who require long-term homebound instruction may qualify to use a Distance Learning program.

Arrangements for homebound instruction are made through the counselors and individual building principals.

### **HOMELESS STUDENTS**

(Refer to Board Policy 251)

### **EDUCATIONAL STABILITY FOR STUDENTS IN FOSTER CARE**

(Refer to Board Policy 251)

### **ACT 30 OF 1995**

Act 30 of Special Session #1 of 1995 (PA Legislature) requires the court, through the juvenile probation department, to provide the building principal of any school with information concerning the adjudication of an enrolled child. Such reports would include a list of descriptions of delinquent acts committed by the child, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan for the student, or any other information deemed necessary. The principal is required to share this information with the child's teacher or with the principal of another school to which the child may transfer. Any such information must be maintained separately from the child's official school record. For more information, contact the Building Principal.

### **EXEMPTION FROM INSTRUCTION**

The purpose of this policy is to comply with the requirement of the State Board of Education that school districts adopt policies that assure parents/guardians the right to have their children excused from specific instruction, which conflicts with their religious beliefs.

The rights granted by this policy are granted to parents of students enrolled in this district where the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over, unless the student is incapable of making the decision due to a disability.

As used in this policy, the phrase "specific instruction" means identifiable elements of instruction by the teacher. It does not include required reading or learning outcomes.

The district shall excuse any student from specific instruction as defined in this policy upon satisfaction of and subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction with respect to which the student is to be excused.
2. The written request to be excused shall be sent by the qualifying parent or guardian of the student to the building principal in triplicate. One copy shall be retained in the student's permanent school records, a copy shall be kept by the school principal, and a copy shall be submitted to the teacher from whose instruction the student is to be excused.
3. It shall not be the responsibility of the district or any of its officials to ensure that the child exercises his/her right to be excused and school employees are prohibited from initiating action to have any student leave class in accordance with a parental request. Instead, it is the responsibility of the student to request permission to leave class when the specific instruction objected to is being presented or is about to be presented. When the child seeks to be excused, the teacher is to excuse the child if:
  - a. The teacher has a copy of the written request or, upon checking with the principal, the principal has a copy of the written request.
  - b. The written request adequately describes the instruction that is taking place or about to take place.
4. The written request must contain a statement that the specific instruction described in the written request conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent and/or student shall designate on the request to be excused replacement educational activities in which the student shall engage during the time the student is excused. The only permissible educational activity for this purpose shall be in the nature of available replacement instruction that is consistent with the goals set for the course and that does not require the provision of any extra resources by the district.
6. The building principal or his/her designee shall determine where the student shall report

during the time the student is excused.

7. All students excused from specific instruction shall be required to achieve the learning outcomes established by the district as are necessary for graduation.

This policy shall become void and unenforceable if the regulation of the State Board of Education, upon which it is based, (i.e. Title 22, Sec. 5.4 (d) (3)), is repealed, modified or declared invalid in whole or in part.

### **SECTION III: STUDENT PARTICIPATION**

#### **ASSEMBLY PROGRAMS**

Assemblies are an extension of the classroom. We believe that assemblies enhance the educational program and expect the same behavior in assembly programs as we do in the classroom. A variety of assembly programs including dramatics, learning demonstrations, musicals, and student talent productions are presented. Pep rallies, athletic competitions, and other special events are held in the gymnasium, auditorium or stadium.

#### **FIELD TRIPS**

(Refer to Board Policy 231)

#### **STUDENT CLUBS AND ACTIVITIES**

Students are encouraged to participate in the various clubs and activities made available and promoted at various times throughout the school year.

#### **Athletic Programs**

| Fall Season        | Winter Season      | Spring Season    |
|--------------------|--------------------|------------------|
| Boys' Soccer       | Boys' Basketball   | Baseball         |
| Competitive Spirit | Competitive Spirit | Boys' Tennis     |
| Cross Country      | Girls' Basketball  | Softball         |
| Field Hockey       | Swimming           | Track & Field    |
| Football           | Boys' Wrestling    | Boys' Volleyball |
| Girls' Soccer      | Girls' Wrestling   |                  |
| Girls' Tennis      |                    |                  |
| Girls' Volleyball  |                    |                  |

#### **VOLUNTEER COACHES/ADVISORS**

(Refer to Board Policy 916)

#### **CODE OF CONDUCT FOR STUDENTS INVOLVED IN ALL INTERSCHOLASTIC ATHLETICS AND ALL OTHER EXTRA-CURRICULAR ACTIVITIES**

(Refer to Board Policy 122 and Board Policy 122.1)

#### **ACADEMIC REQUIREMENTS FOR CO-CURRICULAR PARTICIPATION**

In order to participate in extracurricular activities (interscholastic sports, clubs, etc.) students must be passing a minimum of 4 courses as of each Thursday during a grading period. In order to be eligible to begin participating in the fall season, a student must have passed a minimum of 4 credits the preceding academic year.

Students who do not meet these requirements are not eligible to participate in any practices, games, contests, rehearsals, or performances. Students must attend tutoring sessions and raise their respective grades to passing in order to have eligibility restored.

A list of all students participating in each extracurricular activity/interscholastic sport will be distributed to all faculty for their review and reference. A weekly eligibility list will be generated by the District and

reviewed by the athletic director and faculty advisors. Ineligible students and their parents will be notified of this status.

### **ATHLETIC ELIGIBILITY**

Article VIII, Section 1A of the PIAA by-laws provides that any member of a high school team who participates in an athletic contest as an individual or as a member of a non-school team in the same sport during the same season shall be ineligible to compete in that sport for the remainder of that sport's season. The principal of the student's school can waive this rule. If the principal determines that a waiver is inappropriate and refuses to grant it, the student may then choose to forego the outside participation and retain his high school eligibility, or to surrender his high school eligibility in the interest of participating in the outside program.

Students with privileges are eligible to participate in interscholastic programs. Ninth grade students who meet the high school eligibility regulations are eligible to participate in varsity and junior varsity sports.

### **Maximum Age Rule**

A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen (19) years, with the following exception: If the age of nineteen (19) is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.

### **Attendance**

Students who participate in extracurricular activities are expected to attend school each day. It is also understood that on occasion students will need to see a doctor, dentist, or physical therapist. The following procedural guidelines relate to attendance and are consistent with P.I.A.A. regulations.

1. Students must be marked present in order to participate in practices, rehearsals, contests, or performances. If a student has a medical or other emergency reason for being late to school, he/she must bring a note from a physician. Additionally, if a student has an unusual occurrence, such as a funeral, college visit, armed forces testing, etc., he/she can appeal to the athletic director for a waiver of this rule.
2. Students who are under the care of a physician must bring a note from the doctor giving permission for the student to participate or an indication when the student may return to practice.
3. Students who are new to the district must abide by the P.I.A.A. regulations regarding transfer and age limits.

### **Behavior**

In order to be eligible to participate in extracurricular activities, students must maintain a satisfactory disciplinary record. The rules regarding behavior are as follows:

1. Students who are suspended in-school or out-of-school are not eligible to participate until the day of the suspension is lifted.
2. Students who are being referred to the Board of School Directors for possible expulsion are ineligible until after results of the hearing are announced.
3. Students are not allowed to drive to and from an athletic contest nor are they allowed to ride as a passenger in a private vehicle. In unusual circumstances, when a student may come or return with a parent, students may request permission from the coach for a waiver of this rule. The coach must notify the athletic director of these requests. Students who violate this rule will not be allowed to participate in the particular contest or in the case that the violation occurs following the contest, the next contest.
4. Student athletes incurring drug and alcohol violations will receive appropriate consequences as stated in the school district drug and alcohol policy.

### **Amendment to the Code of Conduct regarding behavior other than drugs and alcohol**

The administrators and coaches of the Pocono Mountain School District believe that participation on athletic teams is a privilege reserved for those athletes whose behavior, both on and off campus during and after

school hours, brings positive recognition to the athlete, team, and school district.

Behavior by an athlete, which contributes to an unfavorable impression against the team, coach, school district, or the athlete will result in disciplinary action. The off-campus and after school conduct involving the athlete will be reviewed by an athletic committee. The Athletic Review Committee, which will be comprised of the High School principal, the athletic director, and the athletic coach, will discuss the matter and determine the course of action to be pursued. To resolve the issue, the following procedures will be followed:

1. When a behavior problem is brought to the attention of the coach, he or she will take appropriate disciplinary action based on team rules. Each coach must report the problem to the athletic director.
2. When a behavior problem is brought to the attention of the athletic director or an administrator, the athlete involved may be immediately, indefinitely suspended from practice and game play.
3. The athletic review committee will meet as quickly as possible. The committee will review the allegations and disciplinary actions called for by the coach's team rules. These will be approved and additional disciplinary action may be administered.
4. The committee's decision can be reviewed by the Superintendent's office.

### **FANS' REGULATIONS**

The Eastern Pennsylvania Conference is firmly committed to the belief that athletic competition is a vital part of our educational program.

#### **All league schools agree that:**

1. Students are not permitted to stay after school as a spectator or observer for any event or activity without a parent present or without being under the direct charge of a staff member.
2. No alcoholic beverages are permitted at any athletic event.
3. Players, coaches, and fans are asked to refrain from the use of foul and abusive language.
4. The throwing of objects onto the field or floor is strictly prohibited.
5. Home and visiting spectators are asked to remain in their respective areas.
6. Smoking is prohibited on school grounds. This applies to adults and students.

#### **Stadium:**

1. Spectators are asked to refrain from standing in front of home or visiting grandstands.
2. Spectators are asked not to loiter in the lavatories or areas behind the grandstands.
3. Students should remain in the stadium until the completion of the game.
4. Students who leave the stadium before the completion of the game may not re-enter.

#### **Gymnasium:**

1. Entry and exit to the gymnasium should be made when the game is not in progress.
2. Lobby and refreshment areas are open to the public between games and during half-time.
3. Beverages and food should be consumed in the lobby.
4. Students who leave the building before completion of games may not re-enter.

### **GRADUATION CEREMONY**

Each graduate participating in the ceremony has earned the right to receive his or her diploma with respect and dignity. Students and guests are expected to observe proper decorum at all times during the ceremony. All school rules and regulations apply during the ceremony. Those acting inappropriately will be subject to applicable consequences.

## **SECTION IV: GENERAL INFORMATION**

### **SCHOOL CLOSING/DELAYED OPENING DUE TO INCLEMENT WEATHER**

School closing and delayed openings due to inclement weather will be announced on the Pocono Mountain School District website at [www.pmsd.org](http://www.pmsd.org), district's Facebook page @Poconoeast.west, on local radio stations WSBG/WVPO, WARM, WGBI/WKRZ, WLEV; and local TV stations, WBRE (channel 28), WNEP (channel 16), and WFMZ (channel 69), BRC (channel 13).

If road conditions in a specific area of the district are, in the reasonable opinion of the parent or guardian, untreated and hazardous, parents and/or guardians should make the ultimate decision as to whether or not their child should attend school on that particular day. Such absence will be recorded as excused when a proper written excuse is presented for hazardous weather conditions.

### **PARENTLINK**

ParentLink is a communication tool that has been adopted by the Pocono Mountain School District. ParentLink is a system in which parents may be informed with regard to a variety of district, as well as building level situations via an automated voice message. The ParentLink system may be accessed by Pocono Mountain School District administrators for the purpose of informing both parents and students in situations including, but not limited to, school delays/closings, parent/teacher conference dates, as well as standardized testing date information. ParentLink is one way, among other means, that the Pocono Mountain School District attempts to keep parents and students well-informed. Families may sign up to receive ParentLink messages by going to the school's website: click on For Parents then Resources then Community Online-Alert Messages.

### **FIRE DRILLS**

Regularly scheduled fire drills will be conducted. Students are expected to exit the building quickly and safely following the procedures from staff.

### **LOCKDOWN**

In the event that an incident creates a potential threat to the health, safety, and welfare of the students and staff, Lockdown may be called. Lockdown is a response that indicates something serious has happened, is in the process of happening, or may happen. It is imperative that all students carefully follow the directives provided by school personnel during the lockdown. Lockdown procedures are reviewed throughout the school year.

Periodic drills will be conducted to practice various responses to these emergency situations. Students must take these exercises seriously. Behaviors that inhibit or detract from the successful completion of a lockdown drill may result in disciplinary action.

### **SCHOOL VISITORS**

(Refer to Board Policy 907)

### **SCHOOL VOLUNTEERS**

(Refer to Board Policy 916)

### **CARE OF SCHOOL PROPERTY**

The high schools belong to the taxpayers of the Pocono Mountain School District who have provided funds needed for construction and operation. Students are expected to take proper care of the schools and to demonstrate responsibility for all school property.

Students are responsible for the proper care of textbooks, calculators, Chromebooks, and other school property issued to them. Students must print their name in the area provided on the inside cover of each textbook. Fines will be assessed for damage to any school property. Lost school property must be paid for before any replacement will be issued.

Students are obligated to report acts of vandalism or destruction of school property immediately.

### **FUNDRAISING/SOLICITING**

(Refer to Board Policy 229)

Only the building principals may authorize student fundraising programs within the building or on school property. Solicitation or sale of merchandise to students or staff is prohibited unless authorized by the building principal.

### **SUPERVISION OF STUDENTS FOLLOWING DISMISSAL**

Students are not permitted to remain in the building or on school property following dismissal unless directly supervised by a staff member. Students remaining after school to attend an athletic event or assembly program must remain in the stadium, gymnasium, or auditorium during the entire event. Students are not permitted to stay after school for athletic events. They must leave and come back at the appropriate time.

### **EMERGENCY CARDS/HANDBOOK VERIFICATION FORMS**

Students are required to return their completed emergency cards and handbook verification forms to the school within the time specified by the building administration. Students who do not return their completed forms within the specified time may face disciplinary consequences. These forms are completed online.

### **STUDENT DATA FILE**

Updated student information is required to be on file in the school guidance offices. Students are responsible for advising Guidance personnel immediately of changes.

### **IMMUNIZATION REQUIREMENTS**

(Refer to Board Policy 203)

### **PARENT CONFERENCES**

Parents are welcome to request a conference to discuss student performance. The Guidance Department will complete all arrangements and establish a time and date for the conference.

### **STUDENT VALUABLES**

Students are advised not to bring large sums of money or personal valuables to school. Having considerably more money than needed to cover daily expenses at school raises suspicion and significantly increases the risk of loss or theft.

In cases requiring valuable items to be brought to school, such items should be stored in the main office during the school day. The school is not responsible for valuables brought to school or stored in student lockers.

### **SUBSTITUTE TEACHERS**

Substitute teachers are provided to continue the academic program for students during the absence of their regular teacher. They have the same authority as the regular teacher. Students are expected to immediately follow all instructions and the directions provided by a substitute teacher. Student assistance in helping the substitute teacher to locate necessary supplies and materials is expected and appreciated.

### **PARENT VISITATION POLICY**

Parents, guardians, community members, and interested educators are welcomed and encouraged to tour the school building. To arrange a visit that would assure the greatest benefit, it is requested that a written request be submitted to the building principal 24 hours prior to the visitation.

## **STUDENT RECORDS POLICY NOTICE**

(Refer to Board Policy 216)

## **MENTAL HEALTH RECORDS**

Mental Health records received by the School District shall not become part of a student's educational records file unless needed for educational programming or medical purposes and expressly released by the student (for students aged fourteen and over) or parent.

## **RECORDS ON DISCIPLINE AND VIOLENT ACTS**

(Refer to Board Policy 216.1)

## **TEST PROTOCOLS UNDER THE IDEA**

Students' test protocols will be maintained separately from other education records in confidential files and are not part of a student's main educational record. Pursuant to the IDEA, parents may request an opportunity to review and discuss specific testing results with an evaluator. During such a meeting, testing materials can be reviewed and explained.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

(Refer to Board Policy 235)

## **STUDENTS RIGHTS AND RESPONSIBILITIES- SURVEYS**

(Refer to Board Policy 235.1)

## **EVERY STUDENT SUCCEEDS ACT**

The Every Student Succeeds Act (ESSA) signed into law in December 2015, is a reauthorization of the Federal Elementary and Secondary Education Act (ESEA) and replaces the previous version of the law known as the No Child Left Behind Act (NCLB).

## **ARMED FORCE LIST ACT 10 OF 1991**

Annually, the armed forces request a list of junior and senior students registered in the Pocono Mountain School District. Any senior student who wishes to have his/her name deleted from this roster should make the request in writing to the building principal within the first twenty-one (21) calendar days of the current school year.

## **STUDENT INVOLVEMENT WITH MEDIA**

Students participate in a number of classes and school sponsored activities during the school year. Certain classes and activities may be photographed, taped or videotaped by the news media, District personnel, or other students.

From time to time, student pictures, class work or school-activities information may be posted on an individual school's website, the district's website, and/or official school/district social media sites. This may include information printed in school newsletters or released to the local media. In addition, live images may be related via cable or satellite connections to other districts or to other classrooms within our District to allow for live interactions between students and teachers at separate locations, and distance learning videotapes may be used to educate others about distance learning at seminars and other public places.

Any media interaction with students and the posting of student pictures, class work and/or school activities information on school district websites or official school/district social media sites must be approved in advance by the District Administration.

Photographs, tapes, or videotapes for commercial use are not permitted by the District. This involvement by students in classes and school-sponsored events and the sharing of education techniques and experiences, is intended to enhance and enrich the educational opportunities of all students and staff. The District's experiences and involvement in these areas have been positive.

Parents having objections to the participation of their students in these multimedia educational experiences on religious or other grounds must advise the school principal in writing of any such objection in advance and set forth the exact nature and basis of the objections. Further, parents must complete School District Policy 815 Attachment to either consent to or prohibit the posting of their student's pictures and/or class work on school district websites. Parents must return the completed Policy 815 Attachment to the school. The posting of a student's picture, class work and/or school activities information on an individual school's website, the district's website or official school/district social media sites shall comply with the parents' wishes as indicated on the Policy 815 Attachment.

### **BUILDING USE**

(Refer to Board Policy 707)

School facilities are available for Pocono Mountain residents to use after school hours.

Residents who request facilities should contact the principal of the school building they plan to use. The principal will then discuss the availability and rules and regulations of the facility you wish to use. It will also be necessary to complete an application for building rental use.

Residents who plan to use the high school facility are urged to contact the building principal at least six weeks before the planned activity. Copies of the district's policy on user rental are available from the main office of each of the buildings.

### **PARENTAL CUSTODIAL RIGHTS**

Custody is legally vested in both the child's natural parents unless there is a specific court order limiting the rights of either parent. It is the parents' responsibility to furnish the district with notarized copies of such court orders each year. If no such orders are in the child's file, it will be assumed that the natural parents have joint custody and have equal access to the child's records and may both legally take the child home from school. During the school day, visits and phone calls to the child from the non-custodial parent are prohibited.

### **STUDENT RESIDENCY REQUIREMENTS**

(Refer to Board Policy 200 and Board Policy 202)

## **SECTION V: ATTENDANCE**

(Refer to Board Policy 204 and Board Policy 204.2)

### **TRUANCY AND HABITUAL TRUANCY**

Attending school regularly and providing legal excuses when absences occur are vitally important. All absence excuses must be turned in to the school within three days of a student's return to school. Excuses may also be emailed to the buildings' attendance office secretaries. When excuses are not turned in, or when invalid excuses are submitted, a student may be deemed truant. Current Pennsylvania Law defines a truant student as one who is of compulsory school age and has accumulated three days of unexcused absence during the school year. Additionally, current law defines a habitually truant student as one of compulsory school age who has accumulated six days or more of unexcused absence during the school year. Actions that will be taken for students defined as truant or habitually truant are found in Policy 204.2 and include a parent-staff meeting, the development of an Attendance Improvement Plan, referral to an Attendance Improvement Program, referral to Children and Youth and/or the issuance of a citation with the local District Justice.

### **CREDIT FOR ASSIGNMENTS DURING ABSENCE**

The Pocono Mountain School District recognizes the importance of regular student attendance with regard to the attainment of a quality education. Therefore, a procedure to encourage student attendance is in place. Upon the occasion of a student absence, a student will be given the opportunity to complete all course work that would have been completed during the time of absence. The opportunity to complete work missed shall be equal to the total number of days missed.

### **UNACCOUNTED ABSENCES**

Children whose names are on the active membership roll, who are at any time in the school term, absent from school for 10 consecutive school days, may be removed from the active membership roll (as an IMPROPER WITHDRAWAL) unless one of the following occurs:

1. The district has been provided with evidence that the absence may be legally excused; or
2. Compulsory attendance prosecution has been or is being pursued.

Note: The Home and School Visitor must be asked to investigate prior to the withdrawal.

### **FIVE DAY RULE**

It is the philosophy of the Pocono Mountain School District to provide a viable educational program through the last day of scheduled classes. The professional staff has always approached these days with a seriousness of purpose and planned worthwhile educational experiences; therefore, students should be present each day and period during the school day during the last five days of each school year. The following procedure will be followed.

**Absence for Illness** must be supported by a written doctor's note or a personal parent conference. Emergencies of any other nature will be excused at the discretion of the high school administration. Each case will be determined on an individual basis.

**Early Dismissals** will be granted only for doctor and dental appointments, and may be verified by a phone call to the doctor's office, or for any emergency approved by the high school administration.

**Educational Trips** will not be approved during this time except under the most unusual circumstances.

**Any senior suspended** during this time may not be able to meet graduation requirements and might not be permitted to participate in the graduation exercises. This determination shall be within the sole discretion of the building administration.

**Any student suspended** out of school during a scheduled exam will have the opportunity to make up examinations. Failure to make up exams at the scheduled time will result in the exam grade becoming a failing grade. The only exception will be illness, which must be verified by a doctor's excuse, or a family emergency.

## **TARDINESS**

### **Excused Tardiness**

If a student is late to school and immediately produces a written excuse acceptable to the building administration, the lateness will be excused. Students are permitted up to two excused tardies per marking period without penalty. Tardies beyond the two-day marking period limit will be treated as unexcused.

### **Unexcused Tardiness**

Unexcused or excessive excused tardiness is not acceptable. In order to discourage such tardiness, students arriving late to school without an acceptable written excuse or who have exceeded the limit of allowable tardies will be subject to consequences. Progressive discipline will begin beyond two excused tardies.

### **Tardiness, Early Dismissal and Absence Recording**

Students attending less than one half (1/2) of the school day, whether due to excused or unexcused tardiness or an early dismissal, will be considered absent for the full day. Written excuses must be supplied for all absences and any unexcused absences count toward truancy determinations.

## **EDUCATIONAL TRIPS**

(Refer to Board Policy 204)

## **COLLEGE VISITATIONS**

(Refer to Board Policy 204)

## **SECTION VI: STUDENT RESPONSIBILITIES**

### **PENNSYLVANIA SCHOOL CODE**

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

### **HAZARDOUS AND DISRUPTIVE MATERIALS**

1. Anything dangerous, disruptive, or distracting is not allowed in school.
2. Students are not to be in possession of any type of inhalant, including but not limited to such items which are non-edible, paint, markers, gasoline, mouthwashes and/or breath fresheners with alcohol content. Additionally, baby bottles or cold drink containers with unlabeled liquids; aerosol and non-aerosol bottles/containers are not permitted in school.
3. Matches, lighters, electronic cigarettes/cigars/any type of vaping device, hazardous chemicals, balloons, laser pointers, fireworks, knives, firearms, or weapons of any type are not allowed in school or on the school bus.
4. Deliveries of food, candy, flowers, balloons, etc., are not permitted during the instructional day without administrative approval.

### **USE OF SPECIAL TOOLS, EQUIPMENT, AND MATERIALS**

In some curricular areas the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items are in force. It is the responsibility of the student to be familiar with these classroom-specific rules and to follow the procedures as outlined by the teacher. Although they may differ slightly per curricular area, the policies regarding these items state:

- No tool or equipment is to be removed from a classroom by a student.
- Tools and equipment of a sharp or potentially dangerous nature must be used under the supervision of the teacher and at no other time.
- Students must use tools and equipment of a sharp or potentially dangerous nature in a safe and mature way as required by the nature of the course.

Violation(s) of these and more specific classroom rules will result in disciplinary action

## **STUDENT DRESS CODE FOR EAST HIGH SCHOOL**

(Refer to Board Policy 221)

### **Bottoms:**

- € Dress, casual Docker ® style, or corduroy pants in Khaki, Navy, Grey or Black;  
✓ Length: Should meet the top of the shoe, but does not touch the floor, must be hemmed or have a standard cuff
- € Dress or casual Docker ® style shorts in Khaki, Navy, Grey or Black;  
✓ Length: No shorter than the top of the knee cap
- € Dress or casual capri style pants in Khaki, Navy, Grey or Black;
- € Dress, casual skirt/skort, maxi skirt/dress in Khaki, Navy, Grey or Black;  
✓ Length: No shorter than the top of the knee cap

### **Shirts/Tops:**

- € Traditional 2 or 3 button Polo® style shirts (full-torso with collar) in White, Grey, Primary Red or Black  
✓ Logos: Only District or PMSD school logo/emblem permitted
- € Standard oxford style shirt/blouse (with collar) in White, Grey, Primary Red or Black  
✓ Logos: Only District or PMSD school/spirit wear logo/emblem and/or school sponsored activity logo/emblem permitted. **No Brand Name logos** (i.e. Nike®).

### **Dresses:**

- € Dresses with collars, short or long-sleeved in Khaki, Black, White, Grey, or Primary Red  
✓ Length: No shorter than the top of the knee cap

### **Belts:**

- € Solid-colored buckled belts, worn at the natural waistline in Black, White, Tan, Khaki, Grey or Brown  
✓ Belt buckles must be plain, standard, and appropriate length for the waist.

**Optional Apparel:** For layering purposes only in compliance with identified colors (White, Grey, Black, Primary Red); Spirit apparel with the PMSD/Athletic and/or extra-curricular logo/emblem (polo, shirts, sweaters/vests, etc.) may be worn provided it meets the requirements set forth in the policy.

Sport team's uniform apparel may be worn on game day only and at the direction of the coach of the team.

- Full-torso T-shirts
- Full-torso turtlenecks – mock or pullovers
- Full-torso cardigan sweaters
- Full-torso sweater vests or fleece
- Crewneck sweatshirts

**Footwear:** No heels in excess of 3 inches. No flip flops, slides or bedroom slippers.

- Sneakers
- Shoes
- Boots
- Sandals with back strap
- Clogs, or Crocs

### **Note:**

- Standard Dress Code apparel is available at most clothing/retail stores. If you are experiencing difficulty locating any dress code item or have additional questions, please contact the building administrator.
- Oversized bags (purses/tote bags) which may cause a safety concern, will be addressed by building administration on a case by case basis. No backpacks or team bags permitted throughout the hallways/cafeteria except upon arrival and dismissal; those bags will be stored in the students' locker only.

## **STUDENT DRESS CODE FOR WEST HIGH SCHOOL**

(Refer to Board Policy 221)

### **Bottoms:**

- € Dress, casual Docker ® style, or corduroy pants in Khaki, Navy, Grey or Black;  
✓ **Length:** Should meet the top of the shoe, but does not touch the floor.
- € Dress or casual Docker ® style shorts in Khaki, Navy, Grey or Black;  
✓ **Length:** No shorter than the top of the knee cap
- € Dress or casual capri style pants in Khaki, Navy, Grey or Black;
- € Dress, casual skirt/skort, maxi skirt/dress in Khaki, Navy, Grey or Black;  
✓ **Length:** No shorter than the top of the knee cap

### **Shirts/Tops:**

- € Traditional 2 or 3 button Polo® style shirts (full-torso with collar) in White, Grey, Navy Blue or Black  
✓ **Logos:** Only District or PMSD school logo/emblem permitted
- € Standard oxford style shirt/blouse (with collar) in White, Grey, Navy Blue or Black  
✓ **Logos:** Only District or PMSD school/spirit wear logo/emblem and/or school sponsored activity logo/emblem permitted. **No Brand Name logos** (i.e. Nike®).

### **Dresses:**

- € Dresses with collars, short or long-sleeved in Khaki, Black, White, Grey, or Navy Blue  
✓ **Length:** No shorter than the top of the knee cap

### **Belts:**

- € Solid-colored buckled belts, worn at the natural waistline in Black, White, Tan, Khaki, Grey or Brown  
✓ Belt buckles must be plain, standard, and appropriate length for the waist.

**Optional Apparel:** For layering purposes only in compliance with identified colors (White, Grey, Black, Navy Blue): Spirit apparel with the PMSD/Athletic and/or extra-curricular logo/emblem (polo, shirts, sweaters/vests, etc.) may be worn provided it meets the requirements set forth in the policy.

Sport team's uniform apparel may be worn on game day only and at the direction of the coach of the team.

- Full-torso T-shirts
- Full-torso turtlenecks – mock or pullovers
- Full-torso cardigan sweaters
- Full-torso sweater vests or fleece
- Crewneck sweatshirts

**Footwear:** No heels in excess of 3 inches. No flip flops, slides or bedroom slippers.

- Sneakers
- Shoes
- Boots
- Sandals with back strap
- Clogs, or Crocs

### **Note:**

- Standard Dress Code apparel is available at most clothing/retail stores. If you are experiencing difficulty locating any dress code item or have additional questions, please contact the building administrator.
- Oversized bags (purses/tote bags) which may cause a safety concern, will be addressed by building administration on a case by case basis. No backpacks or team bags permitted throughout the hallways/cafeteria except upon arrival and dismissal; those bags will be stored in the students' locker only.

### **SCHOOL ARRIVAL PROCEDURES**

1. Arriving students must use the designated entrance to the building.
2. Students are not to open any outside doors and admit anyone into the building, whether or not the students know the person or persons.
3. Under no circumstances are students permitted to visit other buildings on campus without written permission for visitation.
4. Students must conduct themselves in a safe, orderly manner and use walkways and steps provided.
5. Unless granted prior permission by a staff member, students must not enter any classroom prior to the beginning of the school day.
6. Students are not allowed to visit unscheduled rooms or teachers unless the student has a pass from the teacher they wish to visit.
7. At the beginning of the school day, students must report directly to their lockers and then proceed to their period one class. Loitering is not permitted in the corridors or any other area of the school. All coats, hats, backpacks, and book bags must be deposited in the student's locker. No student is permitted to go to class with these items.
8. Students must obtain prior permission from a building teacher or administrator in order to visit or travel to any area other than their assigned area. Each student must be issued a separate hall pass signed by the teacher or administrator granting the student permission to travel to a specific area which must also be indicated on the pass with the student's name.
9. All students must be seated in their period one (1) class by the time the bell rings.
10. Consistent Tardiness or Early Student Pick-up – Every parent or guardian of a child of compulsory school age shall comply with the compulsory school attendance act. School hours for student attendance have been set by the district. If a student is consistently brought to school late and/or is removed from school early without documentation of need by the parent or guardian, the building administrator may issue a warning letter stating that future tardiness and/or early dismissal removal of that student will result in the time being recorded and considered unexcused. The time can be accumulated to result in an unexcused absence. This will reflect in the attendance procedures and could lead to a citation or fine.

### **FLAG SALUTE**

Opening of school activities include the recitation of the Pledge of Allegiance. All students will be encouraged to participate in this patriotic activity. Students whose personal/religious beliefs prohibit such actions are not required to participate in this activity but shall maintain a respectful attitude throughout the ceremony. Disruption or infringement upon the rights of others to participate in this ceremony, by any student, will result in disciplinary action.

### **E-HALL PASS STUDENT RESPONSIBILITIES**

E-Hall Pass is a digital hall pass system that has replaced written passes in the high school. Students will use their device to initiate a pass. Faculty/staff will digitally approve student passes. Students are expected to follow E-Hall Pass guidelines and procedures outlined by building administration.

### **PROMPTNESS TO CLASS**

1. Students are required to arrive to class and be seated in their assigned area by the time designated for the beginning of class.
2. Students who may arrive late for class must obtain a note from the staff person who detained them. This note must be presented to the teacher upon late arrival.
3. Except in emergencies, students will report to class before visiting the nurse, counselor, office personnel or any other non-scheduled area. The teachers will issue a pass if leaving the class is judged to be necessary and/or appropriate.
4. Students who miss any class work for unexcused reasons may be given a failing grade for the missed work.
5. Teachers may assign a detention for lateness to class.
6. If a student fails to report to class during the scheduled class period and has not been excused from the class, the absence must be reported on a discipline referral.

### **CONDUCT IN CLASS**

1. Students are expected to show respect for themselves, others, and school property.
2. Students are expected to come to class prepared and to pay close attention to lessons.
3. Students are expected to stay in assigned seats or workstations and to keep their work areas clean and neat.
4. Chewing gum, candy, beverages, or other food should not be brought to class.
5. Unless participating in authorized class discussion, students are expected to raise their hand for teacher permission before speaking.
6. At the end of a class period, students will leave their seats only when dismissed by their teacher. They will not leave on the bell.

### **PROCEDURE FOR LEAVING CLASS**

1. Except in extreme emergencies, students must obtain permission from a teacher or other adult school authority before leaving class.
2. Any student leaving a class during the class period must have the proper documentation to leave class. The student must also sign out of the classroom indicating the student's full name, time of departure, and time at which the student returned to class.
3. Students leaving class to use the lavatory must use the lavatory nearest to their classroom or designated area.
4. Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.
5. Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class may be required to present a note from a medical authority indicating a need for such frequent requests.

### **SCHOOL DISMISSAL PROCEDURES**

1. Upon dismissal, all students, after visiting their lockers, will proceed immediately to their bus or after school activity.
2. Students scheduled for detention or any after school activity must visit their lockers following the last period and report directly to the area of the detention or other after school activity.
3. Walkways provided must be used when traveling to the bus loading area.
4. Loitering in the bus loading area is not permitted. Students are required to proceed immediately to their buses.
5. Parents or legal guardians may pick-up their child from school by following normal visitor sign-in procedures. The desk attendant will notify the office, and the child will be summoned to the pick-up area. Other adults or acquaintances cannot pick up students unless the parents or guardians grant permission and this information is provided, in writing, to the main office.
6. All rules and regulations in effect within the school are also in effect on all school property and on the way to and from school.

### **BUS CONDUCT**

#### **1. General Regulations**

- Students are to obey all requests of the bus driver.
- Students are not permitted to change stops or board any bus other than the one to which they are assigned.
- Any student causing a dangerous or unsafe condition on a bus will be immediately disciplined which could include the suspension of the privilege of being transported on District buses.
- Students and parents are advised that video cameras may be used on the buses to ensure proper student conduct.

#### **2. Previous to Loading**

- Be at the designated bus stop ten (10) minutes prior to the scheduled pick-up time.
- Stay off the road at all times while waiting for the bus.
- Behave in a safe manner while waiting for the bus.
- Remain at least five (5) feet from the bus when it stops and do not approach it until it has stopped completely and the door is open.
- Enter the bus in a single file.
- At dismissal time, the bus doors will be closed promptly at the end of the school day and will not be reopened for any reason.

#### **3. While on the bus**

- At all times, sit in the seat assigned by the driver.
- Arms, heads, and hands are to be kept inside the bus.
- Do not throw anything inside the bus or out of the bus windows.
- For safety sake, place nothing in the aisle of the bus.
- Belongings carried onto the bus must fit comfortably at the feet or on the lap of the student.
- Skateboards, bicycles, skis, balloons, and scooters are not allowed on the bus.
- Sports equipment (i.e. field hockey sticks, baseball or softball bats, etc.) must be encased in a sports bag.
- Students desiring to leave the bus at another destination, along the same route, must request special permission before first (1<sup>st</sup>) period from the office by presenting a written note from his/her parent or guardian.
- The school office may issue a bus pass, which the student will present to the bus driver.
- If you have a problem on the bus, please inform the bus driver **before you leave the bus**.
- Do not participate in horseplay in or around the bus.
- Help look after the safety and comfort of younger children.
- Do not tamper with the bus or its equipment. (Repair costs must be paid by the offender).
- Do not eat, drink, smoke, vape, or consume any drugs or alcohol on the bus.
- Students are to stay in their seats while the bus is moving and not board or leave the bus while it is in motion.

- Do not carry any object, which may be used to inflict injury upon another student.

#### **4. After leaving the bus**

- Avoid leaving books, lunches, and other articles on the bus.
- After leaving the bus, students who must cross the road, are to walk in front of the bus. Students are to cross the road on signal from the bus driver or bus patrol member.
- Help look after the safety of younger children.
- Be alert to danger signals from the driver.

- School discipline policy:** All school rules apply while students are on the school bus or in sight of the bus driver. Students and/or parents will be held responsible for any damage done to the bus. Students are responsible for their behavior on the bus. Consequences for inappropriate behavior on the school bus will be determined by an administrator and may include bus suspension, suspension from school, detention, citations, expulsion, or any other consequence deemed appropriate by the administrator. Citations filed with the district magistrate will be issued for smoking, vaping, or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense.
- Unauthorized School Bus Entry.** An individual commits the offense if he/she:
  - Enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver.
  - Enters a school bus without prior authorization of the driver or a school official and refuses to disembark after being ordered to do so by the driver. This offense is graded as a misdemeanor of the third degree.
- Students, who remain after school for extracurricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. All students who ride the activity bus must have a valid activity bus pass. Activity bus passes can be obtained from supervisors of activities. When loading activity buses, the following procedures will be followed:
  - Coaches, advisors, etc., will wait with their respective student groups until all students have entered the bus.
  - Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or without being in the direct charge of a staff member.
- Video cameras may be placed in any bus. All students are subject to being videotaped on the school bus at any time. Notification to parents will be made through school district publications. The actual taping may be audio and video or only video. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action.
- Should a school bus accident occur, parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance.

### **SCHOOL BUS ACCIDENT INSURANCE PROVISIONS**

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Pocono Mountain School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit.

If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

### **PROCEDURES REGARDING ARREST WARRANTS**

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

### **CAFETERIA PROCEDURES**

- Students will report directly to the cafeteria for their lunch periods, in proper dress code and without backpack or totes.
- Students will be directed to form a single file serving line by the cafeteria supervisors. Students will be allowed through the serving line just one time.
- Students should properly discard trash and return trays to the appropriate cafeteria area.
- Food or beverages are not permitted to be taken from the cafeteria.
- Student conversation is appropriate in the cafeteria. Screaming, yelling, or other loud noises will not be tolerated.

6. Students are expected to inspect their eating area upon arrival and immediately report any condition in need of attention to a cafeteria supervisor. Conditions not reported at the beginning of the lunch period become the responsibility of the students eating that period. When it is impossible to determine the specific individual responsible for a condition in need of attention, all students seated in the area will share the responsibility.
7. Students are not permitted to bring glass containers into school.
8. Students who throw food or any object in the cafeteria may face school disciplinary consequences and/or criminal charges.
9. Students are to abide by the guidelines and regulations of the cafeteria they are assigned to.

#### **ANTI-BULLYING/ANTI-CYBERBULLYING**

(Refer to Board Policy 249)

The Pocono Mountain School District recognizes that bullying/cyberbullying of students has negative effects on the educational environment of its schools. Bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. Bullying/cyberbullying can also escalate into more serious violent offenses.

The district has an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behaviors that infringe on the safety of any student. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

Toward that end, bullying and cyberbullying are prohibited on school grounds, at school sponsored events and activities, on school buses and other school sponsored transportation, and at school bus stops.

#### **FIGHTING**

The Pocono Mountain School District will maintain a safe and orderly learning environment. Fighting will not be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school-sponsored activities will receive a consequence in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be reported to law enforcement authorities in a manner consistent with Public School Code and charged with violating the criminal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault, and/or other appropriate charges may be filed in cases, which involve any of the following conditions:

- A weapon or other potentially dangerous instrument is used in a fight or other act of violence.
- Bodily injury is inflicted on another person in a fight or through an act of violence.
- The fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior.

Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult authority. Students actively engaged in fighting or who attempt to inflict bodily injury with a weapon or otherwise will be disciplined and charged appropriately regardless of who started the fight.

#### **WEAPONS/DANGEROUS ITEMS POLICY AND STUDENT DISCIPLINE**

(Refer to Board Policy 709.2 and Board Policy 218)

Any student found to be in possession of or harboring a weapon (as defined below) will immediately be suspended from school for ten (10) days and referred to the District Magistrate or the State Police. Expulsion proceedings will be initiated, and the student will be excluded from school until the disposition of the hearing.

Except as otherwise stated in this policy, the district shall expel, for a period of not less than one (1) calendar year, any student who is determined to have brought a weapon on to or is in possession of a weapon on any school property, at any school activity, (whether on or off school property) or on any school bus or public conveyance providing transportation to or from a school or school sponsored activity.

**Weapons** shall include, but not be limited to, any knife; cutting instrument and cutting tool; nunchaku (nun-chuck stick); brass or metal knuckles; taser device; firearm; shotgun; rifle; pellet gun; look-alike gun; chemical agent, such as mace, pepper spray; explosive device; and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful supervised school activity or course shall be permitted.

**Weapon** does not include any device which is authorized by the district for a legitimate educational purpose, such as tools, scissors,

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

The Superintendent may recommend modifications of these expulsion requirements on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and any other applicable laws and regulations.

For the purpose of this policy, the term "school property" shall mean any public-school grounds, any school-sponsored activity, or any conveyance providing transportation to a school entity or school-sponsored activity.

### **THE GUN-FREE SCHOOLS ACT**

The Gun-Free School Act (GFSA) requires that local educational agencies "expel from school for a period of not less than one year a student who is determined to have brought a weapon to school."

For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas
  - Bomb
  - Grenade
  - Rocket having a propellant charge of more than four ounces
  - Missile having an explosive or incendiary charge of more than one quarter ounce (1/4)
  - Mine or similar device
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

### **ACT 26 OF 1995**

Act 26 of 1995, which amends Pennsylvania School Code, was signed into law by Governor Ridge on June 30, 1995. Several sections of Act 26 impact upon the Safe and Drug-Free Schools and Communities program.

Section 1317.2, Possession of Weapons Prohibited, implements the federal Gun Free legislative mandate. Section 1302-A requires the Department of Education to set up an Office of Safe Schools. Section 1303-A to Section 1308-A, requires the Office of Safe Schools to conduct a statewide data collection of the scope of violence problems in the schools. Section 1304-A to 1308-A sets record keeping standards for the maintenance, retention and transfer of students' disciplinary records. Only the relevant sections of the Act are included for your information. The Act of March 10, 1949, (P.L. 30, No. 14), known as the Public-School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62) is amended to read:

### **SECTION 1317.2 POSSESSION OF WEAPONS PROHIBITED**

- A. Except as otherwise provided in this section, a school district or area vocational-technical school shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.
- B. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon as required under this section. Expulsions shall be conducted pursuant to all applicable regulations.
- C. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by-case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Act (Public Law 91-230-20 U.S.C. § 1400 et seq.)
- D. Nothing in this section shall be construed as limiting the authority or duty of school or area vocational-technical school to make an alternative assignment or provide alternative educational services during the period of expulsion.
- E. All school districts and area vocational-technical school shall report all incidents involving possession of a

weapon prohibited by this section as follows:

- a. The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials.
  - b. The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required under Section 1302-A.
- F. As used in this section, the term "Weapon" shall include, but not limited to, any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury, or expelling a projectile.

#### **Nondiscrimination on the Basis of Sex in School and Classroom Practices**

(Refer to Board Policy 103.2)

Discrimination on the basis of sex is a special category of discrimination prohibited by the federal civil rights law Title IX. Therefore, the Board has adopted this separate Program Policy, Policy 103.2, which prohibits discrimination on the basis of sex, sexual orientation, or transgender status in school and classroom practices, in order to comply with the U.S. Department of Education Title IX Regulations, *Nondiscrimination on the Basis of Sex in Education Programs or Activities*, published in the Federal Register on May 19, 2020 after notice and comment rulemaking, and effective August 14, 2020. school, shall have the right to file a complaint under this policy.

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

(Refer to Board Policy 103)

The Board of Directors declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in these schools regardless of race, color, age, creed, religion, ancestry, national origin, marital status, pregnancy or handicap/disability.

#### **ETHNIC INTIMIDATION AND INSTITUTIONAL VANDALISM ACT**

1. In June, 1982, the Ethnic Intimidation and Institutional Vandalism Act were signed into law. The Crime Code provisions regarding institutional vandalism were amended in 1983 and 1988.
2. Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual group. When certain designated underlying offenses are committed and it can be shown that a motive for such crimes was hatred of the race, color, religion, or national origin of the victim, the offense of ethnic intimidation can also be charged, subjecting the perpetrator to more severe penalties. In summary, these underlying offenses include, but are not limited to, crimes against persons like harassment, the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000. Otherwise, the offense is a second-degree misdemeanor.

#### **POCONO MOUNTAIN SCHOOL DISTRICT CONTROLLED SUBSTANCE/PARAPHERNALIA AND ADMINISTRATIVE GUIDELINES**

(Refer to Board Policy 227)

**Preface** - This Policy, including the rules, regulations, and guidelines, is a concerted effort by the Pocono Mountain School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population.

**Statement of Policy** - Through the use of a progressive curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Pocono Mountain School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances, and alcohol related situations.

**Rules and Regulations** - Any student under the jurisdiction of the school found to be in possession of or under the influence of a mood-altering substance, alcoholic beverage, prescription drug (other than something that has been prescribed by a doctor and registered with a nurse according to the school policy), Pseudo-drug (look alike), or drug related paraphernalia, is subject to this policy adopted by the Pocono Mountain Board of Education. This policy is effective regardless of the amount of the substance or paraphernalia in the student's possession.

**Definition of Terms - Drug/Mood-Altering Substance/Alcohol** - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abuse substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with school district's policy for the administration of medication to students in school.

**Distributing** - deliver, sell, pass, share, or give any alcohol, drug or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

**Possession** - possess or hold without any attempt to distribute any alcohol, drug, mood-altering substance, or drug related paraphernalia, as defined by policy or as determined to be illegal.

**Cooperative behavior** - shall be defined as the willingness of a student to comply with requests and recommendations of the staff and school personnel in a reasonable and helpful manner.

**Uncooperative behavior** - is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the request or recommendations of the staff or school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

**Drug Paraphernalia** - includes any utensil or item which in the school's reasonable judgment can be associated with or is usually associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to commercial vaping devices, roach clips, pipes, bowls, rolling papers, small plastic bags, pacifiers, and glass vials.

**School Guidelines** - As an integral part of the Pocono Mountain School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to be consistent and to provide the minimum disciplinary means to respond to drug, mood-altering substance, and alcohol related events. In order for the Pocono Mountain School District to provide a safe and healthy environment for students with due consideration for the legal rights and responsibilities, the Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

#### **ACCEPTABLE USE POLICY- STUDENTS & STAFF**

(Refer to Board Policy 815)

#### **STUDENT ENTERTAINMENT/COMMUNICATION/ELECTRONIC DEVICES**

Personal devices including, but not limited to: iPods, iPads, MP3 players, PSP players, headphones/earbuds, DVD players, laser pointers, trading cards, smart watches, and digital cameras should not be brought to school. In the event that any personal device is brought to school, the device must be turned off and out of sight immediately upon entering the school.

The use of cellular phones and any devices that have the capability to take photographs, or record audio or video, or text messaging are prohibited during the school day in district buildings, on district property, and while students are engaged in school-sponsored activities. Students may transport cellular phones to and from school provided that they adhere to the following requirements:

- The cellular phone must be turned off upon entering any school building and remain off until the student is leaving the school building.
- The cellular phone must remain off during a school evacuation, unless otherwise directed by an adult.
- Students are strictly prohibited from taking and/or posting pictures and videos of students and/or staff without permission from staff.

**The school staff assumes no responsibility for lost and/or damage to personal devices brought to school by students.**

Due to privacy concerns, as well as academic integrity issues, the Pocono Mountain School District recognizes the need to place

strong limitations on the possession and/or use of certain electronic devices. Students found to be in violation of a building's electronics procedures during the school day will be subject to disciplinary action.

### **SOCIAL MEDIA POLICY**

(Refer to Board Policy 815)

### **STUDENT REGULATIONS FOR DRIVING AND PARKING MOTOR VEHICLE**

(Refer to Board Policy 223)

#### **Parking Application Information**

Applications are available at each high school and on the District website at <http://www.pmsd.org>. Questions regarding student parking and applications should be directed to the main office.

Eligible students may apply for a parking permit by preparing and submitting a parking permit application to the appropriate high school main office. Students participating in sports or activities will be required to obtain the signature(s) of their respective coach and/or activity director.

Each application must include copies of the student's current driver's license along with the automobile insurance card, and vehicle registration form for the vehicle to be driven to school. These copies will be kept on file for the school year. Current copies must be re-submitted when applying for future parking permits. Applications must be prepared according to the information requested thereon. Applications with missing or omitted information (including parent's signature) will be returned without having been processed.

Parking permits carry an expiration date and must be renewed seasonally or annually. All permits will be assessed a \$5.00 seasonal fee or \$15.00 annual fee. Application fees will be accepted by check or money order only, payable to the Pocono Mountain School District. Each permit will be numbered to match an assigned numbered parking spot.

#### **Important Information**

Parking space is limited. Priority will be given to students enrolled in Diversified Occupation and the Cooperative Education programs. After those students have applied, permits will be issued according to need and available space. Scholastic sports, clubs, and activities will then be considered.

All students are strongly encouraged to use the afternoon activity buses. After-school employment will not be considered a priority for student parking. Students should make arrangements with their employers so that it will not be necessary to drive to school.

Students granted permission to drive to school will park only in areas designated for student parking. There will be no student parking in any other parking lots or areas.

Students may not drive vehicles to school without first having obtained a student parking permit. Parking permits must be displayed on the student's vehicle inside the left rear windshield, facing outward.

Parking permits are not valid if altered, defaced, or improperly displayed.

Vehicles without valid parking permits and/or vehicles parked in unauthorized areas are subject to the following:

1. Disciplinary action
2. Loss of driving privileges
3. Warning Notices placed on the vehicle
4. Other action as permitted by law

### **LOUD, ABUSIVE AND/OR PROFANE LANGUAGE OR BEHAVIOR**

It is the policy of the Pocono Mountain School District to prevent disruptions to school district operations, school sponsored functions, and the instructional process. Thus, all persons, including but not limited to, students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate

school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

### **SEARCH OF SCHOOL PROPERTY**

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

1. The administration shall authorize the search and have a designee on hand while the search is taking place.
2. Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
3. All school property such as lockers, classrooms and storage areas may be searched.
4. Individual(s) shall not be subjected to a search by dogs.
5. Once this notification has been given to parents and students, the school district will have met its obligation to advertise the searches. Additionally, notices need not be given and actual times or dates of planned searches need not be released in advance.

### **SEARCH OF STUDENT AND STUDENT BELONGINGS**

With reasonable suspicion, the administrator can require a student to present his/her belongings for the search of prohibited items, illegal substances, or weapons. Electronic wands may be used by school personnel to assist in the search of a student and his/her belongings.

### **HAZING**

(Refer to Board Policy 247)

### **TERRORISTIC THREATS AND ACTS**

(Refer to Board Policy 218.2)

#### **Purpose**

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

#### **Definition**

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

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

#### **Authority**

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

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

The Superintendent shall be responsible for developing administrative regulations to implement this policy. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

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

**Guidelines**

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

- The building principal shall promptly report the incident to the Superintendent.
- The building administrator shall immediately suspend the student.
- The building administrator shall report the student to law enforcement officials.
- The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board shall require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to him/herself or to others.

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

In the case of an exceptional student, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

## **SECTION VII: DISCIPLINE PROCEDURES, POLICIES, AND GUIDELINES**

### **CLASSIFICATION OF STUDENT MISCONDUCT**

The Pocono Mountain School District is committed to the belief that all students are entitled to the best education possible. The Pocono Mountain School District has developed the following discipline guidelines in order to ensure that all students receive their education in a positive educational environment that is safe, orderly, and conducive to learning.

Violent behavior includes, but is not limited to the following: unwanted physical contact such as pushing, grabbing, or restraining; fighting between two or more individuals; an act of aggression which results in the destruction of property or personal injury; possession and/or misuse of any item which may cause alarm to individuals or disrupt the educational process; any other behavior which is determined to be destructive and/or dangerous by the administration.

#### **Additional Information**

- Establishing the level of an incident and assigning appropriate consequence is at the discretion of the administration.
- Administrators, at their discretion, have a variety of techniques they can use to prevent future incidents. This includes, but is not limited to the following: telephone conferences, parental conferences, group meetings, and referral to outside agencies.
- The severity of an offense may necessitate acceleration of the procedure to a subsequent level and immediate action by school officials and law enforcement authorities if warranted.

### **LEVEL I INFRACTION**

#### **Description:**

Level I infractions include minor misbehavior on part of the student, which is disruptive to the learning environment and/or unstructured settings within the school environment. Examples of unstructured areas include: school corridors, hallways, lavatory, cafeteria, bus (during arrival or dismissal), educational trips, and after-school activities. Misconduct which meets the definition of a Level I infraction will be handled by the referring staff member; however, may periodically require additional support from administrative personnel.

#### **Examples:**

Examples of Level I Infractions may include: Cheating/Forgery/Lying, Defiance/Non-Compliance - refusal to follow directives, Disrespect -verbal/ non-verbal, Disruption, Physical Contact - no intent to harm (horseplay), Inappropriate Language or Gestures, Out of Assigned Area, Property Misuse, Tardy to Class, Inappropriate Display of Affection, Cafeteria Misbehavior, Abusive Language, Misuse of School Property or Equipment.

1. Each classroom teacher will provide students with a list or description of expected student behavior and/or prohibited student behavior within the class and consequences for failing to adhere to the procedures established.
2. Students who violate the classroom regulations will be provided with consequences by the classroom teacher according to the procedures previously outlined.
3. Students will be referred to an administrator when, in the view of the teacher, the student has developed a pattern of disruptive behavior or the student refuses or neglects to follow the directions of the teacher.
4. Any behavior within the classroom which meets the description of a Level III infraction must be immediately referred to an administrator for proper action.

### **LEVEL II INFRACTION**

#### **Description:**

Level II Infractions are repeated minor behaviors or serious misbehavior that is disruptive to the learning environment and/or unstructured settings within the school environment. Examples of unstructured areas include: school corridors, hallways, lavatory, cafeteria, bus (during arrival or dismissal), school trips, and after-school activities. Misconduct which meets the definition of a Level II Infraction may be referred immediately to an administrator for proper action as these infractions typically result from repeated Level I behavior(s) where prior interventions were found to be unsuccessful. Thus, repeated violations of Level I Infractions will result in a Level II offense and be handled by administration.

#### **Examples:**

Examples include, but are not limited to: Lying/Cheating -repeated occurrence, Disrespect/ Defiance -repeated occurrence -stops educational process, Bullying -direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling -repeated occurrence, Harassment -gender, ethnicity, sex, race, religion, disability, physical features, or other protected class, Abusive language -racial taunting - High-intensity -directed towards individual, Dress Code Violation, Technology Violation.

### LEVEL III INFRACTION

#### Description:

Level III infractions include behaviors, which cause an immediate danger or represent a willful excessive disruption of the learning environment. All Level III infractions must be referred to an administrator.

#### Examples:

Examples of Level III infractions include but are not limited to the following type of behavior:

1. **Activating False Fire Alarm** - In addition to the school penalty imposed, students may also be prosecuted under Section 4905 of the Pennsylvania Penal Code.
2. **Aggravated Assault** - exists when a person:
  - a. Attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.
  - b. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
3. **Arson** - The malicious burning of another's property.
4. **Assault with a Weapon** - Should a student commit an assault with a deadly weapon, the student will be referred immediately to civil authorities and the maximum school penalty will be imposed.
5. **Defiance** - Willful failure or refusal to follow instructions or directions of an adult school district authority on school property or during school-sponsored activities.
6. **Disorderly Conduct** - Exists when a person if, with intent to cause public inconvenience, annoyance alarm, or recklessly creating a risk thereof, he/she:
  - a. Engages in fighting or threatening, or in violent or tumultuous behavior.
  - b. Uses obscene language, or makes an obscene gesture.
  - c. Creates a hazardous or physically offensive condition.
7. **Gang Affiliation / Activities**
8. **Disrespect** - Willful behavior, which without reasonable cause attempts to lessen the reputation, honor, or public opinion of any individual.
9. **Drugs/Alcohol** - The use, possession, sale, or distribution of drugs and/or alcohol or substances purported to be drugs and/or alcohol. In addition to the school penalty imposed, the student will be referred to the proper state or local authorities should the student behavior violate the laws of the Commonwealth of Pennsylvania. Students may also be referred to and/or required to obtain treatment from proper medical or health facilities before receiving permission to re-enter school. Students who have been determined to have violated the policies, rules and/or regulations of the District concerning the use, sale, possession or distribution of drugs, alcohol and/or substances purported to be drugs and/or alcohol shall be subject to random drug and/or alcohol testing upon their return to school. Students who fail or refuse to cooperate with such random testing shall be subject to further disciplinary action and/or placement in an alternate school setting. Any drug and/or alcohol products found on school property or during school-sponsored activities will be confiscated.
10. **Endangerment** - Willful, improper behavior which may have caused injury or harm to another individual or created an environment where injury or harm would be more likely to have occurred. Should injury or harm actually occur, the behavior will be considered as an assault.
11. **Extortion** - Willful behavior which causes any individual to relinquish a personal possession or individual right as a result of threat or fear of violence, personal injury, or other action.
12. **Fight** - Argument, angry disagreement: Diversion in which participants hit or pelt each other. Note: Self-defense is limited to the deflection of physical contact.
13. **Fraud** - Willfully providing false information to or about school personnel, deceit or trickery used for profit or to gain unfair or dishonest advantage or to avoid disciplinary action.
14. **Institutional Vandalism/Destruction of School and/or Personal Property** - exists when a person knowingly desecrates, vandalizes, defaces, or otherwise damages:
  - a. The school facility
  - b. The grounds adjacent to and owned or occupied by the school facility
  - c. Any personal property located in the school facility
  - d. Willful behavior which damages or destroys property belonging to the School District or to any students, employees, or visitors of the school (s). When it is determined that students are responsible for the destruction of school property, the full cost of materials and labor to repair or replace the damaged property will be the responsibility of the student (s) responsible.
15. **Intentional Mischief** - Exists when a person damages or tampers with the property of another intentionally, recklessly, or by negligence.
16. **Insubordination** - Should a student disobey, or fail to submit to the directions or the request of an adult school district authority on school property or during school sponsored activities, that student demonstrates insubordination.
17. **Physical Assault of a District Employee/Volunteer** - Any behavior which purposely attempts to cause physical harm or

injury to a District Employee/Volunteer. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.

18. **Possession of a Weapon** - Possession of deadly weapons such as knives, firearms, fireworks, smoke bombs, explosives, live ammunition, chains, bracelets which are potential items of violence, certain rings, look-alike firearms (toy guns), and all items which, in the discretion of the Administration, could or would be a threat to the students, him/herself, or the school community, which have the potential to inflict serious injury is prohibited for students in school, attending school activities, or traveling to or from school. In addition to the school penalty imposed, the student **will be** referred to civil authorities. When knives or other sharp instruments are required for instructional purposes, they will be provided by the teacher and their use will be supervised closely.
19. **Profanity/Obscenity** - Any behavior which visually and/or verbally presents ideas which are considered offensive to and/or inappropriate for maintaining an effective school environment.
20. **Sexual Misconduct** - Inappropriate behavior of a sexual nature (by consenting individuals).
21. **Simple Assault** – Exists when a person:
  - a. attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another.
  - b. attempts by physical menace to put another in fear of imminent serious bodily injury.
22. **Theft/Larceny** - The taking of property belonging to the school district, employees of the school district, students of the school district, or visitors to the school district without permission. In addition to the school penalty imposed, the student may be liable for restitution as well as referral to civil authorities.
23. **Threats/Harassment** – Exists when a person with intent to harass, annoy or alarm another person:
  - a. Strikes, shoves, kicks or otherwise subjects him /her to physical contact, or attempts or threatens to do the same.
  - b. Follows a person in or about the school.
  - c. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.
24. **Tobacco** - School Board Policy prohibits smoking and use of tobacco products in any form. The use, possession, sale, or distribution of tobacco products (**including electronic cigarettes, vapes, and cigars**) or assisting in the use, possession, sale, or distribution of tobacco products on school property or school- sponsored activities is strictly forbidden. In addition to the school penalty imposed, all tobacco products found on school property or during school-sponsored activities in the possession of students will be confiscated. In addition to the school penalty imposed, the Anti-Smoking Ordinance prohibits smoking and vaping in school buildings, facilities, grounds and buses. Any person violating this ordinance is subject to a fine of not more than \$50.00 in addition to the costs of prosecution or up to 30 days imprisonment. It is a summary offense under the amended Section 6305 of the Crimes Code to sell or furnish any form of tobacco to a minor under age 18. The penalty for these offenses is a fine of not less than \$25.00 for the first offense and no less than \$100.00 for a subsequent offense.
25. **Trespassing** - Being on school grounds without permission.
26. **Chronic Truancy/Unexcused Absence** - In addition to actions previously described, students found to be truant from class or absent unlawfully will be required to make up all school time by serving detentions or may receive additional consequences.

At Pocono Mountain the civil rights of students are respected, and students are held accountable for their civil responsibilities. Students who commit criminal offenses while under the jurisdiction of the school will be referred to the appropriate civil authorities. Consequences for Level III infractions include, but are not limited to: suspension, expulsion, prosecution and/or fines.

## **REFERRAL AND ADMINISTRATIVE ACTION**

### **REFERRAL PROCEDURE**

1. The adult will complete a Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the student's referral.
2. Students referred for an alleged violation of the disciplinary policy will be informed of the charges and given an opportunity to state their view(s) of the event(s) which took place.
3. An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
4. If it is determined that the student has violated the discipline policy, appropriate disciplinary action will be taken by the administrator or referring staff member.
5. Consequences or disciplinary actions may include, but are not limited to:
  - Warning
  - Parental contact
  - Referral to counselor
  - Restorative Reflection
  - Base Education Program
  - Restricted movement
  - Lunch Detention
  - After-school detention

- In-school Academic Program
- Out-of-school suspension
- Alternative placement
- Expulsion
- Civil and/or criminal prosecution

### **CONSEQUENCES - ALTERNATIVE ACTIONS – LEVEL I, II, III**

1. In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the School District, and/or the employees of the School District.
2. Alternative actions which may be taken include but are not limited to:
  - Parental conference
  - Referral to counselor
  - Denial of privileges
  - Design of a student behavioral contract
  - Design of a student work or service program
  - Restricted movement
  - Referral to psychological service staff
  - Referral to appropriate local, county, and/or state agencies and/or institutions
  - Liability for damages or financial loss
  - Civil and/or criminal prosecution
  - Bus suspension

When referred to an administrator for violating the discipline policy, students should not expect to receive warnings or alternative actions. Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

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

(Refer to Board Policy 113.1)

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

#### **Suspensions**

A disabled student may be suspended without parental consent for no more than 10 consecutive days or an aggregate of 15 days of school per year, regardless of whether the student's behavior is a manifestation of his/her disability.

A disabled student may be suspended only to the extent that such suspensions are consistent with discipline that is applied to students without disabilities.

During any period of disciplinary action that constitutes a change in placement for a student, the student shall continue to receive a Free and Appropriate Education (FAPE), in accordance with federal law.

#### **Reporting Crimes to the Law Enforcement**

School principals, when notifying or reporting crimes to local law enforcement officials, shall ensure that copies of the special education and discipline records of the eligible student(s) are transmitted to the appropriate authorities only to the extent such transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

#### **Manifestation Determination**

A student with a disability whose behavior is found not to be a manifestation of his/her disability may be suspended or expelled pursuant to district procedures. During the period of suspension or expulsion, the student shall continue to receive FAPE.

If the student's behavior is found to be a manifestation of a disability, the IEP team shall conduct a Functional Behavior Assessment (FBA) and implement a Behavior Support Plan (BSP), if the IEP team had not conducted one before the behavior, or review and consider revising the BSP as necessary to address the behavior. If the behavior is found to be a manifestation of the child's disability, the student shall return to his/her placement from which he/she was removed unless the IEP team, including the parent/guardian, agrees that a change in placement is appropriate for the student.

**Request for a Hearing**

The district may request that a hearing officer order removal of the disabled student to an alternative setting for 45 days where the district demonstrates in a hearing by substantial evidence that maintaining the disabled student's current placement is substantially likely to result in injury to the student or others.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.

**Weapons, Drugs, or Serious Bodily Injury**

A disabled student who carries a weapon to school or a school function may be removed from his/her current placement regardless of whether the weapons offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

Pol. 218.1 According to statute, a **weapon** shall be defined, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury, including but not limited to, sparklers, fireworks, smoke or stink bombs, explosives, live ammunition, chains, including wallet chains, bracelets, or other devices which are potential items of violence, certain rings, pipes or tubes, look-alike firearms and weapons (toy guns, knives), and any item which could or would be a threat to the student himself/herself or the school community.

A disabled student who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement regardless of whether the drug offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

A disabled student who knowingly inflicts serious bodily injury upon another person while at school, on school premises, or at a school function may be removed from his/her current placement regardless of whether the offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

**DETENTION POLICY**

Detention(s) will be assigned as a consequence of violating school regulations.

1. Detention will be held after-school Monday through Thursday.
2. Students will receive a minimum 24-hour notice of all after-school detentions to be served. It is the responsibility of the student to inform parents or guardians of the date(s) of their scheduled detention(s).
3. Only the Principal or Assistant Principals may excuse a student from detention.
  - Students must make their requests in writing prior to noon of the detention date.
  - Students will be excused for medical or dental appointments but must provide verification from a doctor to the detention monitor on the next day of detention.
  - Serving a detention takes precedence over all school activities with the exception of a teacher's personal detention.
  - Students will not be excused from detention to participate in extracurricular activities
  - Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
  - Parents who wish to have students excused from detention must submit a request in writing prior to noon of the day of detention.
  - Students excused from detention must report for detention on the next day detention is held, unless other plans are made with an administrator.
4. Students, who, without permission, do not report for a scheduled detention, will be considered guilty of defiance and are subject to further disciplinary action.
5. Students scheduled for detention may visit their locker and then report directly to detention.
6. Students arriving late for detention must submit a signed note to the detention monitor. Unexcused lateness for detention will result in further disciplinary action.
7. Students will not be excused from the detention room while detention is in session except in cases of extreme emergency as judged by the detention monitor.
8. Students must report to detention with sufficient school related work for the entire time of detention.
  - Students who report without sufficient work will be assigned work to do by the detention monitor. The amount of work assigned is the sole decision of the detention monitor.
  - All work assigned must be fully completed. Should the work not be completed by the end of the detention, it will be the responsibility of the student to complete the work and submit it to the detention monitor or an administrator during the morning homeroom period the following day.
  - Failure to complete the work as directed will result in the student receiving no credit for the detention served.
  - Failure to follow similar procedures on a second separate occasion will result in the student being guilty of

defiance.

9. Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of defiance and will receive no credit for detention. The student may be referred to an administrator.
10. Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention (s).

#### **Detention Rules**

1. Students who are reporting to detention should bring all the items they need to take home. Students will not be permitted to go to lockers or to other school locations after detention.
2. The atmosphere of detention will be one of individual study. Students are not permitted to sleep. Failure to bring appropriate work or to remain on task may result in the assignment of another detention. Students should use time to complete homework assignments, study notes, or read.
3. Disruption in detention will result in dismissal from detention and the detention will be reassigned.

#### **RESTRICTED MOVEMENT**

The Restricted Movement Policy has been formulated in an effort to avoid interruptions in a student's educational program due to his or her misbehavior. Students may be placed on restricted movement for such violations as excessive class cutting, an excessive number of detentions, being found in an unauthorized area, causing a disruption in the classroom, and lateness to school.

#### **EXCLUSION FROM SCHOOL - SUSPENSIONS AND EXPULSIONS**

(Refer to Board Policy 233)

1. Exclusion from school may be based on a single incident or accumulation of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion of school can occur in the following forms:
  - a. Suspension - exclusion from school for a period of up to 10 school days.
  - b. Expulsion - exclusion from school by School Board action for a period of over 10 days.
2. Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
  - a. A hearing is not required prior to a suspension of up to 3 days.
  - b. An informal hearing will be offered within 5 school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of 4 or more days.
3. Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
4. The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
5. A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
6. Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespassing laws.
7. All student privileges are revoked when a student is suspended from school.
8. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
9. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.

#### **IN-SCHOOL SUSPENSION**

The purpose of the In-School Suspension is to provide a highly structured, supervised learning environment for students who demonstrate an inability or unwillingness to adhere to established school procedures and regulations. The decision to place a student in the ISS room shall be made by an administrator.

1. Students are offered an opportunity to continue their academic program, analyze the causes for their removal from the regular academic program, and establish individual goals for personal development and a return to the regular academic program.
2. Upon initial assignment of the student to the program, the parent(s) or guardian(s) will be advised of the student placement and reason(s) for the placement.
3. Students assigned to the program may bring their own lunch or purchase lunch from the cafeteria. Students qualifying for the free or reduced lunch program will be provided with an appropriate bag lunch.
4. Students absent when scheduled to participate in the program will complete all program requirements upon returning

to school.

5. Placement Guidelines:

- The parent shall be notified in writing of the placement.
- The number of days a student is placed in ISS will depend on the infraction.
- Any disruption, misbehavior, or willful destruction of property while in the ISS room will result in an immediate out-of-school suspension until a parent conference is held. All original time assigned in ISS must be completed. In the case of property damage, restitution must be made.

6. ISS Rules

- Students will report immediately to the ISS room upon arrival at school.
- Students shall remain in the room for the entire suspension period. Permission to use the lavatory, or see the nurse will be on a restricted basis and under teacher supervision. Guidance counselors may meet with students during the day.
- Students shall be expected to stay abreast of all studies and make-up any missed tests.
- Students will be obligated to bring sufficient and necessary supplies, text-books, or other appropriate materials.
- Students will not sleep or snack in the ISS room.

**REASONABLE PHYSICAL FORCE**

Reasonable physical force may be used by administrators, teachers, and other school personnel in the following situations:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property

## **DIRECTORS OF CURRICULUM & INSTRUCTION**

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| Ms. Amy Catalano     | Mathematics and Science                                   |
| Ms. Amy Buffington   | Social Studies and Humanities                             |
| Dr. Beth DeLay       | Health, Physical Education, Guidance and Nursing Services |
| Dr. Bethann McCain   | ELA/Reading                                               |
| Ms. Melissa Petrilak | Instructional Coaching and Professional Learning          |
| Dr. Stephen Spengler | Instructional Technology                                  |
| Ms. Stacy Kulics     | Federal Programs                                          |

## **SPECIAL EDUCATION SUPERVISORS**

Dr. Marsha Kloss

Mr. Jonathan Reifer

## **DIRECTOR OF TECHNOLOGY**

Dr. Jeremy Sawicki

## **HIGH SCHOOL ATHLETICS**

|                       |                                  |
|-----------------------|----------------------------------|
| Ms. Jessica Johnson   | East Athletic Director           |
| Mr. Gerald Greeley    | East Assistant Athletic Director |
| Mr. Michael Delgrosso | West Athletic Director           |
| Mr. Bruce Yerk        | West Assistant Athletic Director |

The Pocono Mountain School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, handicap in its activities, programs, or employment practices as required by Title VI, Title IX in Section 504. For information regarding civil rights of grievance procedures contact the Human Resources Office, Title IX, Section 504 coordinator, Administration Building, Pocono Mountain School District, Swiftwater, PA 18370-0254, 570-839- 7121. For information regarding services, activities, and facilities accessible to and usable by handicapped persons, also contact the Human Resources Office.

## 24 HOUR EMERGENCY NUMBERS

|                                                                     |              |
|---------------------------------------------------------------------|--------------|
| <i>American Red Cross</i>                                           | 570-476-3800 |
| <i>Emergency Services</i>                                           | 570-992-4113 |
| <i>Pocono Search and Rescue, Inc.</i>                               | 570-421-8424 |
| <i>Salvation Army</i>                                               | 570-421-3050 |
| <i>Pocono Medical Center</i>                                        | 570-421-4000 |
| <i>Alcoholics Anonymous</i>                                         | 570-424-8532 |
| <i>Area Agency on Aging</i>                                         | 570-420-3735 |
| <i>* Cancer Information</i>                                         | 800-227-2345 |
| <i>* Child Abuse</i>                                                | 800-932-0313 |
| <i>Career Link of Monroe County</i>                                 | 570-620-2850 |
| <i>Catholic Social Services</i>                                     | 570-476-6460 |
| <i>* Crime Stoppers</i>                                             | 800-342-7700 |
| <i>Crisis Pregnancy Center</i>                                      | 570-424-1113 |
| <i>Domestic Violence</i>                                            | 800-799-7233 |
| <i>Drug and Alcohol Abuse Program Carbon-Monroe-Pike Counties</i>   | 570-421-1960 |
| <i>Legal Services</i>                                               | 570-424-5338 |
| <i>Mental Health-Mental Retardation Carbon-Monroe-Pike Counties</i> | 570-420-1900 |
| <i>Monroe County Assistance Office</i>                              | 570-424-3030 |
| <i>Monroe County Children &amp; Youth</i>                           | 570-420-3590 |
| <i>Monroe County Youth Employment Services</i>                      | 570-620-2850 |
| <i>Monroe County Juvenile Probation</i>                             | 570-420-3685 |
| <i>Narcotics Anonymous</i>                                          | 570-421-6618 |
| <i>New Perspectives</i>                                             | 570-992-7590 |
| <i>* Office of Consumer Advocate</i>                                | 800-684-6560 |
| <i>Office of Vocational Rehabilitation</i>                          | 800-947-4941 |
| <i>PA Department of Public Welfare</i>                              | 800-424-3030 |
| <i>Planned Parenthood</i>                                           | 570-424-8306 |
| <i>Rape Crisis</i>                                                  | 570-421-4200 |
| <i>RedCo Group Behavioral Health</i>                                | 570-420-8070 |
| <i>Tri-County Helping Hands</i>                                     | 570-424-6221 |
| <i>Slate Belt Pregnancy Crisis Center</i>                           | 610-588-8400 |
| <i>* Suicide Prevention</i>                                         | 800-273-8255 |
| <i>United Way Helpline</i>                                          | 800-543-7709 |
| <i>Women, Infants and Children Nutrition Program</i>                | 800-942-9467 |
| <i>Women's Resources of Monroe County</i>                           | 570-421-4200 |



**POCONO MOUNTAIN SCHOOL DISTRICT**  
**AUTHORIZATION FOR MEDICATION DURING**  
**SCHOOL**  
**2024-2025 SCHOOL YEAR**

Date\_\_\_\_\_

My child, \_\_\_\_\_, must receive the following, prescribed or over the counter medication during school hours, and school sponsored activities in order to maintain sufficient health to participate in the educational process. I will provide the medicine in an appropriately labeled, original, pharmacy container.

**Physician/Provider, please complete form below:**

Name of medication\_\_\_\_\_

Dosage\_\_\_\_\_For school year\_\_\_\_\_

Time schedule\_\_\_\_\_

Diagnosis\_\_\_\_\_Side effects of medication\_\_\_\_\_

The student is capable of carrying inhaler or epinephrine & may self-administer if needed. Please circle one: Yes or No

Medication during school sponsored activities:

- \_\_\_Will be omitted on the day(s) of the field trip.
- \_\_\_Will be administered by a parent/designated guardian accompanying the student on the field trip
- \_\_\_Will be administered prior to leaving the school or upon return to the school.

Physician/Provider name (please print) & phone # \_\_\_\_\_

Pharmacy\_\_\_\_\_Pharmacy phone number\_\_\_\_\_

I do hereby release, discharge & hold harmless, Pocono Mountain School District, its agents & employees, from any and all liability and claims whatsoever in connection with the administration of the above medication to my child.

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

\_\_\_\_\_  
Signature of Physician/Provider