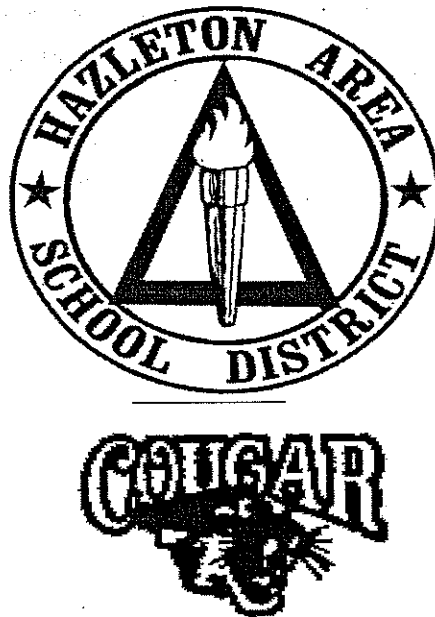


HAZLETON AREA HIGH SCHOOL
CAREER CENTER
9TH GRADE CENTER



STUDENT CODE OF CONDUCT
STUDENT HANDBOOK
2009 - 2010

WELCOME

The administration and faculty want to wish each student an enjoyable and successful school year. Students and teachers working together will assure a productive experience. A positive attitude leads to academic excellence.

ALMA MATER

Stand together one and all
Pride and Honor Heed our Call
Silver Crimson Colors raise our Alma Mater Praise
Loyal Friendships can be found
Rich traditions will abound
Raise our voices loud and clear for Alma Mater Dear

SCHOOL SONG

Onward Cougars, Onward Cougars
Fight on for our fame
With our colors Flying
We will proudly shout our name
Go Cougars!
Onward Cougars, Onward Cougars
Fight with all our might
Go Cougars
Go, Fight, Win
For the Red, Silver, White

SCHOOL COLORS

Scarlet, Silver & White

TITLE IX COMPLIANCE

It is the policy of the Hazleton Area School District not to discriminate on the basis of race, sex, color, age, religion, ancestry, marital status, or disability in its educational programs, activities, or employment policies. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Inquiries should be directed to:

Dr. Deb Carr
Title IX Coordinator
459-3111 Ext. 3124

Mr. Carl Manfredi
Section 504 Coordinator
459-3111 Ext. 3156

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The policies for the Hazleton Area School District and/or HAHS/HACC/9th Grade Center may change during the course of the school year.

This manual will not reflect these changes but students will be required to follow the most current policy. Students will receive notice of any policy changes.

ADMINISTRATION

HAZLETON AREA HIGH SCHOOL

PRINCIPAL

CLARENCE JOHN • ROCCO PETRONE

VICE PRINCIPALS – JEANNE CONAHAN • ANTHONY CONSTON • MATTHEW MARNELL

PRINCIPAL/ACTING DIRECTOR

LORI HERMAN

VICE PRINCIPAL – THOMAS CHIRICO

ATHLETIC DIRECTOR

FRED BARLETTA

SECURITY

HAHS - 81593

HACC - 459-3172 (EXT. 5608)

SECRETARIAL STAFF

Mary Beth Cassano – Main Office 459-3221 ext.81500
Samatha Neaman (12th Grade Office) – 459-3221 ext. 81506
Annette Sedon (11th Grade Office) – 459-3221 ext. 81508
Adrienne Smith (10th Grade Office) – 459-3221 ext. 81507
Pat DeJoseph – Guidance – 459-3236 ext. 81516
Carmie Case (HACC) – 459-3172 ext. 82500
Francine Geusic (HACC Attendance)– 459-3136 ext. 82501
LeeAnn Fisher (Athletic Office Secretary) - 459-3238 ext. 81538

9TH GRADE CENTER

Principal - Vince Faycok ext.83505
Vice Principal - Susan Salvaterra ext. 83501
Secretary - June Teprovich ext. 83500
Guidance ext. 83516
Security Office ext. 83593

SCHOOL HEALTH SERVICES

HAHS – Ellen McBride & Ann Dolan – 459-3221 ext. 81591
HACC – Nurse – 459-3172 - ext. 82591
9th Grade - Joanne Marsicano - ext. 83591

ATTENDANCE

Parents/guardians must call this number to report an absence or request early dismissal.

HAHS/HACC/9th Grade 459-3221

The class attendance policy requires that students attend every class every day unless they are excused by administration. When a student is excused from a class, the student must see the classroom teacher to obtain assignments for the day. **Any student missing a teacher's class or part of a class, without prior permission, is liable for disciplinary action regardless of their whereabouts.**

PLEASE REMEMBER . . . NO STUDENT MAY MISS A TEACHER'S CLASS WITHOUT SEEING THE TEACHER IN ADVANCE.

If a student is absent from school he/she is responsible for getting the assignments.

If the student fails to make arrangements for a make-up exam within a five (5) day period, the student will receive a zero (0) for the make-up exam.

ATTENDANCE POLICY

- A. The Board of Education requires that HASD students attend school regularly in accordance with the laws of the Commonwealth. Courses are taught as a progression of learning activities and ideas with each day's work building on work previously done. Attendance in class is a basic student responsibility and is one of the utmost importance in the awarding of credit.
- B. Successful completion of tests does not indicate that a student has mastered a particular course. Instructors lectures, in-class activities, successful completion of the homework, and class participation are important in completion of courses and credit attainment.
- C. Absences due to school sponsored activities, religious holidays, court appearances, field trips, doctor or dentist notes (provided within 3 days of return), suspensions, or administrative excuses are not included. Paragraphs D-E refer to absences excluding those outlined in paragraph C.
- D. After the 5th absence per semester or 10th absence per year of a 7-12 student, the parent/guardian will be notified by letter sent by the Home and School Visitor. If a K-6 student has absences in excess of 7 days, a warning letter will be sent by the Home and School Visitor.
- E. For grades K-12, after the 10th absence per semester or 20th absence per year, a second letter will be sent by the Home and School Visitor informing the parent/guardian of the potential loss of credit or denial of promotion. If the student is age 16 or younger, a legal notice will also be sent. A student whose absence is unexcused or unlawful will not be permitted to make up any of the work that has been missed due to the absence.
- F. The attendance policy has been modified to read, "**students**" grades will be affected by attendance. The grading policy will reflect the impact of student absences. From grades K through 12, students will be given a class participation grade which will be 25% of their total grade. Should a student miss more than **7 unexcused days** in a marking period, his/her class participation grade will be 0-50%. Excused absences for a doctor's or dentist's appointment (D), court hearing (C), funeral for death in family (F), nurses's excuse (N), or an administrative excuse given by an administrator (M), do **NOT** count in the 7 absences. Written excuses **MUST** be submitted within 3 days of the student's return. This shall include tardies and early dismissals that involve a student missing an entire class period. Therefore, the highest possible grade in these situations will be 75%. Should you have any questions in regard to the above, please do not hesitate to contact Terry Boyle's office at HAHS, extension 81527. We feel confident that if this policy is followed closely by all district teachers, student attendance and therefore student success will be greatly enhanced.

TARDINESS

Students who report to school after 7:45 must report to the security area in the main lobby. Those students who do not report their lateness will not be given credit for attending school that day and will be listed as unlawful unexcused. Students who accumulate seven (7) late arrivals will be given a Saturday detention. Students who accumulate 10 or more lates will be suspended. **Failure to attend a Saturday detention will result in an out of school suspension.**

Any student who arrives after 8:15 am requires a phone call from their parent/guardian to be admitted to school, or if the parent/guardian can accompany them into the attendance office. This would be logged as a late but would avoid a possible suspension for skipping first period. Only a valid medical or legal excuse would allow a late entry to not be counted toward the lateness procedure. Handwritten notes outside of those listed above will not be accepted.

Student will be assigned detention for violation of SCHOOL DISTRICT POLICY. Saturday detentions will be from 8:00 a.m. to 10:30 a.m.

TRUANCY

Truancy is defined as:

1. Unlawful or unexcused absence.
 2. Failure to attend a part of a class or a lunch period.
 3. Leaving the building at any time of the school day without prior permission from an administrator or school nurse including the designated transition time between class periods.
 4. Unauthorized wandering in the halls during classes.
- Repeated unlawful absences by a student will initiate the filing of citations at the MAGISTRATE'S OFFICE.

HALL PASSES

During classes or lunch, no student is allowed to leave a classroom or cafeteria without an official hall pass signed by the teacher responsible for that student. The pass will have student name, date, time, and destination.

APPOINTMENTS

If an appointment must be scheduled during school hours, the student should bring a written request from the parents or have the parents call the appropriate grade office. The student must provide a copy of either the medical appointment card or a parental note with the date and time of the appointment. The student must bring a note from the doctor's office after the appointment in order for the office visit to count as an excused absence.

USE OF TELEPHONES

If a student needs to use the office telephone, he/she must receive permission from the staff. He/she must also indicate the reason for the phone call and sign the appropriate sheet.

CHANGE OF ADDRESS AND PHONE NUMBERS

Students or parents must report a change of address or phone number to their grade level secretary in order to keep mailing lists, phone number lists, and transportation lists current. **Proof of new address must be brought into grade level office brought to the grade level office before the change will be made.**

FREE AND REDUCED LUNCHES

Free and reduced lunch applications are available in each grade level office. Completed applications are to be returned to this office, and applications must be renewed every year.

A breakfast program will be offered in the HASD. Contact food service for details at 459-3111.

CLOSED LUNCHES

Students must report to the cafeteria in the **building assigned** for that semester, during their assigned lunch period or they will be **suspended**. All students must report for lunch on time. Students are not allowed to have food delivered to the school.

CAFETERIA RULES

Menus are the same at the H.A.H.S and the Career Center cafeterias.

Some simple rules of courteous behavior which make the lunch period pleasant are:

1. Observe proper dining room etiquette.
2. No coats or hooded sweatshirts may be worn while waiting in food line.
3. Replace chairs and put trash in the proper containers.
4. Food and drink are only to be eaten in the cafeteria.
5. Purchase food at the cafeteria or bring it from home.
6. Do not leave the cafeteria during the last **5 minutes of the lunch period**.
7. Cooperate with staff in keeping cafeteria clean.

LUNCH CARDS

Each student will be issued a student card with his or her name and identification number. You have the option of paying weekly, monthly, or even yearly. The system allows for any amount of money to be deposited, but with a minimum of weekly payments. Prepayments can be made during regular lunch periods when students purchase their lunch. Check should be made payable to HASD Cafeteria Fund.

The money goes into your child's own debit account and is automatically deducted when he or she makes a purchase in the cafeteria. The money may be deposited at the register. Only items purchased will be deducted from the account.

Credit remains in the account for days when lunch is not bought. The money is kept in an account in the computer so therefore it is always accessible. If the card is lost the student should inform the cafeteria manager.

If your child has a balance in his or her account at the end of the school year, it will be returned. For those of you who choose not to prepay, you can still send lunch money every day.

Many students fail to bring the card with them to present to the cashier. Please stress to your children the importance of carrying their card with them to the cafeteria each day. This will result in faster and more efficient service to the student. Students in grades 9 thru 12 will **not** be allowed to charge any meals or snacks.

FIRE DRILLS & EMERGENCY DRILLS

Fire drills are required by law to be held at regular intervals and are important precautions. It is essential that when the first signal is given, everyone obeys promptly and clears the building as quickly as possible by the route posted above the door in each room. Students are to remain outside the building until a signal is given to return inside. Anyone tampering with the fire alarm system will be prosecuted by the police. All students must remain with their classroom teacher and return directly to their classroom.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year and are to be kept clean and handled carefully. Students name must be written in the text book. If a book is lost or destroyed a second text book will only be issued to a student during the school year upon payment for the original book. In the event the textbook is found at a later date, the payment will be refunded. Students will be required to pay for unreturned or damaged books. Additionally, students will be charged for any damaged books at the discretion of the teacher.

TRANSCRIPTS

All college applications vary. The student should first consult with our guidance office which may have applications for some colleges. For those not available, the student should write to the college of his/her choice.

Upon receipt of the application, the student should read and follow instructions carefully. Completed applications, with any other form, should be submitted to the Guidance office at either HAHS or Career Center, where a transcript will be attached and forwarded to the college of the student's choice.

Follow instructions as to which forms should be forwarded by the student. Some transcripts are attached to the application; i.e., Penn State University. In this case, both the application and transcript must be forwarded by the school.

SCHOOL CLOSINGS, DELAYS AND EARLY DISMISSAL

In the event of severe weather which necessitates the closing or delay of the starting school time announcements will be made at an early hour and repeated several times. If possible, the announcement will be made the night before. The school delay will be one hour and a half. The announcements will be made on:

the school web site www.hasd.k12.pa.us and WNEP(Channel 16) WAZL 1490AM (Hazleton)

Early dismissal due to inclement weather related events will be at 11:30 a.m.

VALUABLES

Students are discouraged from keeping money or other valuables in their lockers. **The school is not responsible for the loss, theft, or misplacement of a student's personal property or school property loaned to students.**

Special concern should be taken with the safekeeping of valuables during P.E. classes. Separate lockers will be assigned to students in the gym and pool areas. Students must supply their own locks for those lockers.

EARLY MORNING PROCEDURES

Students may enter the building at 7:30 A.M. and will have 15 minutes to go to their lockers and report to homeroom by 7:45 A.M.

During inclement weather, students will be allowed to enter the building by the main entrance only and will be allowed to remain in the entrance area (near the auditorium at H.A.H.S. and near the cafeteria at the Career Center).

HOMework

Homework requests will be honored for two (2) or more days of absence. If a student is absent for less than two (2) days, it is his/her responsibility to get homework from a classmate.

HONOR ROLL DETERMINATION

Highest	-	Average of 97 or above
1st Honors	-	Average of 93 to 96
2nd Honors	-	Average of 85 to 92

Note: • a grade of less than 85 in any one class would exclude the student from honor roll.

• Bonus points (multiplier for AP/Honors) will not be used in calculating honor roll determination.

GRADING SYSTEM AND REPORT CARDS

Reports of student progress are issued every nine weeks. Parents are asked to review the progress reports and to consult with the guidance department if they wish to discuss the reports. Special subject grades are issued twice yearly, at mid-term and at the end of the year.

Report cards will be marked as follow:

(A)	93 - 100	excellent	credit	pass
(B)	85 - 92	good	credit	pass
(C)	77 - 84	average	credit	pass
(D)	70 - 76	below average	credit	pass
(E)	Below 70	failing	no credit	fail

Students in A.P. and honors courses will receive bonus points to be used in calculating their average. Bonus points are earned as follows: AP courses: Grade for course x 1.05. Honors courses: Grade for course x 1.02.

Report card receipts should be returned to the homeroom teacher on the school day following report card distribution.

ANNOUNCEMENTS

Opening exercises will be conducted by the homeroom teacher during homeroom. Announcements concerning students will be read over the intercom. Any announcement a student wishes to make on behalf of a club or other school group must be approved by the club advisor and submitted to the Principal's Office. All announcements for the day must be submitted to the office before 7:30 A.M.

SCHOOL BOARD POLICY FOR SCHOOL VISITORS

PURPOSE

The Board welcomes and encourages visits to school by parents or guardians or by other taxpayers of the community or interested educators. To insure order and safety in the schools, it is necessary for the Board to establish guidelines governing such visitations.

PROCEDURE FOR SCHOOL VISITATION

The District Superintendent or Building Principal shall have the authority to prohibit entry of any person to a school of this District unless or until the following procedures have been complied with:

1. If the visitation is for parent or teacher-initiated parent conference concerning the parent or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at the school, a person visiting school for this purpose shall register at the office of the Principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the Building Principal.
3. All visitors must register at the office of the Building Principal upon arrival.
4. No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the Building Principal.
5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Building Principal and the District Superintendent. Exceptions will be made for performances to which parents are invited.

PARENT CONFERENCES

Parents are welcome to visit the school at any time to observe the methods of instruction and to become better acquainted with the school. Parents must schedule appointments, when necessary, and must register in the main office upon entering the school, in accordance with HASD school board policy for school visitors.

PROCEDURE FOR CLASSROOM VISITATION

Visitation of classrooms by persons other than school employees while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged. Such visitations may be specially approved subject to the preceding and to the following additional guidelines:

1. Where the classroom teacher of a student requests that a parent or guardian be allowed to observe a class for a specified period and approval is obtained from the Building Principal.
2. Where a specified period of observation by a parent or guardian of his/her child or by a recognized professional on behalf of the parent or guardian is approved by the Director of Special Education as a necessary part of the evaluation of an exceptional, or, thought to be exceptional student.
3. Where a parent requests permission to observe a class the date and time of the visit must be approved, in advance, by the Principal.

WORKING PAPERS

- Questions can be forwarded to the main offices at HAHS/HACC/9th Grade Center main desk at 459-3221.

Students must bring a birth or baptismal certificate to the office in order to receive the application for working papers. A parent or guardian must sign the application in front of secretary, or the application must be notarized to be accepted. Parents or guardians may accompany students either when form is picked up or completed. The application needs to be completed by the employer and physician before being submitted. Working papers can be obtained from 8:30 A.M. until 2:00 P.M. during the school year and during the summer from 8:30 am until 1:00 pm.

DANCES AND EXTRA CURRICULAR ACTIVITIES

Students who attend dances or other extracurricular functions are **not allowed to leave and re-enter the function.** Once a student leaves the site of the activity, he or she will not be allowed to return. All school and district policies apply to extra curricular activities.

PARKING/DRIVING POLICY

Student parking may be limited and is assigned on a first come-first serve basis. Student and faculty parking lots will be assigned, and **students are not to park in any lot designated for faculty.** Students' cars may be towed if parked illegally or without permits. Students' cars are not to be moved until the end of the school day, and students observed not following safe driving procedures will have their privileges revoked.

Students can obtain parking permits at the security office in the administration building; however, students are urged to use school busing when possible. **Students who park off campus will not be allowed to go to their cars during the school day.**

FUNDRAISING GUIDELINES

1. All fund raising projects must be submitted to and approved by the building principal.
2. Fund raising by individuals is prohibited.
3. All fund raising activities related to food items must be held before or after school or during the lunch periods. Other fund raising activities may be held by permission of the administrators.
4. Parents will sign and acknowledge responsibility for payment of funds.
5. All fundraising must conform to the wellness policy.
 - A. Please refer to the HASD web site for the latest updates on the wellness policy.

SCHOOL INSURANCE

School insurance is available for all students to purchase. A packet will be made available upon request at the start of the school year. Purchase of this insurance is your option.

SCHOOL NURSE

CERTIFIED school nurses are here to assist students as health care providers. They conduct all the mandated screening tests and make referrals when necessary, schedule physical exams, maintain a health record for each student, notify teachers of students with health problems, make special arrangements as needed for handicapped students or others with special problems, work under order of the physicians to care for ill or injured students, and serve as a resource person for students.

According to existing Pa. legislation, Hazleton Area High School/Hazle and Hazleton Area Career Center personnel are responsible for referring persons with symptoms suggestive of a contagious disease to the school nurse. School personnel should be on the alert for the following symptoms: unusual skin eruptions (impetigo, ringworm, staph infection) fever, soreness of the throat, headlice, nits, pink-eye, chicken-pox, scarlet fever, and scarletina. Measles, German measles, whooping cough, and mumps have practically been eradicated by various immunization programs; however, symptoms of these illnesses will receive scrutiny from school personnel. **Except in emergency cases, students should report to their assigned class prior to going to the nurse. A hall pass will be issued by the teacher.**

STUDENT MEDICATION

Prescription medication must be turned into the nurse's office and can ***only be dispensed by the school nurse***, if it is in the prescription container and accompanied by a note from their parent. Tylenol can be dispensed at HAHS/HACC if it is permissible on the student's signed emergency card.

EMERGENCY FORMS

All parents must fill out and sign an emergency & crisis card for each student. The information on the emergency forms is necessary when the nurses need to contact a parent due to an illness, an accident at school, or other reasons. Please notify the nurses of any change.

GUIDANCE COUNSELORS

Guidance services are available to all students during the school year. These services include academic counseling, career counseling, and advice about financial aid. School counselors are also involved with testing and evaluations, agency referrals, scheduling, parent-teacher conferences, and maintenance of school records and transcripts.

Parents can contact the guidance department with any concerns relating to their child's educational development. Parents can contact extension 81516.

GUIDANCE COUNSELING SERVICES

FINANCIAL AID PRESENTATIONS: Early in December a night is devoted to Financial Aid for any students who will pursue higher education.

COLLEGE NIGHT: Early in October, approximately 70 institutions provide information at an evening presentation. This workshop is open to PARENTS AND STUDENTS.

SCHOLARSHIPS: There are many sources of scholarship aid: corporation, colleges, parents place of employment, and ROTC - Army - Navy - Air Force - Marines etc.

There are also many local scholarships. Please read the school newspaper column, listen to school announcements, and visit the Guidance Office for important details.

Another avenue for scholarship information is the CASHE program available in the Guidance Office. Please obtain an application from your counselor.

Be reminded that researching for scholarships is an ongoing process throughout the school year.

SCHOOL LIBRARY: The school library is open until 3:30 pm every day. Special library events will be posted or announced in school.

HARASSMENT

Harassment will not be tolerated and may result in the filing of criminal charges. Harassment of any type should be reported to a teacher or administrator immediately.

Ethnic intimidation is unacceptable behavior at any time.

CARE TEAM

A student assistance program (CARE Team) is available for all Hazleton Area High School/Hazleton Area Career Center students. This program is designed to: 1. Identify the high risk student who is having problems in school due to alcohol, drug use, depression, mental health problems, or other serious concerns relating to the school community. 2. Intervene and/or refer these students for appropriate help. Once a student has been referred, specially trained personnel will determine if the student needs help. Confidential referrals may be made by parents, students, faculty, or other concerned individuals.

GUIDELINES FOR STUDENT BEHAVIOR

A detailed description of the regulations and guidelines on Student Rights and Responsibilities are posted in the school.

POSITIVE STUDENT BEHAVIORS

The best form of discipline is self-discipline. Students who exhibit the positive behaviors listed below will experience success throughout their school years and have no need for the other aspects of the Discipline Code.

1. Students must respect the rights of other students and treat them with courtesy and respect.
2. Students must treat all school employees (support staff, teachers, administrators) with courtesy and respect and recognize that while in school the school employees assume the role of a parent.
3. Students must obey all school rules and regulations and encourage others to do the same.
4. Students must accept responsibility for the care and cleanliness of school property and encourage others to do the same.
5. Students must attend school regularly, be on time for school and classes, complete all assignments, and always do their best.
6. Students should communicate problems and concerns to the appropriate parties (parents, teachers, counselors, administrators) in a timely manner.
7. Students must accept the responsibility for their own actions.

SCHOOL DISTRICTS COMMITMENT

The Hazleton Area School District makes the following commitments to our students and parents:

1. We will treat all students and parents with courtesy and respect.
2. We will communicate problems and concerns to the home in a timely manner.
3. We will treat discipline issues as an individual manner.
4. We will establish and maintain a positive learning environment for all.
5. We will strive to help each student succeed.

PARENTS/GUARDIANS RESPONSIBILITIES

Parents/Guardians, as the primary teachers and disciplinarians of their children, can help to insure their success in the following ways:

1. Parents/Guardians will treat all school district employees with courtesy and respect and should insist that their children do the same.
2. Parents/Guardians will insist that their children do their best and help them to do so.
3. Parents/Guardians will insist that their children treat their fellow students with courtesy and respect.
4. Parents will accept responsibility, including financial responsibility, for the misdeeds of their children.
5. Parents/Guardians will communicate their concerns with the appropriate school employees in a timely manner.
6. Parents/Guardians will help their children understand appropriate school behavior and insist on that behavior.
7. Parents/Guardians will insist that their children attend school daily and that they arrive on time.

ALCOHOL AND DRUGS

Any person using and/or passing drugs and/or alcohol on school property or at a school sponsored event will be penalized in accordance with the HASD drug and alcohol policy. (See attached table page 16 and board policy page 22,24,25)

LOCKERS

Lockers will be assigned to all students, and students will not share lockers. All students are responsible for the condition, cleanliness, and contents of their lockers. No permanent labels or objects may be affixed to any surface of the locker. **The school is not responsible for stolen items.** To insure safety of every student's books and belongings, all lockers must be locked. Never open another person's locker without permission. Students, should not give their combination to any other person. Any lock or locker that is damaged will be charged to the student. Visiting lockers between classes will not be considered a legitimate excuse for tardiness to a student's next class. Students leaving H.A.H.S., for the Career Center can, if granted permission by their last period teacher, carry their coats to their last class prior to leaving for the Career Center. **Coats or jackets may not be worn during classes or in the cafeteria. Any additional locks placed on HASD lockers will be cut off. Students should have no expectation of privacy. Lockers may be searched at any time.**

FIGHTING

Fighting during school hours, at school events, is prohibited and may result in the filing of a criminal complaint for each individual and also may result in a suspension from school. Additional consequences may be in order.

Striking any staff member will result in an automatic expulsion hearing and/or filing of appropriate criminal charges. Additional consequences may be in order.

Possession of any weapon including any type of knife is prohibited. Weapons will be dealt with according to the HASD weapons and dangerous instrument policy.

SMOKING AND USE OF TOBACCO

The use of tobacco by any students in any form is not permitted during the school day. Any tobacco products will be confiscated, and the student will be reported to the office. Pennsylvania state law requires magistrate hearings and fines imposed for students.

VANDALISM

Vandalism warrants an immediate full suspension with complete restitution before reinstatement is considered. Defacing and/or destroying school property, including desks and books, results in notifying the student's parents and requiring that payment must be made for all damages. Second offenses may result in expulsion. Appropriate criminal charges may be filed beginning with the first offense.

PUBLIC DISPLAY OF AFFECTION

Displaying affection does not have a place at any time on our campus. This includes kissing, hugging or any type of inappropriate behavior determined by administration or security. The following steps can be taken:

- (1) Parent is notified of behavior (2) Parental conference (3) Suspension

BACKPACKS/GYM BAGS

Backpacks and other large bags are not allowed in the classrooms, hallways, and cafeteria serving lines. Clear backpacks may be brought to school but must be stored in the locker prior to first period and retrieved only at dismissal. Gym clothes should be carried in a clear plastic bag or clear vinyl pack. Student athletes must leave their gym bags in the designated receptacles in the main lobby prior to first period.

ACCEPTABLE USE OF INTERNET

Students will abide by the HASD policy for use of computers, technology, and the internet.
(see table of contents)

ELECTRONIC DEVICES

The use of electronic devices, cell phones and music listening devices in particular, is prohibited between 7:15 a.m. and 2:40 p.m. Any device **SEEN or HEARD** during this time will be confiscated and **only returned to a parent**.

The school is not responsible for any device that is not picked up within 10 days.

GRADUATION REQUIREMENTS

- A. English** - All students must schedule and pass English I, II, III and (IV or Tech Writing).
- B. Social Studies** - All students must schedule and earn a minimum of 4.0 credits from Civics, US History I, US History II and (American Government or Economics).
- C. Mathematics** - All students must schedule and earn 4.0 credits in mathematics.
- D. Science** - All students must schedule and earn a minimum of 4.0 credits in science.
- E. Foreign Language** - College preparatory students are encouraged to schedule a foreign language course each year and must earn a minimum of 2.0 credits.
- F.** Students must demonstrate proficiency in all PSSA tests. Students who do not demonstrate proficiency will be required to go into the Cougar proficiency program
- G. Other Requirements** - All students must schedule physical education and earn a minimum of 2.0 credits in health and physical education including 1.0 credits in health, and 0.025 credits in family consumer science. Students must also complete a graduation project.

total credits for graduation=28 Class of 2007 will be 27

"Students must earn 24 credits, of which, 16 must be earned at Hazleton Area High School to be eligible for a class ranking.

GRADUATION PROJECT

At the beginning of his/her junior year each student will receive one packet outlining the requirements for completion of a graduation project additional packets must be downloaded from the school districts web site.. The state of Pennsylvania requires that students satisfactorily complete this project for graduation. Students who do not complete a project will not graduate.

EXTRA-CURRICULAR SPORTS

The following extra-curricular sports are available for all students.

Boys' Sports

Baseball	Cross Country	Soccer	Track	
Basketball	Football	Swimming	Volleyball	
Bowling	Golf	Tennis	Wrestling	Water Polo

Girls' Sports

Basketball	Cross Country	Golf	Softball	Tennis	Track	Water Polo
Bowling	Field Hockey	Soccer	Swimming	Volleyball		

OTHER ACTIVITIES

Advanced Chorus	Cheerleading	Student Council	Dances	School Paper
Yearbook Staff	Band & Chorus Concerts	NHS	Colorguards	Flag Twirlers

CLUBS

FBLA	Hunting & Fishing	Mock Trial	SADA	Science
Chess	FLO	Travel	Stage Crew	Book
Fine Arts	HOSA	Key	SADD	VICA
Ski	Drama	Ecology	STEP	Spirit

RULES AND REGULATIONS GOVERNING VARSITY AND JUNIOR VARSITY SPORTS

A student code of conduct for athletes and a policy regarding substance abuse is available through the Athletic Office.

ATHLETIC TEAM INJURIES

- Injuries resulting while a student in district sponsored activities are covered under the liability insurance policy of the District with UCR coverage. Notice of these claims must be given within six months of the injury or accident. Prior to submission of any claim, the student's personal insurance coverage must deny liability. The claim is then reference to the district carrier.
- Other injuries which are accidental or caused by the student are also reimbursable to the extent of the athletic medical and hospitalization insurance policy coverage paid by the District.

THE SCHOOL DISTRICT IS NOT LIABLE FOR EXPENSES WHICH EXCEED THE LIMITS OF THE POLICY.

Parents or guardians of pupils injured should also report injuries to their own medical and hospitalization insurance company to assure maximum reimbursement. Parents are responsible for any costs beyond the limits of the policy governing athletic injuries.

- **Reporting injuries:** Athletes must report all injuries to their coaches at the time at which they occur. Any injuries which require medical attention must be reported to the athletic director in the athletic office on the next day following the accident, at which time a claim form will be completed. Claim forms must be signed by parents and returned to the athletic director. **Failure to follow this procedure may jeopardize coverage by the school insurance carrier.**

2009/2010 Bell Schedule

****Non-Lunch bells will ring until 11AM and after 12:15 PM (bells between 11 and 12:15 will be silent and lunch bells will NOT ring)**

HR/1-2	3-4	5-6	7 Lunch	8-9	10-11	12-13	14-15	16-17
7:45-8:39	8:44-9:26	9:31-10:13	10:16-10:46	10:49-11:31	11:36-12:18	12:23-1:05	1:10-1:52	1:57-2:39

HR/1-2	3-4	5-6	7-8	9 Lunch	10-11	12-13	14-15	16-17
7:45-8:39	8:44-9:26	9:31-10:13	10:18-11:00	11:03-11:33	11:36-12:18	12:23-1:05	1:10-1:52	1:57-2:39

HR/1-2	3-4	5-6	7-8	9-10	11 Lunch	12-13	14-15	16-17
7:45-8:39	8:44-9:26	9:31-10:13	10:18-11:00	11:05-11:47	11:50-12:20	12:23-1:05	1:10-1:52	1:57-2:39

HR/1-2	3-4	5-6	7-8	9-10	11-12	13 Lunch	14-15	16-17
7:45-8:39	8:44-9:26	9:31-10:13	10:18-11:00	11:05-11:47	11:52-12:34	12:37-1:07	1:10-1:52	1:57-2:39

2009/10 Bell Schedule (2 Hour Delay)

**Non-Lunch bells will ring until 12 noon and after 1:05 PM (bells between 12 and 1:05 will be silent and lunch bells will NOT ring)

HR/1-2	3-4	5-6	7 Lunch	8-9	10-11	12-13	14-15	16-17
9:45-10:24	10:29-10:56	11:01-11:28	11:31-12:01	12:04-12:31	12:36-1:03	1:08-1:35	1:40-2:07	2:12-2:39

HR/1-2	3-4	5-6	7-8	9 Lunch	10-11	12-13	14-15	16-17
9:45-10:24	10:29-10:56	11:01-11:28	11:33-12:00	12:03-12:33	12:36-1:03	1:08-1:35	1:40-2:07	2:12-2:39

HR/1-2	3-4	5-6	7-8	9-10	11 Lunch	12-13	14-15	16-17
9:45-10:24	10:29-10:56	11:01-11:28	11:33-12:00	12:05-12:32	12:35-1:05	1:08-1:35	1:40-2:07	2:12-2:39

HR/1-2	3-4	5-6	7-8	9-10	11-12	13 Lunch	14-15	16-17
9:45-10:24	10:29-10:56	11:01-11:28	11:33-12:00	12:05-12:32	12:37-1:04	1:07-1:37	1:40-2:07	2:12-2:39

SITUATIONAL CATEGORY	IMMEDIATE ACTION	NOTIFICATION OF PARENTS	DISPOSITION OF SUBSTANCE	NOTIFICATION OF POLICE	DISCIPLINE
I	A student volunteers information about personal drug or alcohol use to a staff member and seeks help.	The student is informed of services available. Referred to Care Team if applicable.	Only with the consent of student, unless there is a clear and imminent danger to the student.	Not applicable.	No punitive action. Assistance available.
II	A student volunteers information about drug or alcohol use of another student to a staff member.	The referred student is informed of services available by Care Team if applicable.	Only with the consent of the referred student unless there is a clear and imminent danger.	Not applicable.	No punitive action. Assistance available.
III	Student displays symptoms of drug or alcohol use (slurring, slurred speech, incoherence, dazed appearance, vomiting, etc.) This situation will be handled as a medical emergency.	Security, Principal, Nurse notified. Investigation will be conducted and searches will be initiated.	Parents/guardians will be notified immediately and required to report to the school.	If applicable.	If drug and/or alcohol use, determined by whether it is a first, second offense. Refer to Articles 4, 5, 6.
IV	The student is caught with drugs and/or drug paraphernalia or alcohol for the first time and is co-operative with the investigation.	Security, Principal, Nurse notified. Investigation will be conducted and searches will be initiated.	Yes	Yes	Minimum 5 days in school suspension or maximum 5 days out-of-school suspension. Referral to School Board for expulsion hearing.*
V	The student is caught with Drugs and/or drug paraphernalia or alcohol for the first time and is unco-operative with the investigation.	Security, Principal, Nurse notified. Investigation will be conducted and searches will be initiated.	Yes	Yes	Minimum 7 days in school suspension or maximum 10 days out-of-school suspension. Referral to School Board for expulsion hearing.*
VI	The student possesses, uses, or is under the influence of drugs or alcohol at any school sponsored function on or off school grounds.	Security, Principal, Nurse notified. Investigation will be conducted and searches will be initiated.	Yes	Yes	Discipline will be determined by whether it is a first, second offense, etc. Refer to Articles 4, 5, 6.*
VII	The student is caught with drug paraphernalia or distributing drugs and/or alcohol to others.	Security, Principal, Nurse notified. Investigation will be conducted and searches will be initiated.	Yes	Yes	Minimum-ten (10) days out-of-school suspension and referred to School Board for expulsion hearing.*
VIII	Student has 2 nd violation for categories 3 thru 7. Offense will be accumulative from grades 3.	Security, Principal, Nurse notified. Investigation will be conducted and searches will be initiated.	Yes	Yes	Minimum-ten (10) days out-of-school suspension and referred to School Board for expulsion hearing.*

*The student will be required to attend an evaluation by a licensed Drug & Alcohol facility and follow recommendations made by the facility. The parent/guardian of any minors, or the student when 18 shall sign a Release of information allowing the school appropriate information regarding the student's test results. Also information concerning the students co-operation with the Drug & Alcohol facility.

3-8 *Required that the student be examined by Family MD or Emergency room doctor to require Urine & Blood Tests for Alcohol and Drugs on the day of the infraction. Student will be escorted to site to be examined.

3-8 *If Drug Testing of either Urine or Blood is positive, then the student must be evaluated by a licensed Drug & Alcohol facility and follow all recommendations. The additional days absent are considered either unlawful or unexcused.

NOTE - ALL incidents will be referred to CARE TEAM

BUS CAMERA APPROVAL

School buses are equipped with CCTV which record audio and video. By signing this form I/we hereby acknowledge that I/we have been advised that the systems contained on school buses records both video and audio and that I/we approve of the video and audio taping of my children while they are riding upon school buses.

Parent

Student

APROBACIÓN DEL CAMERA EN AUTOBÚS

Autobuses escolares son equipados con CCTV que son grabadoras de audio y vídeo. Firmando esta forma reconozco que me han aconsejado que estas sistemas contenidos en autobuses escolares graba video y audio y apruebo el video y grabar de audio de mis niños mientras ellos están montados en los autobuses escolares.

Padre

Estudiante

HAZLETON AREA SCHOOL DISTRICT BODY MASS INDEX SCREENING

Dear Parent/Guardian:

The health and wellness of our children are a national priority. In the Hazleton Area School District, we address our children's health and wellness needs with a comprehensive approach that includes health screenings, physical activity, nutrition, and education.

This year, as the result of a state mandate, the Growth Screening Program becomes part of our efforts. All children enrolled in Pennsylvania will have their height and weight measured, and used to calculate their body mass index (BMI). BMI is a screening tool used to determine whether a child is overweight or underweight.

Your child's BMI is based on the ratio of height to weight. BMI is reported as a percentile ranking based on the child's age and gender. The Centers for Disease Control (CDC) created the percentile ranges to identify children who may be at risk for specific health problems. Children with a high BMI are at increased risk for serious health conditions such as insulin resistance (a precursor to diabetes) and heart disease.

Like all screening tools, BMIs can produce some false positives or negatives. For example, a student may have an artificially high BMI due to a high level of lean body tissue or muscle, as may be found in a well-conditioned athlete. That is why it is so important to follow up with your doctor if your child's BMI is high or low.

Your child's BMI is strictly confidential and will not be discussed with anyone other than you and your child. Please share your child's BMI information with your child's health care provider. Your doctor or nurse is in the best position to evaluate your child's overall health.

Feel free to call your child's school nurse with any questions you have about the Growth Screening Program. Additional information about children's wellness and fitness is available upon request.

ARMED FORCES RECRUITING LIST

In accordance and compliance with existing and applicable legislation duly enacted by the General Assembly of the Commonwealth of Pennsylvania, it shall be the responsibility of every public school to make available to all armed forces recruiters equal access to a list of senior male and female students by name, home address, and if published, telephone numbers, who at the end of the academic school year will graduate from the Hazleton Area High School.

Further, notification is hereby given to each student that he/she has the right to request, in writing, that their name be excluded prior to the release and distribution of such lists.

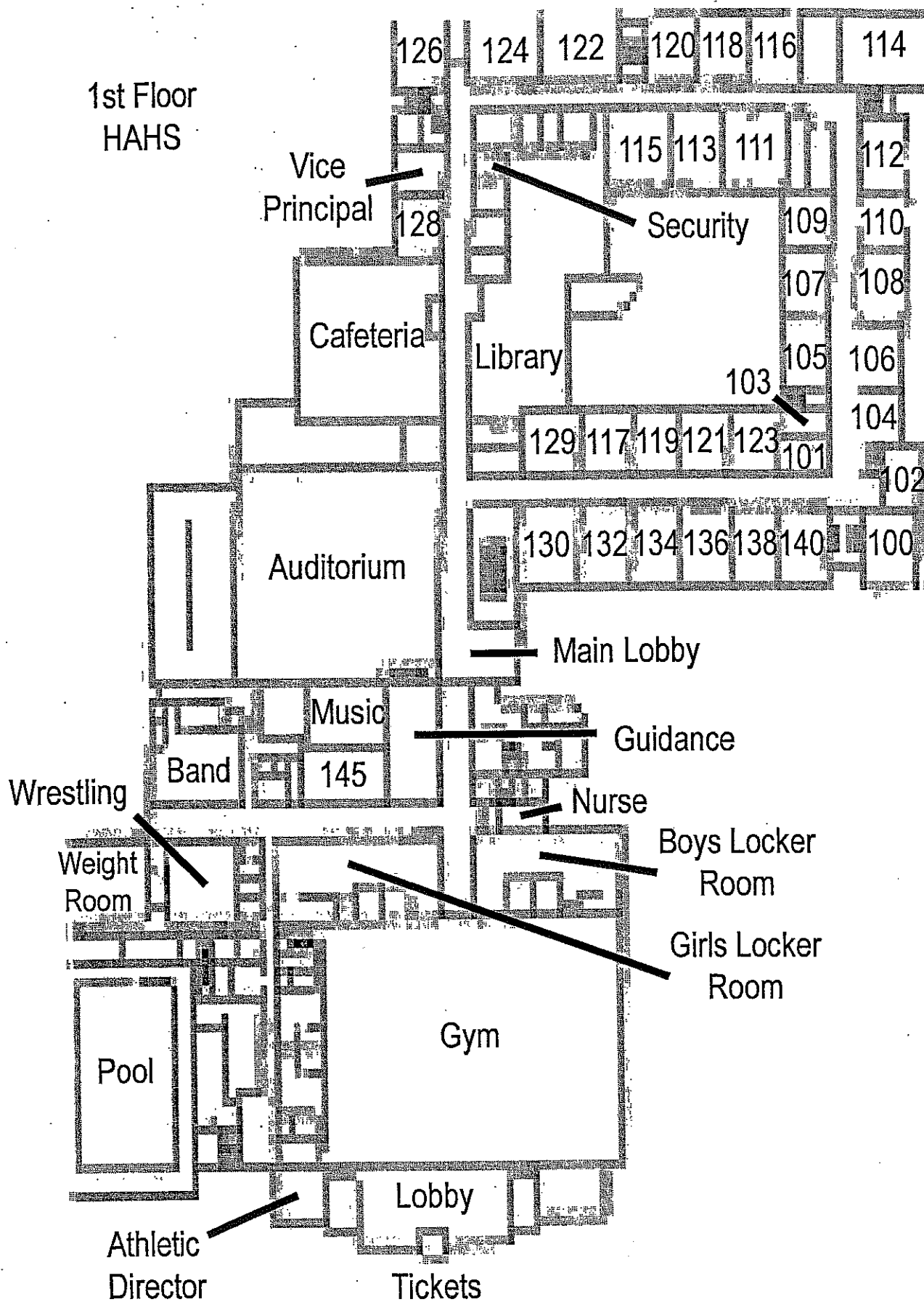
The window of opportunity to request exclusion of your name from the list shall commence on or about May 25 and terminate on June 25 of each school year.

Therefore, if you decide to request exclusion of your name from the list, please complete the bottom of this memo and return the entire memo to you homeroom teacher or the 11th grade office before June 25.

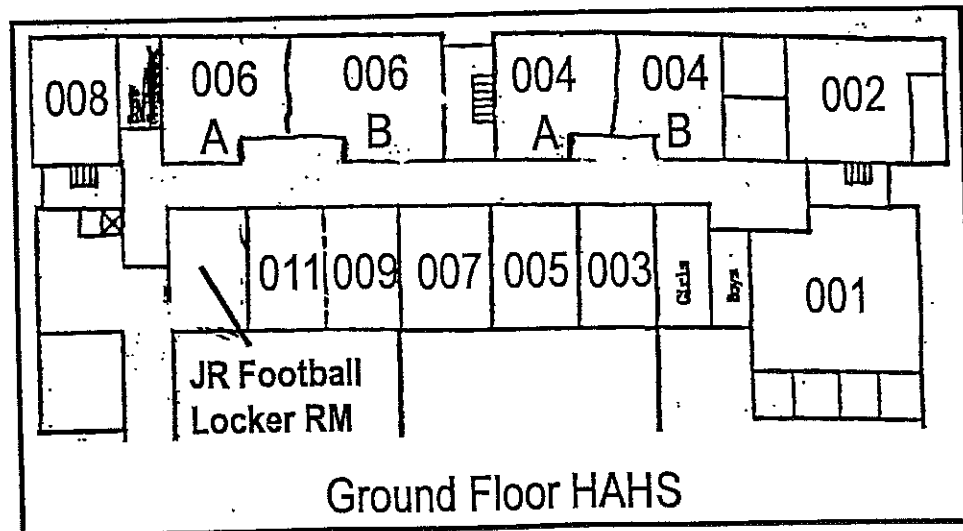
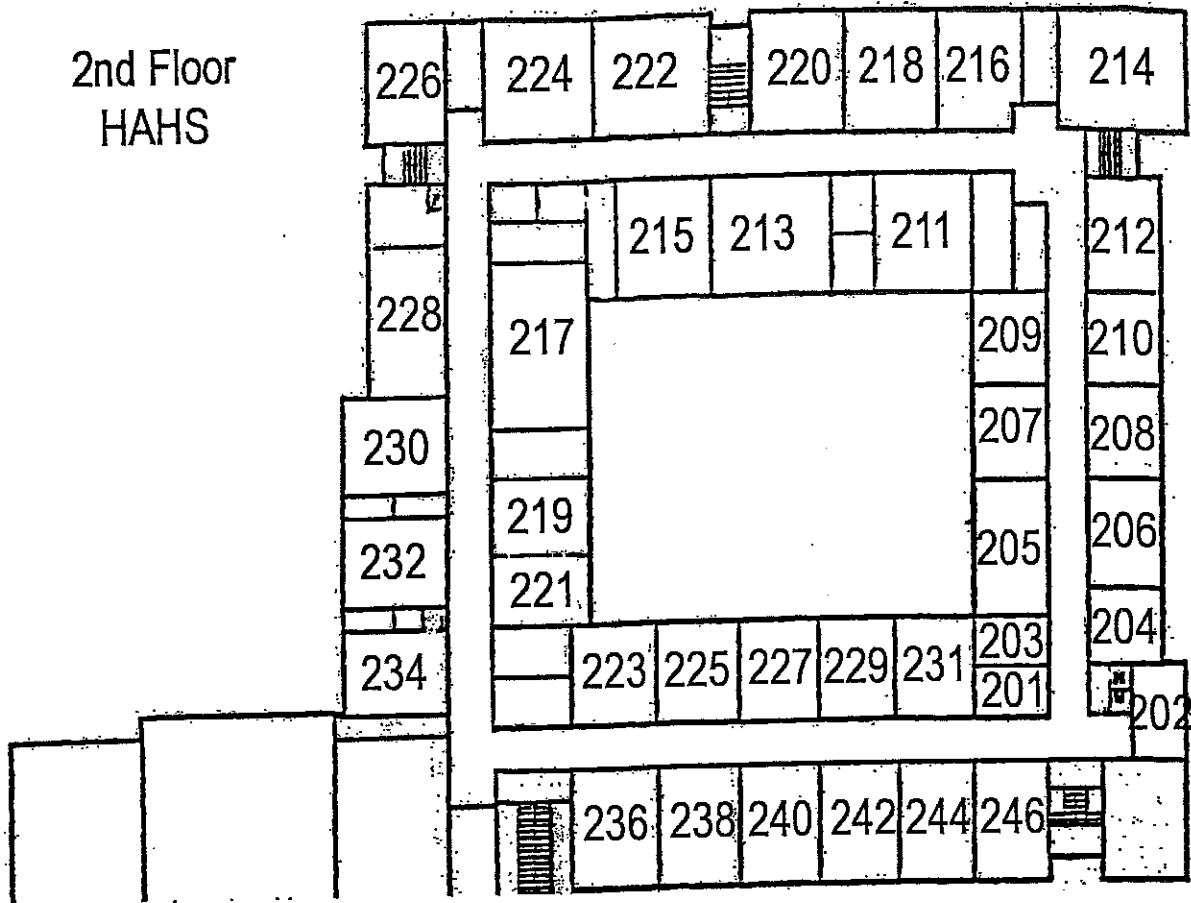
I, _____, hereby request that my name be excluded from the list of prospective graduating seniors for distribution to the armed forces recruiters for recruiting purposes only.
(Name, please print)

Date

Signature

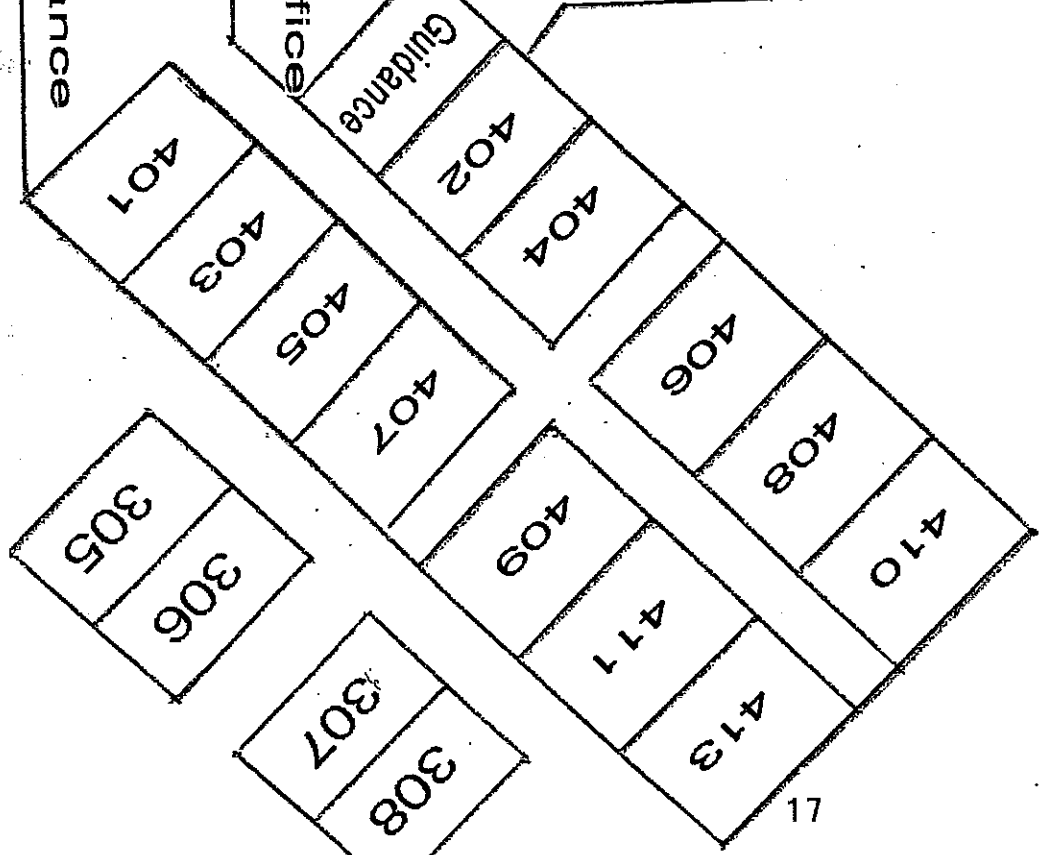
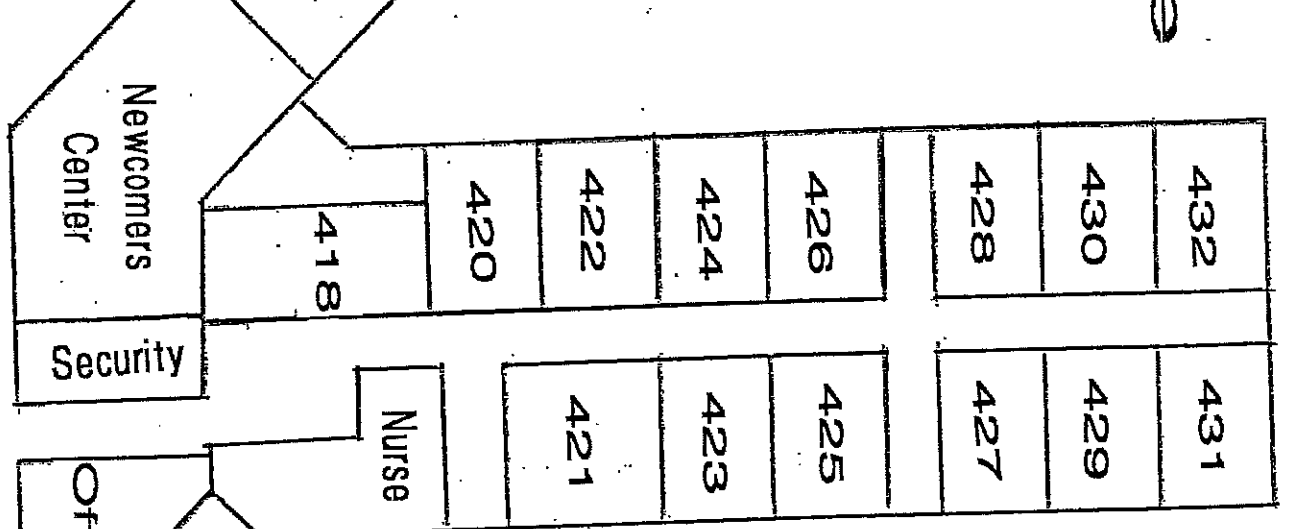
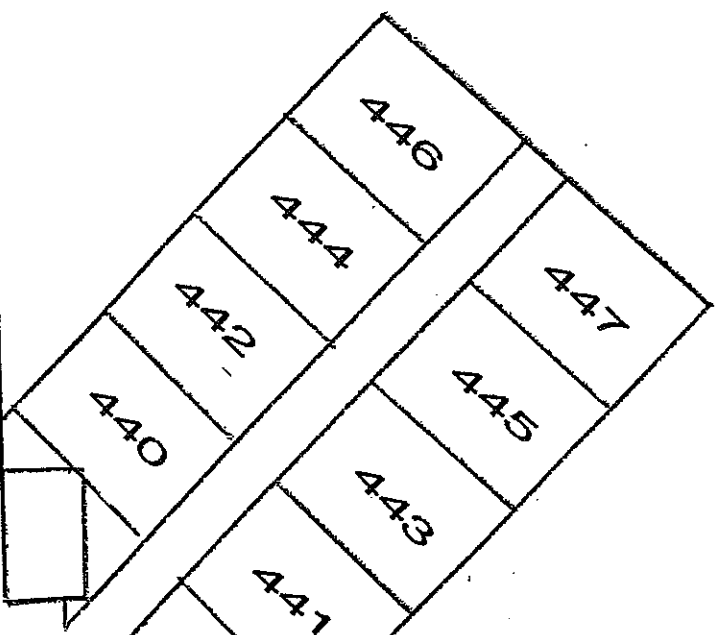


2nd Floor
HAHS



Ground Floor HAHS

9th Grade Center



Gym

Main Entrance

HAZLETON AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
INTERNET

ADOPTED: October 17, 1996

REVISED: August 16, 2001

815. ACCEPTABLE USE OF INTERNET	
1. Purpose	<p>The Board supports the use of the Internet as a part of the computer network in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.</p> <p>The use of the Internet and network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p>
2. Authority	<p>The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the school district guarantee the accuracy of information received on the Internet. The school district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet including, but not limited to data (graphic, video, sound, text, etc.).</p> <p>The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The school district reserves the right to log network use and to monitor fileserver space utilization and activity by users, including online activities of minors.</p> <p>The Board establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use of the Internet will result in the cancellation of Internet privileges and appropriate disciplinary actions.</p>
3. Delegation of Responsibility	<p>The district shall make every effort to ensure that students and staff use this educational resource responsibly.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p>

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815. ACCEPTABLE USE OF INTERNET - Pg. 2

4. Guidelines	<p>Students and staff have the responsibility to respect and protect the rights of every other user of the Internet in the district.</p> <p>The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.</p>
	<p>Only the authorized owner of the account will use e-mail and network accounts for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users.</p> <p><u>Access to Information</u></p> <p>Information is no longer restricted to books, libraries, and broadcast media. The World Wide Web is the most up-to-date source of information on every conceivable topic. It is contributed to globally by countless organizations. Pupils and teachers will use this rich source of global information regularly in their classrooms. New skills are required – the skills of scanning, assessing for relevance and selecting from the vast amount of information retrieved.</p> <p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical manner in accordance with district policy, accepted rules of the Internet, etiquette, federal and state law. The following uses are prohibited:</p> <ol style="list-style-type: none"> 1. Use of the Internet or network to facilitate illegal activity. 2. Use of the Internet or network for commercial or for-profit purposes. 3. Use of the Internet or network for non-work or non-school related work. 4. Use of the Internet or network for product advertisement or political lobbying. 5. Use of the Internet or network for hate mail, discriminatory remarks, and offensive or inflammatory communication. 6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials. 7. Use of the Internet to access sites that contain visual depictions that are obscene, contain child pornography, or are potentially harmful to minors, access to which is prohibited by the school district's Technology Protection Measure.

Page 2 of 4

815. ACCEPTABLE USE OF INTERNET - Pg. 3

P.L. 94-553 Sec. 107 Pol. 814	<p>8. Use of student electronic mail, unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Student e-mail and chat rooms will only be permitted if part of a specific class activity and will be monitored by the respective instructor.</p> <p><u>Security</u></p> <p>System security will be achieved through the use of an Internet firewall, which will provide only authorized users to access district resources. Additionally, in order to protect the integrity of the network, the following guidelines should be followed:</p> <ol style="list-style-type: none"> 1. Employees and students shall not reveal their passwords to another individual. 2. Users shall log off upon task completion. This will prevent users from using a computer that has been logged in under another student or teacher's name. 3. Any user identified as a security risk may be denied access to the network. <p><u>Consequences For Inappropriate Use</u></p> <ol style="list-style-type: none"> 1. All users shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. 2. Illegal use of the network and/or Internet: intentional deletion or damage to files belonging to others; uploading or creating computer viruses; copyright violations and theft of services will be reported to the appropriate legal authorities for possible prosecution. Loss of access and other disciplinary actions may be consequences for inappropriate use in violation of this or any other school district policy. 3. A violation of this policy is an offense subject to student and/or staff member discipline. <p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the Internet shall be subject to "fair use" guidelines.</p>
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815. ACCEPTABLE USE OF INTERNET - Pg. 4

<u>Technology Protection Measure</u>	
<p>The school district will employ Internet filtering, which will make the Internet a safer, more accessible resource for students and staff both on a single machine and over the network. Our filters will reside on the Internet's Service Providers' (ISP) servers. Pencildata, our Internet Service Provider, will administer this filtering technology, including automated updates of filtering databases and constant monitoring and updating of filtering software. We will use filtering software called Padlock, a specific technology that blocks and filters Internet access. The software will protect minors and adults from visual depictions that are obscene, contain child pornography, and are potentially harmful to minors.</p> <p>Since the filtering will be done as part of our wide area network's normal Internet routing, it will be effective throughout the entire network and is not prone to tampering at the individual machine level. The school district will also implement the use of Border Manager as an Internet firewall that will provide network administrators with the ability to monitor the online activities of minors. Border Manager enables network administrators to monitor computer activity and sites visited from a particular machine or by a particular user. All on-line time will be logged and there will be an awareness of anyone spending excessive hours on the Internet. This level of management will assist in preventing unauthorized access, including "hacking" and other unlawful online activities.</p>	

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: November 20, 1980

REVISED: August 15, 2002

HAZLETON AREA SCHOOL DISTRICT

204. ATTENDANCE	
1. Authority SC 1327, 1330	The Board of Education requires that school-aged students enrolled in the schools of this district attend school regularly in accordance with the laws of the Commonwealth. Regular attendance is a prerequisite for educating the children of the Hazleton Area School District. Curricula are planned courses taught as a progression of learning activities and ideas with each day's work building on work previously done. Attendance in class is a basic student responsibility and is of the utmost importance in the awarding of credit.
2. Guidelines	Successful completion of tests does not indicate that a student has mastered a particular course. Instructor lectures, in-class activities, successful completion of homework and class participation are factors which determine course completion and credit attainment. Excessive absenteeism inhibits students from gaining information covered in class.
SC 1327, 1329 Title 22 Sec. 11.21	Absences due to school-sponsored activities, religious holidays, court appearances, field trips, doctor or dentist notes, provided within three (3) days of return, suspensions or administrative excuses are not included. For grades 7-12, after the 5 th absence in a semester course or 10 th absence in a yearlong course, the parent/guardian will be notified by a letter sent by the Home and School Visitor. For grades K-6 if a student has absences in excess of seven (7) days a warning letter will be sent by the Home and School Visitor. For grades K-12, after the 10 th absence in a semester course or 20 th absence in a yearlong course, a second letter will be sent by the Home and School Visitor informing the parent/guardian of the potential loss of credit or denial of promotion. Copies will be sent to both the school principal and Superintendent. If the student is age sixteen (16) or younger, a legal notice will also be sent. A student whose absence is unexcused or unlawful will not be permitted to make up any of the work that has been missed due to the absence.

Page 1 of 2

Students who are denied credit or are in danger of elementary grade promotion will not be allowed to participate in co-curricular activities for a period of twenty (20) school days or twenty-eight (28) calendar days.
In the case of the exceptional student where the absence is caused by or directly related to the student's exceptionality, attendance regulations/grading will be addressed by an I.E.P. Team.
Appeals can be made to a school committee consisting of the school principal, Home and School Visitor, Guidance Counselor and Nurse within three (3) school days following notification of credit or elementary promotion denial.

Page 2 of 2

SECTION: PUPILS

TITLE: DRUG AWARENESS

ADOPTED: November 20, 1980

REVISED: January 25, 2001

HAZLETON AREA SCHOOL DISTRICT

227. DRUG AWARENESS	
1. Purpose	The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district, the schools should strive to prevent drug abuse.
2. Definition	For purposes of this policy, drugs shall mean: <ol style="list-style-type: none"> 1. Any drug paraphernalia. 2. All dangerous controlled substances prohibited by law. 3. All look-alike drugs. 4. All alcoholic beverages. 5. Inhalants for other than medicinal use. 6. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
42 P.S. 8337	
3. Authority	The Board prohibits the use, possession or distribution of any drug: <ol style="list-style-type: none"> 1. During school hours. 2. On school property. 3. At any school sponsored event.
Title 22 Sec. 12.3	
Title 22 Sec. 12.12 42 P.S. 8337	The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and clerical workers shall be respected, and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by doing so.

4. Delegation of Responsibility	The Superintendent shall prepare rules for the identification, amelioration and control of drug abuse in the school which shall: <ol style="list-style-type: none"> 1. Discourage drug abuse. 2. Establish procedures for dealing with students suspected of drug abuse. 3. Establish procedures for dealing with students suspected of the possession or distribution of drugs in school up to and including expulsion and referral for prosecution.
42 P.S. 8337	
5. Guidelines	Rules developed by the Superintendent shall follow these guidelines: <ol style="list-style-type: none"> 1. In all cases involving the students and drugs, the need to protect the school community from undue harm and exposure to drugs shall be recognized. 2. The Board of Education has approved the utilization of the "sniff canines". 3. See Attachment for Hazleton Area School District Alcohol and Other Drugs Policy.

HAZLETON AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: ELECTRONIC DEVICES
ADOPTED: September 17, 1998
REVISED:

237. ELECTRONIC DEVICES	
1. Authority	Electronic devices are prohibited in the school building.
2. Guidelines	<p>Electronic devices include but are not limited to:</p> <ol style="list-style-type: none"> 1. Cellular phones. 2. Pagers and/or beepers. 3. Radios and/or portable tape players and/or CD players. 4. Portable televisions. 5. Lasers/laser diode. 6. Any electronic device which can cause bodily harm. 7. Any electronic device which can disrupt the school community. <p>Electronic devices such as the above can be confiscated and also can result in the suspension of the student in possession of the electronic device(s).</p>

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HAZLETON AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: PROMOTION AND RETENTION/GRADUATION REQUIREMENTS
ADOPTED: November 20, 1980
REVISED: October 18, 2001

215. PROMOTION AND RETENTION/GRADUATION REQUIREMENTS	
1. Purpose	The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.
SC 1611, 1613	It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at fitting graduation ceremonies. Students who do not earn the minimum number of credits for graduation will not participate in the graduation ceremony.
2. Authority SC 1531, 1532, Title 22 Sec. 4.42	It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each.
SC 1532 Pol. 213	A student will be promoted to the succeeding grade level when s/he has completed the course requirements at the presently assigned grade; demonstrated proficiency to move ahead to the educational program of the next level; and demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience at the next learning level.
	The Board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by this Board in compliance with the Pennsylvania Department of Education. There shall be only one diploma awarded by this district with no distinction being made between various programs of instruction except, beginning in 2003, for the Pennsylvania Seal of Proficiency and the Pennsylvania Seal of Distinction awarded to students who score accordingly on the State assessments in reading, writing and mathematics.

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215. PROMOTION AND RETENTION/GRADUATION REQUIREMENTS - Pg. 2

3. Delegation of Responsibility Title 22 Sec. 4.12, 4.13 SC 1532	A student must attend Hazleton Area High School for grades 11 and 12, or transfer from an accredited public, private or parochial school, in order to be awarded a diploma from the Hazleton Area School District.
	There may also be a certificate awarded by this district which shall be based on special circumstances that support such an award. Exchange students will be awarded such a certificate.
	The Superintendent shall develop procedures for promotion and retention of students which require the recommendation of the classroom teacher for promotion or retention, require that parents are informed in advance of the possibility of retention of a student at grade level, assure that every effort will be made to remediate the student's difficulties before s/he is retained, and on the elementary/middle level assign to the Instructional Support Team (IST) the final responsibility for determining the promotion or retention of each student.
4. Guidelines	An appeal process shall be established by the Superintendent.
	The Superintendent shall develop procedures for implementing the graduation requirement policy.
	<u>Elementary/Middle School Promotion/Retention</u>
	Promotion in grades K-6 shall be determined by an Instructional Support Team in each elementary building.
	Academic retention may occur only once in grades K-3, except in cases where both parent and IST or child study team agree the student may be retained a second time.
	In grades 4, 5 and 6 students who have failed two (2) major subjects should be retained. Any failed math or reading courses should be repeated at the grade level failed. Students should pass two (2) grade levels each of math and reading grades four through six in order to be promoted to the seventh grade.
	In grades 7 and 8 students will be required to successfully complete a minimum of ten (10) total credits before being promoted to the ninth grade.
	1. Of the ten (10) total credits, six (6) must be passed in one (1) of each Major subject areas, three (3) credits must be earned in courses with credit value of less than one (1) (Specials), and one (1) credit in any area of study.
	2. All courses taught in grades 7 and 8 will count for promotion to grade 9.

215. PROMOTION AND RETENTION/GRADUATION REQUIREMENTS - Pg. 3

3. If possible, students will not be scheduled to repeat courses passed in grade 7.
4. A student in grade 7 will be required to accumulate five (5) credits to be listed as a student in grade 8. Of the five (5) credits, three (3) must be passed Major subjects and two (2) in any area.
<u>Senior High Promotion</u>
Twenty-eight (28) credits earned through grades 9, 10, 11 and 12 will be required for graduation for ALL STUDENTS effective with the class of 2002.
2000 - 27 credits 2001 - 28 credits
Included among the credits must be the credits required by the state as a minimum standard for graduation.
All students in grades 9, 10, 11 and 12 are required to schedule eight (8) full credit courses each year and shall include:
1. ENGLISH - All students must schedule and earn four (4) credits.
2. MATHEMATICS - All students must schedule and earn four (4) credits (three [3] credits for students graduating in 2000, 2001, 2002 and 2003).
3. SOCIAL STUDIES - All students must schedule and earn four (4) credits (three [3] credits for students graduating in 2000, 2001, 2002 and 2003).
4. SCIENCE - All students must schedule and earn four (4) credits (three [3] credits for students graduating in 2000, 2001, 2002 and 2003).
5. ARTS & HUMANITIES - All students must schedule and earn two (2) credits.
6. PHYSICAL EDUCATION - All students must schedule physical education each year and must earn a minimum of two (2) credits. If a student is involved in athletics or an activity such as dance, gymnastics, etc., s/he may be excused from physical education (after two [2] credits are earned) to take a college level course. Permission must be granted by the guidance counselor, high school principal and Superintendent.
7. HEALTH - All students must schedule health in ninth and twelfth grade and commencing with the class of 2004 must earn a minimum of one (1) credit.

	<p>A 10th grade student must earn a minimum of thirteen (13) credits in order to have the possibility of graduating in two (2) years; and an 11th grade student must earn a minimum of twenty-one (21) credits in order to have the possibility of graduating in one (1) year. (For students graduating in 2001 they would need to earn twenty [20] credits by the end of 11th grade).</p> <p>Students enrolled in the academic or college preparatory curriculum must schedule a minimum of two (2) years of the same foreign language.</p> <p><u>No Summer Credits</u></p> <p>No credit will be given for courses taken in summer. Therefore, a student must earn all credits in classes taught during the regular school year.</p>
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907. SCHOOL VISITORS - Pg. 2

	<p><u>Procedure For Classroom Visitation</u></p> <p>Visitation of classrooms by persons other than school employees while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged. Such visitations may be specifically approved subject to the preceding and to the following additional guidelines:</p> <ol style="list-style-type: none"> 1. Where the classroom teacher of a student requests that a parent or guardian be allowed to observe a class for a specified period and approval is obtained from the building principal. 2. Where a specified period of observation by a parent or guardian of his/her child or by a recognized professional on behalf of the parent or guardian is approved by the Director of Special Education as a necessary part of the evaluation of an exceptional, or thought to be exceptional student. 3. Where a parent requests permission to observe a class, the date and time of the visit must be approved in advance by the principal.
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HAZLETON AREA
SCHOOL DISTRICT

SECTION: COMMUNITY
TITLE: SCHOOL VISITORS
ADOPTED: November 20, 1980
REVISED: June 10, 1999

	907. SCHOOL VISITORS
1. Purpose	The Board welcomes and encourages visits to school by parents/guardians or by other taxpayers of the community or interested educators. To ensure order and safety in the schools, it is necessary for the Board to establish guidelines governing such school visitations.
2. Delegation of Responsibility	The school code provides that the sole responsibility to make regular visits to the various schools of the district and to report to the Board concerning such visits is vested in the Superintendent. Therefore, the Superintendent has the authority and responsibility to implement these guidelines.
3. Guidelines	<p><u>Procedure For School Visitation</u></p> <p>The Superintendent or building principal shall have the authority to prohibit entry of any person to a school of this district unless, or until, the following procedures have been complied with:</p> <ol style="list-style-type: none"> 1. If the visitation is for a parent or teacher-initiated parent conference concerning the parent or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the office of the principal prior to proceeding to the conference site. 2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal. 3. All visitors must register at the office of the building. 4. No visitor may confer with a student in school, other than a student of whom s/he is the parent or guardian, without prior permission of the building principal. 5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval and the Superintendent. Exceptions will be which parents are invited.

HAZLETON AREA
SCHOOL DISTRICT

SECTION: PUPILS
TITLE: SEARCH AND SEIZURE
ADOPTED: November 20, 1980
REVISED: April 27, 2000

	226. SEARCH AND SEIZURE
1. Purpose	The Board acknowledges that students have the right to be secure in their person and property against unreasonable search and seizure. However, in order to maintain order and discipline in the schools and to protect the safety and welfare of all students, school personnel and school property, the Board acknowledges the need, on occasion, for school authorities to search a student, a student's person, student lockers and desks, or student vehicles and to seize illegal, unauthorized or contraband material discovered in the search. In addition, and perhaps most importantly, these searches are conducted to help fight the use of illegal substances by students and the adverse effects on their health and well-being.
2. Authority	Therefore, the Board adopted the following policy in order to balance institutional concerns with student rights governing personal searches, locker and desk searches and student vehicle searches.
3. Delegation of Responsibility	The building principals shall be responsible for implementation of this policy at their respective levels. The Superintendent shall be responsible for development of procedures to guide the building principals in the implementation of this policy. Security Operations, when available, shall be consulted before the building principal begins any searches.
4. Guidelines	<p><u>Personal Searches of Students</u></p> <p>A school official is hereby authorized to conduct a search of a student's person in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. In the event there is a reasonable suspicion¹ to believe that a student is carrying any illegal, unauthorized or contraband materials or any article potentially dangerous to the health and welfare of the students and staff on his/her person, said student may be asked to voluntarily reveal the contents of pockets, pocket books, handbags, book bags or other personal articles. <p>¹Reasonable suspicion: A standard of proof that is more than just a "gut feeling". It includes the ability to articulate reasons for the suspicion.</p>

	<p>2. In the event the student does not comply with the request to disclose these items and the school official has reasonable suspicion to believe that illegal, unauthorized or contraband materials or other articles dangerous to the health, safety and welfare of students or staff, the school official may conduct a "pat-down" search by an adult of the same sex as the student in the presence of a second adult witness.</p> <p>3. Searches of the student described in paragraph (1) and (2) herein-above do not require parental consent prior to conducting the search, but the school official shall notify the parent that a personal search of the student was conducted as soon as practicable after the search has occurred.</p> <p>4. In extreme emergency situations or where a more intrusive search of the student's person may be required, such a search may only be conducted in private by a school official of the same sex, and with a second adult witness of the same sex present, and only upon prior approval of the District Superintendent or delegate of the Superintendent, and with prior approval of the student's parent or guardian. This procedure will be followed unless the health, safety and welfare of the student population could be endangered by the delay.</p> <p>5. Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.</p> <p>6. Any illegal, unauthorized articles, or other prohibited articles found as a result of searches of the student's person may be seized and used as evidence in disciplinary, juvenile or criminal proceedings. Item(s) shall be turned over to the Security Officer, when available, to begin a chain of evidence.</p> <p>7. In the event a school official conducts any search of the student's person, a memorandum shall be prepared in the Superintendent as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including witnesses, date, time, location, duration and the results of the search.</p> <p>8. A search of a student's person or possessions conducted at the request of the law enforcement officials shall be permitted only where there is a clear and immediate threat to the health, safety or welfare of other students or school employees, or upon a properly executed search warrant presented to school officials.</p> <p>²Pat-down search means conducting a search for weapons by lightly patting the outside of a suspect's clothing, feeling for hard objects that might be weapons.</p>
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<p>Title 22 Sec. 12.14</p> <p>Pol. 225</p>	<p><u>Desk and Locker Search</u></p> <p>All students' desks and lockers are and shall remain the property of the school district and, as such, are subject to periodic general or random inspection for the safety, health and welfare of all students. Students are encouraged to keep their assigned lockers or cabinets neat, clean, closed and locked against intrusion by other students. No student may use a locker or a student desk as a depository for a substance or object which is illegal, unauthorized, contraband, or otherwise prohibited, or which constitutes a threat to the health, safety or welfare of the occupants of the school building. The Board reserves the right and authorizes its employees to inspect the student's desk and/or locker when such employee has reasonable suspicion that the desk and/or locker is improperly used for the storage of illegal, unauthorized or contraband materials, substances or objects, the possession of which is illegal, or any material which poses a hazard to the health, safety, welfare and good order of the schools. When a student's desk or locker is searched, the following guidelines shall be followed:</p> <ol style="list-style-type: none"> 1. When a student's desk or locker is searched for reasonable suspicion, the student shall be notified and given an opportunity to be present. However, where there is reasonable suspicion that a desk or locker contains material which pose an immediate threat to the health, safety or welfare of students or staff, the desk and/or locker may be searched without prior warning or presence of the student. 2. Any illegal, unauthorized, contraband or other prohibited articles found in student desks or lockers may be seized and used for evidence in disciplinary, juvenile or criminal proceedings. Seized items will be turned over to Security Operations to begin a chain of evidence. 3. When a student's desk or locker is searched for reasonable suspicion, the student's parents shall be notified as soon as practicable after the conduct of the search. 4. Periodic, general inspections of all student desks and/or lockers may be conducted by school officials for any reason, at any time, without notice and without student consent and without a search warrant. 5. Searches of students' desks and/or lockers may be conducted by law enforcement officials where there is a clear and immediate threat to the health, safety or welfare of other students or school employees or where a properly executed search warrant is presented to school officials.
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<p>Pol. 223</p>	<p>6. In the event a school official conducts a search of the students' desk and/or lockers for reasonable suspicion (excluding periodic, general inspections under paragraph (4) herein above), a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable cause for conducting the search, and describing the manner in which the search occurred, including witnesses, date, time, location, duration and the result of the search.</p> <p><u>Student Vehicles</u></p> <p>Students are permitted to park their vehicles on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on school property. The interior of student vehicles may be inspected whenever the school authority has reasonable suspicion to believe that illegal, unauthorized articles, contraband or otherwise prohibited materials are in plain view upon inspection of the vehicle's exterior. Such patrols and exterior inspections may be conducted without notice, without student consent and without a search warrant. Where the interior of a student's vehicle is to be inspected, the following guidelines are to be followed:</p> <ol style="list-style-type: none"> 1. Where a school official has reasonable suspicion, the student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reasonable suspicion that the student vehicle contains materials which may pose an immediate threat to the health, safety or welfare of the students or staff, the student vehicle may be searched without prior warning or presence of the students. 2. Any illegal, unauthorized articles, contraband or prohibited articles found in the student vehicle may be seized and used for evidence in disciplinary, juvenile or criminal proceedings. Materials found which may constitute a violation of law may be referred to law enforcement officials for possible prosecution. All items seized shall be turned over to the Security Officer, where available to begin a chain of evidence. 3. Where the interior of a student vehicle has been subject to a search, the parents of the student shall be notified as soon as practicable after the search has been conducted. 4. In the event a school official conducts a search of the student's vehicle for reasonable cause, a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable cause for conducting the search, and describing the manner in which the search occurred, including witnesses, date, time, location, duration and the results of the search.
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	<p>5. Searches of student vehicles may be conducted by law enforcement officials upon properly executed search warrants presented to school officials, or otherwise authorized by law.</p> <p>The Superintendent shall develop procedures for the implementation of this policy by the school building principal or their designated representative.</p>
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SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: November 20, 1980

REVISED: October 6, 2000

HAZLETON AREA
SCHOOL DISTRICT

218. STUDENT DISCIPLINE

- | | |
|---|---|
| 1. Purpose | The Board, administration, and professional staff are committed to a sound educational environment for our students. An effective instructional program requires a wholesome and orderly school environment. |
| 2. Authority
SC 510
Title 22
Sec. 12.3 | The Board shall require each student to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students: <ol style="list-style-type: none"> 1. Conform to reasonable standards of socially acceptable behavior. 2. Respect the rights, person, and property of others. 3. Preserve the degree of order necessary to the educational program in which they are engaged. 4. Obey constituted authority and respond to those who hold that authority. |
| SC 1317 | Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record when s/he leaves this school district.

Because parents have the most power to reinforce good behavior or change that which is unacceptable, the Board shall require that: <ol style="list-style-type: none"> 1. School rules including the drug and alcohol policy developed for each school be sent home at the beginning of each school year. 2. Parents discuss the rules with their children so that they know their parents will work together with the school in insuring that all rules will be followed. |

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218. STUDENT DISCIPLINE - Pg. 2

3. Delegation of
ResponsibilityTitle 22
Sec. 12.3

3. That if disruptive behavior occurs, the parent will be required to come to school to help solve problems.
4. Finally, that parents sign a form indicating their cooperation and support.

The Superintendent shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and:

1. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
2. Do not discriminate among students.
3. Do not demean students.
4. Do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules which shall:

1. Relate in kind and degree to the infraction.
2. Help the student learn to accept responsibility for his/her actions.
3. Hold parents or guardians accountable for the actions of their sons or daughters or wards.

Corporal PunishmentTitle 22
Sec. 12.5

Principals, assistant principals and teachers in the public schools have the right to exercise the same authority regarding conduct and behavior of students during the time they are in attendance in school as well as to and from school, as parents, guardians, or persons in parental relationship exercise over them. Under this policy, corporal punishment is not authorized by any school district representative. Corporal punishment shall continue not to be used by any other school district employee because it is an inappropriate method of controlling student behavior, does not advance the educational goals of the district, exposes children to physical and emotional harm which serves no education based purpose, and because it exposes the district to potential legal liability.

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218. STUDENT DISCIPLINE - Pg. 3

Title 22
Sec. 12.5

Reasonable force may be used according to 22 PA Code 12.5 under the following conditions:

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

Student Theft

First Offense - for amounts less than twenty dollars (\$20.00), should be handled within the district as follows:

Suspension from school according to current Board Policy, restitution of losses and community service for the school district of twenty (20) hours.

First Offense - for amounts over twenty dollars (\$20.00) student will be charged and go through the Court system.

Second Offense - for any amount to be handled through the Court system.

SC 1338

The Superintendent shall prepare rules for actions against delinquent children which provide for parental conferences, sequential discipline, suspension from school attendance in accordance with Board policy, and/or referral to proper authorities.

Title 22
Sec. 12.3

The Superintendent shall publish to all students and their parents the rules of this district regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall appoint a committee of staff members and students to review rules of student conduct annually and to advise on alterations and modifications.

The Superintendent shall report to the Board periodically the methods of discipline imposed by this district and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the Superintendent and to the student's due process right to notice, hearing and appeal.

218. STUDENT DISCIPLINE - Pg. 4

Teaching staff members and other employees of this Board having authority over students shall have the authority to take such responsible actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

HAZLETON AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: STUDENT HEARING PROCESS
ADOPTED: November 20, 1980
REVISED: January 15, 1993

219. STUDENT HEARING PROCESS	
1. Purpose	The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.
2. Definition	For purposes of this policy, a student "complaint" shall be any such that arises out of actions that directly affect the student's participation in an approved educational program.
3. Authority	<p>The Board or its employees will recognize the complaints of the students of this district provided that such complaints are made according to procedures established by Board policy. The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor, and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner in which and extent to which the student believes s/he has been adversely affected; the relief sought by the student; and, the reasons why the student feels s/he is entitled to the relief sought.</p> <p>The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board and with a suitable period of time allowed at each level for the hearing of the complaint and the preparation of a response, and at each level, the student shall be afforded the opportunity to be heard personally by the School Board.</p> <p>At each step beyond the first, the School Board hearing the complaint may call in the student's parent. The student may seek the help of a parent or guardian at any step.</p>

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216. STUDENT RECORDS - Pg. 2

3. Authority	SC 1303a, 1305-A, 1402, 1409, 1532, 1533
4. Definitions	<p>The following definitions are provided for the purpose of interpretation and implementation of this policy:</p> <ol style="list-style-type: none"> 1. Dates of Attendance - Means the period of time during which a student attends or attended the school district. Examples of dates of attendance would include an academic year, semester, quarter or grading period, but would not include specific daily records of a student's attendance. 2. Destruction - Means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable. 3. Directory Information - Means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, and includes, but is not limited to, the following information relating to a student: the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, degrees and awards received, the most recent previous educational agency or institution attended by that student, and other similar information. 4. Dissemination or Disclosure - Means permitting access to or the release, transfer or other communication of the education records of a student, or the personally identifiable information contained therein, orally or in writing, or by electronic or any other means, to any party.
5. Require that third party evaluators understand that their reports and records become part of the student's educational record when such reports and records are disclosed to the school district, and such reports or records will be released to the student's parents/guardians or the eligible student upon request. Such information will be included in the waiver for release of information to the school district.	

HAZLETON AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: STUDENT RECORDS
ADOPTED: November 20, 1980
REVISED: April 28, 2005

216. STUDENT RECORDS	
1. Purpose	<p>The educational interests of pupils and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.</p> <p>It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil recordkeeping shall be the educational welfare and advancement of the pupils.</p>
2. Delegation of Responsibility	<p>The Superintendent and/or his/her official designees shall be responsible for ensuring that the rules relating to the confidentiality of student educational records outlined in state and federal law, as well as in this policy, are administered and enforced. These officials shall:</p> <ol style="list-style-type: none"> 1. Annually notify the parents/guardians and eligible student of the policy, procedures, and their rights under both state and federal law, as more fully described in this policy under the heading Collection. 2. Provide training and instruction in the implementation of this policy for all school district employees who collect or use personally identifiable information. 3. Maintain for public inspection, a current listing of the names and positions of those agents and employees of the school district who have been determined by the school district to have legitimate educational interests, and who are authorized by the school district to have access to personally identifiable information. 4. Develop a system of safeguards which will protect the confidentiality of personally identifiable information at the point of collection, storage, release, and destruction.

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216. STUDENT RECORDS - Pg. 3

5. Education Records - Those records that contain personally identifiable information directly related to a student and are maintained by the school district or by a party acting for the school district. It can be recorded in any form, including, but not limited to, handwriting, print computer media, video or audio tape, film, microfilm, and microfiche.	
The term does not include:	
a. Records of instructional, supervisory and administrative personnel and ancillary personnel, which are in the sole possession of the maker and are not accessible or revealed to another individual, except a substitute. A substitute is an individual who performs, on a temporary basis, the duties of the individual who made the record, and does not refer to an individual who currently succeeds the maker of the record in his/her position.	
b. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of 34 C.F.R. § 99.8.	
c. Records relating to an individual who is employed by the educational agency or institution, that:	
1) Are made and maintained in the normal course of business.	
2) Relate exclusively to the individual in that individual's capacity as an employee.	
3) Are not available for use for any other purpose.	
Note: Records relating to an individual in attendance at the agency or institution who is employed as a result of his/her status as a student are education records.	
d. Records that only contain information about an individual after s/he is no longer a student at the agency or institution.	
6. Eligible Student - Means a student who has attained eighteen (18) years of age, is attending an institution of post-secondary education, or is a legally emancipated minor. All rights according to and consent required of the parent/guardian of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent/guardian as defined in Section 152 of the Internal Revenue Code, the school will make the education records accessible to the parent/guardian of said student.	

	<p>7. Exceptional Student - As defined in this policy an exceptional student means any student eligible to receive special education services under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400.1, et. seq., and its implementing regulation, 34 C.F.R. Part 300; and Chapters 14 and 16 of the regulations of the State Board of Education, 22 Pa. Code §§ 14.1 and 16.1, et. seq.</p> <p>8. Legally Emancipated Minor - A person below the age of twenty-one (21) who has chosen to establish a domicile apart from the continued control and support of his/her parents/guardians. A minor living with a spouse is deemed emancipated.</p> <p>9. Parent - Includes a parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The school district will presume that a parent/guardian has the authority to exercise the rights inherent in this policy unless the school district has been provided with evidence that there is a state law or court order governing such matters as divorce, separation, or custody, or a legally binding instrument which provides to the contrary.</p> <p>10. Personally Identifiable - Means that the data or information includes, but is not limited to:</p> <ol style="list-style-type: none"> The name of a student, the student's parents/guardians or other family member. The address of the student. A personal identifier, such as the student's social security number, or a student number. A list of personal characteristics which would make the student's identity easily traceable by a person not already familiar with the student's identity or other information which would make the student's identity easily traceable. <p>11. Student - Includes any school age person, whether a regular education or exceptional student, with respect to whom the school district maintains an education record.</p>
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	<p>9. The procedures for objecting to personally identifiable information categorized as directory information.</p> <p>10. The right to file with the Department of Education a complaint under 34 C.F.R. §§ 99.63-99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act and 34 C.F.R. § 99.7.</p> <p>The student or the parents/guardians of a dependent student may request that specific data, e.g., awards, part-time employment, volunteer service in school or community, be placed on the student's file. If such information is verified and of recognized relevance, it may be added to the file. Also, the student or parent/guardian may submit a disclaimer concerning the appropriateness or validity of any material in the file. Such statement shall be dated, signed, and kept in the file as long as the material it concerns remains in the file. The appeal process outlined in this policy shall apply for this purpose.</p> <p>Security And Privacy</p> <p>The Superintendent or his/her designee shall be responsible for education record maintenance and access and for the education of staff about maintenance and access policies. The principal of the school is responsible for implementing the policy concerning student education records at the building level. All school personnel having access to education records shall receive periodic training in security, with emphasis upon privacy rights of students and parents/guardians.</p> <p>Records are to be kept secure at all times. A student's complete educational record shall be maintained in the Records Department located in the school district's central office. Certain student records may also be maintained at the building level, in the Special Education Office, or with the student's teacher, or his/her therapist.</p> <p>In addition to the submission of a disclaimer, a parent/guardian or eligible student has the right to challenge the validity or appropriateness of any information in the education record and request that such information be corrected or deleted.</p>
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5. Guidelines	<p>Collection</p> <p>By their approval of this policy, the Board of School Directors provides representational consent of parents/guardians and eligible students for the collection of basic identifying information and the administration of aptitude and achievement tests. Annually, the Board shall approve a district-wide testing program that shall be made known to parents/guardians and eligible students.</p> <p>Parents/Guardians and eligible students shall be notified annually, in summary form, of the policy, procedures, and their rights under both state and federal law. This annual notice shall be in the primary language of the parents/guardians or eligible student unless it is clearly not feasible to do so. This annual notice shall include, but shall not necessarily be limited to, the following rights of parents/guardians and eligible students:</p> <ol style="list-style-type: none"> The policies and procedures of the school district regarding student education records. The data collected through representational consent. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest. The conditions for disclosure or dissemination of information. The rights and procedures for parents/guardians or eligible students: <ol style="list-style-type: none"> To access education records. To seek an amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family and Educational Rights and Privacy Act and 34 C.F.R. § 99.31 authorize disclosure without consent. The right to receive a response from the school district to reasonable requests for an explanation and interpretation of information in the education records. Any and all personally identifiable information which has been designated as directory information.
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	<p>A parent/guardian or eligible student who believes that information in education records collected, maintained or used by the school district is inaccurate or misleading or violates the privacy or other rights of the student, has the right to request that the building principal amend the information under the following procedures:</p> <ol style="list-style-type: none"> The parent/guardian or eligible student shall submit, in writing, to the building principal a request for amendment which shall include a brief statement which specifies the record(s) to be amended and the reason that an amendment is requested. The building principal shall decide whether to amend the information in accordance with the requests of the parent/guardian or eligible student within a reasonable time period after receipt by the principal of the request to amend, but not more than forty-five (45) days. If the building principal decides to amend the information in accordance with the request, the principal shall notify the Superintendent or designated agent. After approval by the Superintendent, the building principal shall notify the parent/guardian or eligible student, in writing, of the decision to amend the record. If the building principal decides to refuse to amend the information in accordance with the request of the parent/guardian or eligible student, the principal shall inform the parent/guardian or eligible student, in writing, of both the refusal and the specific reason(s) for the refusal and shall notify the parent/guardian or eligible student, in writing, of their rights to request and receive a hearing. <p>If the parent/guardian or eligible student, upon receiving written explanation from the principal, still feels a need to challenge information in the education record, the parent/guardian or eligible student shall, upon written request to the Superintendent, be granted a hearing in accordance with the following provisions:</p> <ol style="list-style-type: none"> The hearing shall be held at a mutually agreed upon time and place within a reasonable time of receiving the written request, but not more than thirty (30) days. The parent/guardian or eligible student shall be given notice of the date, place and time within a reasonable time period in advance of the hearing, but not less than ten (10) days in advance of the hearing. The Superintendent or designee, who shall not have a direct interest in the outcome, shall conduct the hearing. Under no circumstances will the building principal who initially received the request for amendment of the record be involved in the hearing process other than to offer testimony.
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3. The parent/guardian or eligible student may be represented by counsel at their own expense and will be afforded a full and Fair opportunity to present evidence.
4. Within a reasonable period of time after the conclusion of the hearing, but not more than thirty (30) days, the Superintendent or designee will make its decision based solely on the evidence presented at the hearing and will include a summary of the evidence and reasons for its decisions.
5. If, as a result of the hearing, the Superintendent or designee decides to amend the record, s/he shall so notify the parent/guardian or eligible student, in writing.
6. If, as a result of the hearing, the Superintendent or designee decides not to amend the information, s/he shall inform the parent/guardian or eligible student, in writing, of their rights to place in the education record a statement which sets forth the written comments of the parent/guardian or eligible student upon the information in the education record, or reason(s) for disagreeing with the decision of the school district, or both written comments and reasons.
7. The statement of the parent/guardian or eligible student shall be appended by the superintendent or designee to the education record so long as the record or the contested portion thereof is maintained by the school district.
8. If the education record of the student or the contested portion thereof is released to any party, the statement of the parent/guardian or eligible student shall also be released to the party.

A parent/guardian or eligible student also has the right to file complaints concerning acts of non-compliance with this policy by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, D.C. 20202-4605.

Dissemination Or Disclosure

The school district is often asked to transmit student information to other agencies, institutions or individuals. Since conveyance of education records removes data from the control of the school, stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data, and inappropriate use.

The school may, without the consent of the student or parent/guardian, release personally identifiable information from an educational record of a student to/when:

1. Members of the professional staff and their clerical support (including teachers, guidance counselors, school psychologists, home school visitors, administrative personnel, and confidential secretaries) who have a legitimate education interest. A person having a legitimate education interest shall be defined as:
 - a. Person(s) directly responsible for providing instruction to the student.
 - b. Person(s) providing support services to the student.
 - c. Appropriate authorities in a health/safety emergency after consideration of the seriousness of the threat, the need for the information to meet the emergency, the position of the requesting party to deal with the emergency, and the extent to which time is of the essence in meeting the emergency.
2. Authorized members of the professional staff of the vocational technical school, and their clerical support staff, if the student is enrolled or seeks to enroll in the technical school.
3. Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, and state or local educational authorities subject to the requirements of 34 C.F.R. § 99.35.
4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - a. Determine eligibility for the aid.
 - b. Determine the amount of the aid.
 - c. Determine the condition for the aid.
 - d. Enforce the terms, and conditions of the aid.

Financial aid is defined as a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

5. State and local officials or authorities to whom information is specifically allowed to be reported or disclosed pursuant to:
 - a. State statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the student's ability to effectively serve the student whose records are released.
 - b. State statute adopted after November 19, 1974, subject to the requirements of 34 C.F.R. § 99.33.
6. Officials of other primary, secondary, or post-secondary schools in which the student is presented for enrollment or intends to enroll, provided the parent/guardian or eligible student, in advance of the transfer, is notified of the transfer and has an opportunity to challenge the record and to receive a copy of the record if so desired in accordance with 34 C.F.R. § 99.35. (Annual notice prior to the beginning of the school year shall be given to parents/guardians or eligible students regarding their rights in cases of transfer of records without consent. This annual notification to parents/guardians shall be considered sufficient to meet the intent of record transfers to other educational agencies.)
7. Agents or agencies conducting educational research who may request group data, provided:
 - a. The project is approved according to the school district's policies and guidelines pertaining to research activities.
 - b. The study is conducted in a manner that does not permit personal identification of the parents/guardians and students by individuals other than representatives of the organization.
 - c. The information is destroyed when no longer needed for the purposes for which the study was conducted.
8. The disclosure is to accrediting organizations to carry out their accrediting functions.
9. The disclosure is to parents/guardians, as defined in 34 C.F.R. § 99.3, of a dependent student, as defined in Section 152 of the Internal Revenue Code.
10. The disclosure is to the parent/guardian of a student who is not an eligible student or to the student.

11. The disclosure is information the educational agency or institution has designated as directory information.

Other than as prescribed above, no information from a student education record may be divulged, except:

1. With written consent of the eligible student or former student or the parent/guardian (if the student is a dependent) specifying records to be released, to whom, for what purpose, and with a copy of the records to be released to the consenter, if desired. (For the purposes of this part, whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education the rights afforded, and the consent required of the parent/guardian or the student, shall thereafter only be accorded to and required of the eligible student unless s/he is a dependent as defined in Section 152 of the Internal Revenue Code.)
2. The disclosure is to comply with a judicial order or subpoena. A reasonable effort must be made to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance unless disclosure is in compliance with:
 - a. A federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena not be disclosed.
 - b. Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
3. If an educational agency or institution and a parent/guardian or student are involved in a legal action against each other, the educational agency or institution may disclose to the court, without a court order or subpoena, the educational records that are relevant to the case.

Each matter of request for consent must be handled separately; for example, blanket permission for release of data within an extended period of time may not be solicited since it, by definition, does not provide an opportunity for informed consent.

The school district will annually designate certain personally identifiable information as directory information. Directory information on former students or students currently enrolled may be disclosed for purposes beneficial to the student or the school district and only with the approval of the district Superintendent. It shall not, however, be the policy of the school district to prepare annually and maintain file lists of directory type information for disclosure purposes.

	<p>The parent/guardian or eligible student has the right to refuse the disclosure or dissemination of any or all types of directory information by giving the school district written notice within twenty (20) days of publication of the notice. Parents/Guardians or eligible students shall be given public notice relative to this right at the beginning of the school year.</p> <p>The parent/guardian of a dependent student may have access to all education records. The same access is extended to eligible students and former students who are legally emancipated. The right to access all education records includes:</p> <ol style="list-style-type: none"> 1. The right to review, inspect or copy, upon request, a part or all of the student's educational records. 2. The right of the parent/guardian to designate a representative to inspect, review, or receive a copy of all or part of the educational records of the student. 3. The right of the parent/guardian to request and receive from the school district a reasonable explanation of the information contained in the student's educational records. <p>If a parent/guardian requests copies of the educational records from the school district, a reasonable charge not to exceed the actual expense of duplicating or photocopying the records may be made to the parent/guardian, so long as the cost charged does not effectively prevent the parent/guardian from inspecting or reviewing the record or records. No cost will be charged to the parent/guardian for the search for, or retrieval of, records.</p> <p>If any educational record includes information on more than one child, the parents/guardians of these children shall have the right to access only the information relating to their child. Prior to a parent/guardian accessing or receiving a copy of an educational record which includes information on more than one child, the school district will delete, remove, or obscure from the record, or a copy of the record, all personally identifiable information concerning any child who is not the child of such parents/guardians.</p> <p>Requests by a parent/guardian or eligible student to inspect and review the education record of a student or to have a designated representative inspect and review the education record of a student are to be directed to the principal of the building in which the student is enrolled or to the district central offices. Access shall be granted within a reasonable period of time (not to exceed forty-five (45) days) and shall be in</p>
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	<p>the presence of the principal or a designated agent for the purposes of security and assistance in explaining or interpreting the data. Below are the locations of educational records:</p> <ol style="list-style-type: none"> 1. Active student education records of regular students are available in the building in which the student is enrolled and the central office. Copies of the record will be provided to the parent/guardian or eligible student upon written request at a fee not to exceed duplication costs. 2. Active records of exceptional students are available at the following locations, depending on the nature of the information and its relative need in the daily educational activities of the student: <p>Building in Which the Student is Enrolled and the District Central Office</p> <p>Permanent administrative records, including:</p> <ol style="list-style-type: none"> a. Name and birth date. b. Names and addresses of parents/guardians. c. Academic work completed. d. Level of achievement, e.g., grades and standardized test scores. e. Attendance data. f. Health records. <p>Special Education Office</p> <p>Evaluation, psychological, psychiatric, and neurological reports, Individualized Education Programs, and all other reports of a similar nature relative to an exceptional student's educational program and placement and necessary for providing the student with appropriate educational services.</p> <ol style="list-style-type: none"> 3. Records of graduates and withdrawals are available in the district central offices. Request forms for release of inactive student information from graduate or withdrawal files maintained in the district central offices shall be signed by a parent/guardian, or eligible student. A charge of \$2.00 will be made for each transcript requested. A copy of this request will be maintained in the district central offices.
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	<p>Once student education record information has been released to an agency or person outside the school district, as prescribed above, the school district can no longer be exclusively responsible for the confidentiality of the information.</p> <p>There shall be maintained, for each active student, a record of access to and release of the student's education record. This shall be available to the parent/guardian of dependent students or to eligible students and to the school district as a means of auditing the operation of the system. The record of access is not meant to include entries by the primary users and custodians of student records designated by the Superintendent or the building principal. Specifically, this includes teachers, school counselors, and authorized clerical staff.</p> <p><u>Maintenance And Destruction Of Information</u></p> <p>The school district shall maintain the educational records of all its students consistent with this policy. Parents/Guardians and eligible students shall be informed of these records and their right of access to these data as described in this policy.</p> <p>Staff members may maintain personal and confidential files containing grades, notes, transcripts of interviews, clinical diagnosis, and other memory aids for their own use in counseling students and parents/guardians.</p> <p>Such private notes are not to be made apart of the student's permanent or cumulative record, and are not to be released to others, and must be destroyed when they no longer serve a useful purpose to the staff member or when the student or professional leaves the school or school system. Such notes are considered to be the personal property of the professional and shall be guarded by the tenets of professional ethics.</p> <p>The school district shall inform the parents/guardians or eligible student when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.</p> <p>Upon written request of the parent/guardian or eligible student, information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed by the school district.</p> <p>However, a written record, or microfilm copy of the same, including a student's name, address, phone number, grades, attendance records, classes attended, grade level completed and year completed shall be maintained for at least one hundred (100) years beyond the date the student attains the age of twenty-one (21).</p>
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<p>20 U.S.C. Sec. 1232g P.L. 93-380 34 CFR 99</p> <p>51 P.S. 20221 et seq</p> <p>PA Code Title 22 Sec. 4.52, 12.31 et seq</p>	<p>Prior to the destruction of information referred to in this policy, the school district shall send written notification to the parents/guardians, which shall inform the parents/guardians of their right to receive a copy of the material to be destroyed at a fee not to exceed duplication costs.</p> <p>No education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the school district shall be destroyed except as outlined in this policy.</p> <p>Nothing in this section, except as stated above, shall be construed to mean that the school district is required to destroy education records.</p> <p>The school district shall not destroy any education records if there is an outstanding request to inspect and review the records.</p> <p><u>Policy Interpretation And Construction</u></p> <p>This policy shall not be construed to impose upon the school district any obligation or duty not otherwise imposed by law.</p> <p>Failure to conform to the requirements of this policy shall not be used against the district, unless that failure causes a substantial violation of the privacy or other legal rights of the student, or his/her parents/guardians.</p> <p>This policy shall be construed as consistent with all applicable state and federal laws. When a requirement of law cannot be reconciled with a provision of this policy, the requirement of law shall supersede and nullify the provision of this policy and shall be considered the policy of the school district.</p>
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HAZLETON AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: STUDENT RIGHTS/SURVEYS
ADOPTED: November 20, 1980
REVISED: May 22, 2003

235. STUDENT RIGHTS/SURVEYS - Pg. 2

235. STUDENT RIGHTS/SURVEYS	
1. Purpose	This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.
2. Authority. SC 510 Title 22 Sec. 12.3	The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules. Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.
3. Guidelines Title 22 Sec. 12.2	Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others; obedience to properly constituted school authority; and compliance with the policy, rules and regulations of this district. Each student who has reached the age of eighteen (18) years shall assume full responsibility for his/her performance in school, attendance, and compliance with school rules and regulations.
Pol. 105.1	<u>Instructional Materials</u> Parents shall be notified annually that all instructional materials, including teacher's manuals, audiovisuals, or other supplementary instructional material, used in the instructional program shall be available for inspection by the parents of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments.

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235. STUDENT RIGHTS/SURVEYS	
20 U.S.C. Sec. 1232h	<u>Surveys/Evaluations</u> All surveys and instruments used to collect information from students shall relate to the district's educational objectives. Parents shall have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.
20 U.S.C. Sec. 1232h Title 22 Sec. 4.4	No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning: 1. Political affiliations or beliefs of student or parents. 2. Mental and psychological problems of the student or family. 3. Sexual behavior or attitudes. 4. Illegal, antisocial, self-incriminating or demeaning behavior. 5. Critical appraisals of other individuals with whom respondents have close family relationships. 6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers. 7. Religious practices, affiliations, or beliefs of the student or parents. 8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program. However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent have been notified of their right to inspect all related materials and to opt the student out of participation. The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.

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235. STUDENT RIGHTS/SURVEYS - Pg. 3

235. STUDENT RIGHTS/SURVEYS	
20 U.S.C. Sec. 1232h	<u>Collection Of Information For Marketing</u> Parents have the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.
4. Delegation of Responsibility	The Superintendent or designee shall develop and promulgate procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described. The Superintendent or designee shall annually notify parents concerning: 1. Contents of this policy and its availability. 2. Approximate dates that any surveys requesting personal information may be scheduled. 3. Procedures to request access to survey instruments prior to administration. 4. Procedures for opting students out of participation in surveys.
20 U.S.C. Sec. 1232h	
5. Definition	Personal information means individually identifiable information including a student's or parent's name, address, telephone number, or social security number.
School Code 510	
PA Code Title 22 Sec. 4.4, 12.2, 12.3	
20 U.S.C. 1232h	
Board Policy 105.1	

HAZLETON AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: SUSPENSION AND EXPULSION
ADOPTED: November 20, 1980
REVISED: October 26, 2000

233. SUSPENSION AND EXPULSION	
1. Purpose Title 22 Sec. 12.6 SC 1318	The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a child for such time as it deems necessary or may permanently expel him/her.
2. Guidelines 20 U.S.C. Sec. 1400 et seq	In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Act (IDEA).
Title 22 Sec. 12.6 (b) (iv)	<u>Suspension (Exclusion from School)</u> No student shall be suspended until the student has been informed of the reason for the suspension and given the opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. Behavior contract must be issued to the student prior to returning to school. Suspensions may be given by the principal or person in charge of the public school. The suspension may be for a period of one (1) to ten (10) consecutive school days. When the suspension exceeds three (3) school days, the student and parent(s)/ guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension. Suspensions may not be made to run consecutively beyond a ten (10) school day period.

<p>Title 22 Sec. 12.7</p>	<p>Students shall be permitted to make up exams and work missed while being disciplined by suspension. (It is the responsibility of the pupil to make all necessary arrangements and complete make-up work within a reasonable length of time under the direction of the teacher and/or principal and his/her designee.) Class participation grades shall not be affected by suspension. Teachers have the option to provide alternate assignments to substitute for class participation missed during suspension.</p> <p><u>In-School Suspension (Exclusion from Class)</u></p> <p>No student may receive an in-school suspension without notice for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/guardian shall be informed of the suspension action taken by the school.</p> <p>Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent(s)/guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the eleventh day of the in-school suspension.</p> <p>Note - The use of "In-School Suspension" as disciplinary tool requires personnel and an isolation area made available in each building.</p>
<p>Title 22 Sec. 12.6 (b) (2)</p>	<p><u>Expulsion</u></p> <p>Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8 of 22 PA Code 12.6.</p> <ol style="list-style-type: none"> 1. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal class except as set forth in subsection 2. 2. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

	<ol style="list-style-type: none"> 3. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and they must be provided an education. <ol style="list-style-type: none"> a. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent. b. If the parents or guardian are unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, the district must re-contact the parent and, pending the parents' or guardians' provision of such education, the district must make some provision for the student's education or proceed under paragraph c or do both. c. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education. See 12.1(b) (relating to free education and attendance) <p><u>EXCLUSIONS FROM SCHOOL</u></p> <p>Students may be excluded from school by way of suspension or expulsion for many types of offenses that include (but are not limited to) not abiding by the Student Code of Conduct, student handbooks and policies of the district, violation of the PA Crimes Code, violation of local town codes.</p> <p><u>OFFENSES LEADING TO EXCLUSION FROM SCHOOL</u></p> <p>The Board, in its attempt to define rules of conduct, fully realizes that not all instances of misconduct require the same degree of disciplinary retribution. Furthermore, the Board realizes that forms of misconduct, although seemingly non-serious in isolated instances, can be repeated frequently enough to deem them deplorable to the extent that harsh measures may be required (as in the form of an expulsion) in order to maintain classroom control and/or the orderly operation of the schools.</p>
<p>Title 22 Sec. 12.6 SC 1318</p>	

<p>Title 22 Sec. 12.6 (b) (1)</p>	<p>Examples of such offenses, but not necessarily limited to, are:</p> <ol style="list-style-type: none"> 1. Truancy; habitual tardiness to school and to class or leaving class without permission; failure to return school forms on time; failure to attend detention; unauthorized use of automobile; fighting; and unauthorized use of school property, facilities or equipment. 2. Acts of incorrigibility, insubordination, profanity, or obscenity; physical abuse of school personnel, students or visitors; intentional disruption of the educational program; disrespect to school officials acting properly, pursuant to their official responsibilities; defacement or damage to school property; arson, assault and battery, drug paraphernalia or alcoholic beverages; engaging in riots, moral offenses, robbery or other unlawful acts. 3. Behavior and actions on school buses that may endanger the health, safety or property of a student, teacher, chaperone, or bus driver. This principle applies equally as well to all co-curricular and school-related activities. 4. Any act in general that interferes with a student's right to an education or the teacher's right to teach without any unwarranted interference by a student. <p>It is understood that offenses listed above are not all inclusive, and other acts of misconduct could merit exclusion in accordance with the regulation as set forth in the PA Crimes Code Title 18.</p> <p><u>STUDENT DISCIPLINE RULES FOR SECONDARY STUDENTS</u></p> <p>It is the administrator's option to utilize community school service as a disciplinary action.</p> <p>Any student tardy four (4) times will be assigned detention at 7:00 a.m. the following day. Every subsequent late arrival (5th, 6th, etc.) will result in the student being assigned a detention. If the student does not attend detention on the assigned day, s/he will be assigned two (2) days detention. If these detentions are not attended the student will be suspended.</p> <p>Transportation rules and disciplinary procedures are addressed in Board Policy 810.</p> <p>Tobacco use is addressed in Policy 222.</p>
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	<p><u>Group I Infractions</u></p> <p>1st infraction - warning.</p> <p>2nd infraction - call to parent and possible suspension and behavior contract.</p> <p>Continued infractions - suspension and behavior contract. An accumulation of a maximum of five (5) suspensions of any violation under Group I will result in a pre-expulsion hearing.</p> <p>These expectations are necessary for the orderly operation of our school. Recurrent problems will require parental involvement. Group I offenses include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Leaving class without permission. 2. Public display of affection. 3. Use of obscene or profane language and gestures. 4. Throwing snowballs and/or other objects. 5. Verbal abuse of classmates. 6. Interference with a student's right to an education and a teacher's right to teach. 7. Skateboards, bicycles, scooters, etc., are not allowed on school district property. 8. Failure to attend detention. 9. Unauthorized driving to and from school by students 9th grade and under. 10. Violation of Electronic Devices Policy #357. 11. Violation of the Dress and Grooming Policy #221.
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<p>GROUP I Infractions: Police involvement when appropriate.</p> <p>1st and 2nd Infractions - Suspension when deemed necessary by principal. The student will only be allowed to return pending a parent conference. A behavior contract must be signed by parent and student at the conference. Otherwise, a warning either verbal or written will be issued by the principal.</p> <p>3rd and 4th Infractions - A suspension excluding the student from school for one (1) to ten (10) days. A parent conference and the signing of a behavior contract by parent and student.</p> <p>5th Infraction - A Pre-expulsion hearing with the student, parent and the Superintendent's designee plus an in-school or suspension of one (1) to ten (10) days.</p> <p>6th Infraction - An expulsion hearing by the Board of Education.</p> <p>GROUP II infractions include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Fighting. * 2. Leaving school without permission. 3. Truancy. * 4. Disrespect to school officials or contracted employees acting in their official capacity (e.g. verbal abuse of a teacher). 5. Unlawful acts - rioting, extortion, assault, moral offenses, forgery, plagiarism, or other unlawful acts. * 6. Violation of the Unlawful Harassment Policy #248. 7. Violation of School Board Policy #227 Drug Awareness Policy. 8. Theft: Board Policy #218-Student Discipline (Student Theft). * 9. Violation of Board Policy #815 Acceptable Use of Internet. <p>The filing of a complaint with the magistrate or police will occur where indicated by an asterisk (*).</p>	
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<p>GROUP III Infractions: Police involvement when appropriate, a suspension for ten (10) days and the involvement of the Board of Education in an expulsion hearing.</p> <p>Because of their serious nature, the following rule infractions will require a suspension and referral to the School Board for permanent expulsion hearing. The following Board Policies are in effect:</p> <ol style="list-style-type: none"> 1. #218.1 - Weapons and Dangerous Instruments. 2. #218.2 - Terroristic Threats/Acts. 3. #227 - Drug Awareness Policy. 4. Striking or threatening a professional, nonprofessional or contracted employee. <p>*The Superintendent reserves the right, by law, to deal with weapons and dangerous instruments on a case-by-case basis.</p> <p>5. This is only a guide. Other violations will be handled in the appropriate category according to their seriousness.</p> <p>STUDENT RULES FOR ELEMENTARY STUDENTS</p> <p>Because of the nature of early childhood, Grades K-2, interventions will be made in cooperation with the guidance counselor, IST, classroom teacher, parents, support agencies, etc., on a case-by-case basis in conjunction with the following rules.</p> <p>It is the Administrator's option to utilize community/school service as a disciplinary action.</p> <p>Elementary/Middle school detention will be used at the discretion of the building administrator and will be enforced as determined by each building. Failure to attend detention may result in grounds for suspension.</p> <p>Transportation rules and disciplinary procedures are addressed in Board Policy #810 Transportation.</p> <p>Tobacco Use is addressed in Board Policy #222.</p>	
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<p>GROUP I</p> <p>These rules are necessary for the orderly operation of our school. Recurrent problems, including any similar offenses, will require parental involvement and/or suspension with a behavioral contract.</p> <ol style="list-style-type: none"> 1. Hall Passing - always walk quietly single file. Stay to the right unless otherwise specified. 2. Arrive to class on time prepared with books, pencils, notebooks and any homework assignments. 3. Follow classroom rules set forth by your teachers. 4. Treat other students with respect. 5. Follow cafeteria rules. 6. No littering. Keep locker areas clean and student desks neat. 7. No gum-chewing. 8. No verbal or physical abuse of another student. 9. No abusive and/or foul language is permitted. 10. No throwing snowballs and/or other objects. 11. No inappropriate public displays of affection. 12. No violation of Electronic Device Policy #357. 13. No toys, games, cards of any type, etc., are allowed in school. (This school is not responsible for items of a personal nature that are lost or stolen.) 14. No violation of the Dress and Grooming Policy #221. 15. No leaving class without permission. 16. No interference with a student's right to an education and a teacher's right to teach. 	
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<p>GROUP II</p> <p>The following rule infractions or any similar offenses, will require direct parent involvement on the first offense with possible suspension (including Behavior Contract) and/or judicial intervention.</p> <ol style="list-style-type: none"> 1. Fighting, physical abuse of students. 2. Disrespect and/or verbal abuse of professional, nonprofessional and contracted employees. 3. Extortion, vandalism, plagiarism, forgery and other unlawful acts. 4. Violation of Drug Awareness Policy #227. 5. Leaving school without permission. 6. Truancy. 7. Violation of the Unlawful Harassment Policy #348. 8. Violation of School Board Internet Policy #815. 9. Theft: See Student Discipline Board Policy #218 - (Student Theft). <p>GROUP III</p> <p>Because of their serious nature, the following rule infractions or any similar offenses will require police involvement when appropriate, a suspension for ten (10) days and the involvement of the Board of Education in an expulsion hearing:</p> <ol style="list-style-type: none"> 1. Striking or threatening a professional, nonprofessional, or contracted employee. 2. Violation of Drug Awareness Policy #227. 3. Violation of Weapons and Dangerous Instruments Policy #218.1*. 4. Violation of Terroristic Threats/Acts Policy #218.2. <p>*Superintendent reserves the right, by law, to deal with weapons and dangerous instruments on a case-by-case basis.</p>	
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233. SUSPENSION AND EXPULSION - Pg. 10

This is only a guide. Other violations will be handled in the appropriate category according to their seriousness.

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SECTION: PUPILS

TITLE: TERRORISTIC THREATS/ACTS

ADOPTED: March 23, 2000

REVISED:

HAZLETON AREA
SCHOOL DISTRICT

218.2. TERRORISTIC THREATS/ACTS

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| <p>1. Purpose</p> <p>2. Definitions
18 Pa. C.S.A.
Sec. 2706</p> <p>18 Pa. C.S.A.
Sec. 3301-4101
Sec. 2301-3201</p> <p>3. Authority</p> <p>4. Delegation of Responsibility</p> <p>Title 22
Sec. 12.2</p> | <p>The Board recognizes the danger that terroristic threats and acts by students presents 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.</p> <p>A terroristic threat occurs when a person communicates (either in person, in writing, or by electronic means) a threat to commit any crime of violence, which threat has the effect of causing, or is reasonably calculated to cause, a member of the school staff or student to feel terrorized or fearful, or makes a statement which causes the need for evacuation of a school building or place of assembly, school district or public conveyance, or otherwise communicates a statement or acts in a manner that causes serious public inconvenience, or which is undertaken in reckless disregard of the risk of causing such terror or inconvenience.</p> <p>A terroristic act shall mean an offense against property or involving danger to another person.</p> <p>The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or district facility.</p> <p>The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.</p> <p>The Superintendent shall be responsible for developing administrative procedures to implement this policy.</p> <p>The Board expects the Hazleton Area School District staff and students to take all threats very seriously. Staff members and students shall be responsible for informing the building principal and/or the school security officer regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> |
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218.2. TERRORISTIC THREATS/ACTS - Pg. 2

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: July 17, 1997

REVISED: September 27, 2005

HAZLETON AREA
SCHOOL DISTRICT

222. TOBACCO USE

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| <p>5. Guidelines</p> <p>Pol. 233</p> <p>20 U.S.C.
Sec. 1400 et seq.</p> | <p>When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:</p> <ol style="list-style-type: none"> 1. The building principal will immediately suspend the student. 2. The building principal will promptly report the incident to the Superintendent. 3. The Superintendent will recommend expulsion of the student to the Board. <p>The building principal or security officer will inform local law enforcement officials. The staff will support the authorities in their investigation in every way possible and shall expect charges to be filed by the law enforcement agency.</p> <p>The Board declares that in every such case "reasonable suspicion" is now established and that the student has made or committed a terroristic threat or act, or is about to commit a terroristic threat or terroristic act, the district reserves the right to conduct a search of any student and/or their belongings. When s/he returns to school, the student and parent/guardian will be required to sign a Consent Agreement authorizing the district to conduct random searches of the student and his or her belongings.</p> <p>The Superintendent will require, prior to readmission to any Hazleton Area School District School including the alternative school, that the student provide competent and credible evidence that s/he does not pose a risk of harm to others.</p> <p>In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.</p> |
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| <p>1. Purpose</p> <p>2. Definition
18 Pa. C.S.A.
Sec. 6306.1</p> <p>3. Authority
SC 510
20 U.S.C.
Sec. 7181 et seq
Title 22
Sec. 12.3
35 P.S. 1223.5</p> <p>18 Pa. C.S.A.
Sec. 6306.1</p> <p>4. Delegation of Responsibility</p> <p>SC 1303-A</p> <p>5. Guidelines
18 Pa. C.S.A.
Sec. 6306.1</p> | <p>The Board recognizes that use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and nonusers.</p> <p>For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.</p> <p>The Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus, and on school property.</p> <p>The school district shall initiate prosecution of a student who violates the tobacco use policy.</p> <p>The Superintendent or designee shall annually notify students and parents about the district's tobacco use policy.</p> <p>The Superintendent or designee shall develop procedures to implement this policy.</p> <p>Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication.</p> |
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HAZLETON AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: November 20, 1980

REVISED: February 13, 2001

810. TRANSPORTATION - Pg. 2

810. TRANSPORTATION	
1. Purpose Title 22 Sec. 23.4	Transportation for students shall be provided in accordance with law and the following guidelines.
2. Authority SC 1362	Transportation service will be provided for resident students who live more than two (2) miles from the assigned secondary school or more than one and one-half (1 1/2) miles from the assigned elementary school. Transportation service will be provided to students who live on roads which have been certified as hazardous by the Pennsylvania Department of Transportation.
3. Delegation of Responsibility	The Superintendent/designee shall: <ol style="list-style-type: none"> 1. Prepare a map of the district, indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map. 2. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education. <p>On field trips, one chaperone is required for every fifteen (15) elementary students and one chaperone is required for every twenty (20) secondary students. A list of chaperones will be approved by the principal of each school. A list of approved chaperones will then be given to the Superintendent.</p>
4. Guidelines	<u>Public Schools</u> Students who attend the public schools and meet the criteria for distance or safety shall be provided transportation service within the attendance areas served by their assigned schools.

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<u>Nonpublic Schools</u>
Students who attend nonpublic schools shall be provided transportation service in accordance with the criteria of distance and safety.
Transportation shall not be provided for nonpublic schools located more than ten (10) miles beyond the boundaries of the school district.
<u>Special Education Programs</u>
Students who are approved for placement in approved special education facilities shall be provided transportation service appropriate to their special needs.
<u>Walking Distance</u>
Students eligible for transportation may be required to walk up to one and one-half (1 1/2) miles to the location of the bus stop for transportation services.
<u>Modification In Schedules</u>
Prior to the beginning of each school year, the transportation schedules for that year, shall be approved by the Board of Directors.
After the transportation schedules have been approved, minor modifications may be made by the administrative staff to ensure a safe and efficient transportation system. Changes which make a significant increase in the costs or increase the number of eligible students must be approved by the Board of Directors.
<u>Contracted Services</u>
When it is impractical to provide transportation with district-owned equipment, transportation service may be contracted with a private or public carrier.
Contracted transportation services may be provided by any of the following:
<ol style="list-style-type: none"> 1. The parent(s) of the student. 2. A public school district. 3. A nonpublic school entity. 4. A public carrier properly licensed to provide the transportation.

Page 2 of 9

810. TRANSPORTATION - Pg. 3

The contractor which provides transportation service shall provide evidence of liability insurance and shall meet all of the requirements of the Department of Transportation and the Department of Education. All contracts for transportation service must be approved by the Board of Directors.
<u>Assignment Of Students</u>
Each student for whom transportation is provided shall be assigned to a route and a stop. Students are not permitted to transfer to other stops and/or routes.
The parent(s) or guardian(s) may request in writing that a student eligible for bussing be reassigned to a different stop and/or route. Each request shall be reviewed by the appropriate school district administrator and may be granted in accordance with the following criteria:
<ol style="list-style-type: none"> 1. The route operates from the student's assigned school. 2. The route does not have to be changed or extended. 3. The stop exists on the route; a new stop is not created. 4. The load on the vehicle will not exceed the legal limits for the new vehicle. 5. The change does not increase the cost to the school district. 6. The change shall be reasonably long term except under emergency conditions.
The Superintendent shall be authorized to issue procedures to implement this policy.
<u>Emergency Drills</u>
Section 4552 (g) of the Vehicle Code of 1976 as amended requires that emergency drills be conducted on school buses as follows:
Each school district and the administration of every private school within this Commonwealth shall ensure, through adequate instruction and a minimum of two actual drills each year, that every student is familiar with school bus emergency procedures, equipment, and safe loading and unloading operations.

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810. TRANSPORTATION - Pg. 4

SC 1517	Section 1517(d) of the Pennsylvania School Code of 1949 as amended also requires that emergency drills be conducted on school buses as follows:
	<ol style="list-style-type: none"> 1. All schools using or contracting for school buses for the transportation of school children shall conduct on school grounds two emergency evacuation drills on buses during each school year, the first to be conducted during the first week of the first school term and the second during the month of March, and at such other times as the chief or school administrator may require. Each drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers and the proper evacuation of buses in the event of fires and accidents. 2. Bus operators shall be provided with proper training and instructions to enable them to carry out the provisions of this subsection and may be required to attend classes and drills in connection therewith. 3. Such procedures as necessary shall be adopted to implement the provisions of this policy as required by law.
	<u>Reporting Accidents</u>
	The Pennsylvania Department of Transportation requires that all accidents involving school buses be reported immediately by the driver.
	The school bus driver in any accident, regardless of the severity or circumstances, must immediately contact the Transportation Director or person acting in that capacity.
	The driver will remain at the site of the accident and wait for the Transportation Director or his/her designee to arrive.
Pol. 810.1	After an evaluation of the accident, the Transportation Director or designee will determine if the driver must be drug tested. If drug testing is mandated by the Transportation Director or designee, the drug testing procedure of the Hazleton Area School District will be followed.
	<u>Guidelines For Providing Transportation Services</u>
	<u>Stop Locations -</u>
	<ol style="list-style-type: none"> 1. Stops will generally be located no closer than fifteen hundred feet (1,500); except on hazardous roads where stops may be scheduled no closer than five hundred feet (500).

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	<p>2. Stops will generally be located at intersections and not at a student's home. Exceptions may be made for special education students or for students living on hazardous roads.</p> <p>Walking Distance -</p> <p>1. Students generally walk between 0.1 and 0.3 miles to a bus stop; however, they may be required to walk up to 1.5 miles in accordance with state law.</p> <p>2. Exceptions may be made for students living in areas defined as hazardous by the Department of Transportation.</p> <p>Time of Riding -</p> <p>1. Ride time is the time from which the first student boards the bus until that student is discharged. Ride time is one way to school.</p> <p>2. Maximum ride times shall generally be established as follows:</p> <ol style="list-style-type: none"> Public Elementary (K-6) - 50 minutes. Public Secondary (7-12) - 50 minutes. Nonpublic within district - 1 hour 10 minutes. Nonpublic outside district - 1 hour 20 minutes. Special Education - 1 hour 20 minutes. <p>3. Times may be extended when the student resides in a location which is outside of the normal attendance area for a school.</p> <p>Load Capacities -</p> <p>Local limits on buses shall generally be established as follows on a seventy-two (72) passenger bus:</p> <ol style="list-style-type: none"> Secondary (7-12) - 72. Elementary (K-6) - 72.
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	<p>Number of Students At Stops -</p> <p>Generally the maximum number of students at a bus stop shall be established as follows:</p> <ol style="list-style-type: none"> Secondary (7-12) - 25. Elementary (K-6) - 25. <p>Transfers -</p> <p>In the interest of efficiency and economy, transfer schedules may be established for both public and nonpublic school students when deemed necessary by the Administration at approved loading zones which are located at local public or nonpublic schools.</p> <p>TRANSPORTATION RULES FOR ALL STUDENTS</p> <p>To meet its responsibility to provide safe, efficient transportation for Hazleton Area School District children, the Board of Education directs its administrative staff to follow this policy and its guidelines in handling disciplinary problems occurring on Hazleton Area School District buses.</p> <p>The drivers of all district owned or contracted buses are responsible for maintaining control of student's on or about their vehicles. Whenever problems arise which the driver is unable to resolve, it would become necessary for the appropriate building principal or designee to give assistance. When this happens, the following procedure should be followed:</p> <ol style="list-style-type: none"> The bus driver will prepare a Bus Conduct Report and give it to the Transportation Director who will take appropriate action to resolve the problem. If the problem cannot be resolved at this level, the Transportation Director will follow Step 2. Transportation Director will forward to the appropriate authority for action, i.e., principal, designee, law enforcement, security. If the report goes to the principal or designee and action is taken, the principal will retain one (1) copy for his/her file, two (2) copies will be returned to the Transportation Director, who will inform the bus driver who filed the report and one (1) copy will be mailed to the parents or guardians.
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	<p>School Bus Discipline Rules</p> <p>Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students. Students who have committed acts of misbehavior are subject to the following penalties.</p> <p>Note: Each offense will apply to the appropriate level to determine the consequences (warning, suspensions, or loss of bus privileges. Students can also lose bus privileges for the rest of the school year by accumulating five (5) conduct reports, which have been deemed offenses.)</p> <p>Suspensions will include all AM and PM bus transportation, including field trips, extracurricular activities, etc. Parents or guardians are responsible for student transportation during the suspension.</p> <p>Level I Violations -</p> <ul style="list-style-type: none"> Rude, discourteous, annoying Shouting Littering Spitting Tripping/pushing Profane language Eating or drinking Opening windows against driver's orders Arms or heads out of windows Refusing to identify him/herself to the bus driver Intentional boarding on incorrect bus Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations
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	<p>FIRST OFFENSE: A warning is given and parents or guardians will be notified.</p> <p>SECOND OFFENSE: Suspension of riding privileges for three (3) to five (5) days.</p> <p>THIRD OFFENSE: Suspension of riding privileges for ten (10) days.</p> <p>FOURTH OFFENSE & BEYOND: Suspension of riding privileges for twenty-five (25) days.</p> <p>Level II Violations -</p> <ul style="list-style-type: none"> Harassment/threats to other students Disrespect or abusive behavior Fighting Physical abuse Indecent exposure Vandalizing the bus Throwing objects in the bus Throwing objects out of the windows Displaying items of an injurious or objectionable nature Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations. Additionally, appropriate charges will be filed and suspensions will also apply as indicated in the discipline code. <p>FIRST OFFENSE: Suspension of riding privileges for five (5) days.</p> <p>SECOND OFFENSE: Suspension of riding privileges for fifteen (15) days.</p> <p>THIRD OFFENSE: Suspension of riding privileges for thirty (30) days.</p>
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810. TRANSPORTATION - Pg. 9

FOURTH OFFENSE:	Suspension of riding privileges for remainder of school year.
Level III --	
<ul style="list-style-type: none"> • Hitting, pushing or threatening any HASD operator of vehicle, employee and/or contracted personnel. • Throwing objects at the driver • Lighting of flammables • Opening the exit doors on the bus • Other similar offenses of safety violations deemed by the appropriate authority to merit the following penalties. Additionally, appropriate filing of charges and suspensions will also apply as indicated in the discipline code 	
FIRST OFFENSE:	Immediate suspension of riding privileges for thirty (30) school days and criminal charges being filed if violations of the PA Crimes Code occur.
SECOND OFFENSE:	Immediate suspension of riding privileges for the remainder of the school year, and filing of appropriate criminal charges if violations of the PA Crimes Code occurs.
Names of students and the nature of the misconduct shall be reported in writing on the proper form by the bus driver. Acts of misbehavior which occur during the morning trip shall be reported to the Transportation Director the same day the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip will be reported the following morning, unless immediate attention to the matter is deemed necessary. Every effort will be made to effect disciplinary procedure within a twenty-four (24) hour period. However, a student brought to school by a school bus, shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges, unless paragraph 2, Level III applies or the student is deemed dangerous to other students or driver.	

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SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT OR DISCRIMINATION

ADOPTED: April 20, 1989

REVISED: May 22, 2003

HAZLETON AREA
SCHOOL DISTRICT

248. UNLAWFUL HARASSMENT OR DISCRIMINATION	
1. Purpose	The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment or discrimination in any form is not tolerated.
2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 42 U.S.C. Sec. 1681 43 P.S. Sec. 951 et seq 29 CFR Sec. 1606.8 (a)	<p>The Board prohibits all forms of unlawful harassment or discrimination of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages students who have been harassed or discriminated against to promptly report such incidents to the designated employees.</p> <p>The Board directs that complaints of harassment or discrimination shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment or discrimination.</p> <p>The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of or discrimination against students will not be tolerated, by at least one of the following means:</p> <ol style="list-style-type: none"> 1. Distribution of written policy. 2. Publication in handbooks/handouts. 3. Presentation. 4. Training sessions for staff. 5. Posting of notice/signs. <p>The district shall provide training for students and staff concerning unlawful harassment or discrimination.</p>

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248. UNLAWFUL HARASSMENT OR DISCRIMINATION - Pg. 2

3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 3512 (Jan. 19, 2001)	<p>The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.</p> <p>The definition of discrimination is that no student shall, on the basis of sex, race, color, religion, age, national origin or handicap be excluded from participation in, be denied the benefits of, or be subjected to exclusion from any educational program or activity in the Hazleton Area School District.</p> <p>Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.</p> <p>Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment. <p>Examples of sexual harassment or discrimination include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment or denies students any opportunity based on their sex.</p>
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Page 2 of 2

248. UNLAWFUL HARASSMENT OR DISCRIMINATION - Pg. 3

4. Delegation of Responsibility	<p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment or discrimination.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from all forms of unlawful harassment or discrimination.</p> <p>Students shall be informed that they may choose to report harassment or discrimination complaints to:</p> <ol style="list-style-type: none"> 1. Building principals. 2. Teachers. 3. Counselors. 4. Nurses. 5. Administrators. 6. Security Officers. <p>Anyone who receives harassment or discrimination complaints from a student shall report such to the building principal.</p> <p>If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator by calling 459-3111 ext. 3101 or going directly to the office of the Superintendent.</p> <p>If the Superintendent is the subject of the complaint the student shall report the complaint to the school district solicitor.</p>
5. Guidelines	<p>When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.</p>

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	<p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> 1. A student shall, within fifteen (15) days of the occurrence, report a complaint of harassment or discrimination, orally or in writing, to the building principal or a designated employee, who shall as soon as possible but in no later than two (2) days inform the student of his/her rights and of the complaint process according to the district's Notice to Individuals Complaining of Unlawful Harassment or Discrimination. 2. The building principal or designee shall immediately notify the Superintendent or other designated administrator, shall conduct an impartial, thorough and confidential investigation of the alleged harassment or discrimination, and shall inform the student and parents of the findings. <p>In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. The complainant and the accused student shall be provided the opportunity to present witnesses and other evidence.</p> <ol style="list-style-type: none"> 1. Within five (5) school days the building principal or designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate. 4. If the investigation results in a substantiated charge of harassment or discrimination, the district shall take prompt corrective action to ensure the harassment or discrimination ceases and will not recur. <p><u>Discipline</u></p> <p>Pol. 317, 417, 517 A substantiated charge against a district staff member, volunteers or independent contractors shall subject such person to appropriate contractual disciplinary and/or legal action, including discharge or discontinuation of services. If Pennsylvania Law is violated, local law enforcement must be notified.</p> <p>Pol. 218, 233 A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment or discrimination.</p> <p>Pol. 218 If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.</p>
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	<p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"> 1. If the complainant or accused is not satisfied with the principal's decision, s/he may file a written appeal to the Superintendent or designee within ten (10) days of the investigative report. 2. The Superintendent or designee shall review the initial investigation and report and may also conduct a reasonable investigation. S/he shall, within fifteen (15) days, prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.
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No. 210

SECTION: PUPILS
 TITLE: USE OF MEDICATIONS
 ADOPTED: November 20, 1980
 REVISED: June 27, 1996

HAZLETON AREA SCHOOL DISTRICT

210. USE OF MEDICATIONS - Pg. 2

210. USE OF MEDICATIONS	
1. Purpose	The Hazleton Area School District Health Services Department and the Board of School Directors has established the following policy in regards to administration of medication during school hours.
2. Guidelines	<p>All efforts should be made to administer medication at home; however, when medication must be administered during school hours these guidelines must be adhered to:</p> <p><u>Administration of Medication During School Hours</u></p> <ol style="list-style-type: none"> 1. When possible, the student should submit a private physician's written request for administration of specific dosage of medication. This request should include: <ol style="list-style-type: none"> a. Name of student b. Identification of medication c. Date and time medication is to be administered d. Possible side effects, if any e. Physician's signature and telephone number <p>This request must then be signed by a parent and submitted to the nurse.</p> 2. There may be occasions when it is not possible to obtain a physician's written request. The nurse can make exception to this requirement at her discretion, but only if the medication is delivered in a properly identified container. 3. All medication must be delivered in a pharmacy container which includes: <ol style="list-style-type: none"> a. The student's name

<ol style="list-style-type: none"> b. Identification of the medication c. Directions for administration d. Physician's name <p>No medication will be administered if it is not delivered in a properly labeled container.</p> <ol style="list-style-type: none"> 4. All medication must be administered through the nursing office. Unsupervised, self-administration of medication is not permitted unless cleared through the health office. It is necessary in some situations (such as inhalants used for asthma) for the medication to be carried by the student. If this is necessary, the medication and its administration must be cleared through the health office. 5. In the absence of the nurse from a building and the need to supervise medication administration, the principal or his/her designated person should be responsible for the procedure. 6. If the student must take the medication for an extended period of time, arrangements should be made with the building nurse for maintaining a supply of the drug in the health room. If a student is to receive a single dose of medication, the parent should send only that dose to the nurse. 7. The decision to alter the procedure of delivery of medication will be at the nurse's discretion. <p><u>Administration of Non-Prescription Medication During School Hours</u></p> <p>The School Health Department requires:</p> <ol style="list-style-type: none"> 1. Permission from parent/guardian to administer non-aspirin analgesic or antacid as indicated by checking "yes" or "no" on emergency card. 2. Non-prescription medication cannot be sent to school for administration to students. <p><u>School Nurse Responsibilities</u></p> <ol style="list-style-type: none"> 1. The nurse is responsible for informing involved staff of medication being administered. 	
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210. USE OF MEDICATIONS - Pg. 3

	<p>2. Conferences on possible side effects of the medication, if any, should be discussed with involved staff.</p> <p>3. Contact with parent/guardian must be ongoing.</p> <p>4. Documentation of all medication issued must be maintained in the health room.</p>
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HAZLETON AREA
SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WEAPONS AND DANGEROUS
INSTRUMENTS

ADOPTED: March 19, 1992

REVISED: March 23, 2000

218.1. WEAPONS AND DANGEROUS INSTRUMENTS	
1. Purpose	The Board recognizes the danger that possession of a weapon presents to the safety and welfare of students and staff and acknowledges the need for immediate and effective response.
2. Definition SC 1317.2 (g)	<p>A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; in the student's garments, backpack, gym bag, lunch box, or any personal property of the student; while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or any public conveyance providing transportation to a school or school-sponsored activity. (24 PS 13-1317.2 (g))</p> <p>This rule applies, but is not 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.</p> <p>This rule also applies to the following:</p> <ul style="list-style-type: none"> • A firearm which is not loaded or lacks a clip or other component to render it immediately operable and components which can readily be assembled into a weapon. • "Look alikes" of any items listed above. • The possession of spray paint and/or other noxious chemicals is a violation of this policy. Students must secure prior permission from school administration to bring defensive chemicals to school. Defensive chemicals must be stored in the office during the school day.

Page 1 of 3

218.1. WEAPONS AND DANGEROUS INSTRUMENTS - Pg. 2

	<p>The provisions of this policy shall not apply to the following:</p> <ol style="list-style-type: none"> 1. A weapon which is possessed and used in conjunction with a lawful supervised school activity or course, or is possessed for some other lawful purpose. 2. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, or if the entry on school premises is authorized by school authorities.
3. Authority SC 1317.2 (a)	It is unlawful for a student to have brought onto or is in possession of a weapon on any school property, any school sponsored activity, or on a school district or public conveyance providing transportation to a school or a school sponsored event and except as otherwise addressed herein, the Hazleton Area School District shall expel, for a period of not less than one year (not a school year) any student it has determined is in violation of this rule.
4. Delegation of Responsibility	<p>The Board directs the Superintendent to develop administrative regulations to implement this policy.</p> <p>The Board expects the district staff and students to report any information or knowledge of the possession of weapons to the building principal or security officer.</p>
5. Guidelines	<p>Actions to be taken are as follows:</p> <ol style="list-style-type: none"> 1. An immediate referral to civil authorities for charges under the PA Criminal Crimes Code, Section 912B. When a school refers an incident to the police, the school expects the police to take appropriate action on the case. During the course of the investigation, if a conspirator who is a student is involved the appropriate penalties will apply. Any confiscated weapons should be offered to the police as evidence or retained by the administrator until after all discipline or court hearings are held. Subsequently, the weapon is to be turned over to the Security Director for proper disposal. 2. An incident report must be filed with the Security Director. 3. An immediate full suspension of ten (10) days is to be in effect along with a parent conference being scheduled. In the case of K-6th grade students, the principal is to immediately schedule a meeting with the Superintendent, parents, student and involved parties. At the discretion of the Superintendent, discipline

218.1. WEAPONS AND DANGEROUS INSTRUMENTS - Pg. 3

	<p>short of an expulsion hearing may be applied. For all other students, an expulsion hearing shall be scheduled. The Superintendent may recommend to the Board modifications of such expulsion requirements for a student on a case-by-case basis.</p> <p>In addition, the Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act.</p> <p>The Board declares that in every such case "reasonable suspicion" is now established and that the student is in possession of a weapon. The district reserves the right to conduct a search of any student and/or their belongings. When s/he returns to school, the student and parent/guardian will be required to sign a Consent Agreement authorizing the district to conduct random searches of the student and his or her belongings.</p> <p>If the district receives a student who transfers from a public or private school during a period of expulsion for an act or offense involving a weapon, that student will be assigned to the alternative school provided that the assignment does not exceed the period of expulsion.</p>
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SECTION: PUPILS

TITLE: STUDENT RECORDS FOR
EXCEPTIONAL STUDENTS

ADOPTED: May 20, 1993

REVISED:

HAZLETON AREA
SCHOOL DISTRICT

216.1. STUDENT RECORDS FOR EXCEPTIONAL STUDENTS

1. Authority

The Hazleton Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional children. This policy has been prepared so as to insure the privacy rights of both the parents and the exceptional student in regard to the collection, maintenance, release and destruction of such records.

Provisions from the Regulations of the State Board of Education on Pupil Records (Pa. Code 22, Chapter 12), the Family Education of Rights and Privacy Act of 1974, the Confidentiality Standards for Special Education (Pa. Code 22, Chapter 34.1), and the Confidentiality Section of P.L. 94-142 have been incorporated in this policy to provide protection of these rights.

2. Definitions

The following words and phrases as used in this policy shall have, unless the context indicates otherwise, the following meanings.

Education Records - those records which are directly related to a student and are maintained by the Hazleton Area School District or by a party acting for the Hazleton Area School District. This term does not include:

1. Records of instructional, supervisory, administrative or ancillary personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.
2. Records that are created, maintained, or used only in connection with the provision of treatment to the student and are not disclosed to anyone other than individuals providing the treatment. For the purpose of this definition, treatment does not include remedial educational activities or activities which are part of the program instruction.

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216.1. STUDENT RECORDS FOR EXCEPTIONAL STUDENTS - Pg. 2

Personally Identifiable - this data or information includes:

1. The name of a student or the name of any of the student's family members.
2. The address of the student.
3. A personally identifying piece of information such as the student's social security number or case number.
4. A list of those personal characteristics which would make the student's identity easily traceable by a person who was not already familiar with the student's identity.
5. Other information which would make the student's identity easily traceable.

Directory Information - this includes the following information relating to a student:

1. The student's name, address, telephone number, date and place of birth.
2. Program(s).
3. Dates of attendance.
4. Participation in school clubs, activities, and sports; weight and height of members of athletic teams.
5. Degrees and awards received.
6. The most recent previous educational institution or agency attended by the student, and other similar information.

Destruction - the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable.

Disclosure - the access or the release, transfer, or other communication of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.

Parent - includes natural and adoptive parents; legal guardians; or an individual acting as a parent of a student in the absence of a parent or guardian such as a surrogate parent.

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216.1. STUDENT RECORDS FOR EXCEPTIONAL STUDENTS - Pg. 3

3. Guidelines

Student - includes any pre-school or school-age exceptional or thought-to-be exceptional person with respect to whom the Hazleton Area School District maintains education records.

Eligible Students - a student who has attained eighteen (18) years of age, or is attending an institution of post-secondary education. The rights accorded to and the consent required of the parent of the student shall hereafter only be accorded and required of the eligible student.

Maintenance of Records

The Superintendent and/or his/her official designees shall be responsible for insuring that the education records' confidentiality rules established under 22 Pa. Code, Chapter 34.1, paragraph 34.1, 61(b) of Title 22, Part XVI, Chapter 34.1 and this Student Record Policy for Exceptional Students are administered and enforced. This official shall:

1. Annually notify, in summary form, parents and eligible students of the policy, procedures and their rights under both federal and state law. This annual summary shall be in the primary language of the parent or eligible student unless it is clearly not feasible to do so. This summary shall include but not be limited to the following rights of parents and eligible students:
 - a. To inspect and review on written request the education record in the presence of a Supervisor of Special Education or his/her designee.
 - b. To add verified and relevant information to the educational record.
 - c. To submit a statement concerning the appropriateness or validity of information in the educational record.
 - d. To challenge information in the educational record and have it corrected or deleted.
 - e. To be informed where a full text copy of the policy can be obtained.
 - f. To file complaints with the Family Educational Rights and Privacy Act Office (FERPA) of alleged violations of Section 438 of the Act by an employee of the Hazleton Area School District. This address is: FERPA Office, Room 4074, Switzer Building, Department of Education, 330 C Street SW, Washington, D.C. 20202.

216.1. STUDENT RECORDS FOR EXCEPTIONAL STUDENTS - Pg. 4

g. To receive a response from the Hazleton Area School District to reasonable requests for an explanation and interpretation of information in the educational record.

h. To be informed of any and all personally identifiable information which has been designated as "directory information".

i. To be informed of the procedures for objecting to identifiable information categorized as "directory information".

2. Provide training and instruction in the implementation of this policy for all Hazleton Area School District employees who collect or use personally identifiable information.

3. Maintain for public inspection a current listing of the names and positions of those agents and employees of the Hazleton Area School District who have been determined by the Hazleton Area School District to have legitimate educational interests and who are authorized by the Hazleton Area School District Superintendent to have access to personally identifiable information.

4. Develop a system of safeguards which will protect the confidentiality of personally identifiable information at the point of collection, storage, release, and destruction.

5. Require that third party evaluators understand that their reports and records will become part of the student's education record, and such reports or records will be released to the student's parents or eligible student upon request. Such information will be part of the waiver for release of information to the Hazleton Area School District.

A student's complete education record will be kept in the Records' Department located in the school district's central office. Copies of certain information will also be kept with the student's special education teacher and/or therapist. Education records of former students will also be kept in the Special Education Office.

The Superintendent or his/her designee(s) shall be responsible for annual review of educational records to insure compliance with this policy.

<p><u>Access to Education Records</u></p> <p>The Hazleton Area School District, upon request of a parent, will permit the parent to inspect, review, or copy any education record relating to the exceptional child or children of that parent when such record is collected, maintained, or used by the Hazleton Area School District. The Hazleton Area School District will comply with the request within thirty (30) days after the request is received. A request will be complied with prior to a conference regarding an individualized education program and prior to a hearing relating to identification, evaluation or placement of the child.</p> <p>The right to inspect, review, or copy education records includes:</p> <ol style="list-style-type: none"> 1. The right of a parent to request and receive from the Hazleton Area School District a reasonable explanation of information contained in the education records of the child a professionally competent staff member. 2. The right of a parent to be provided, on request, with a copy of all or part of the education records of the child. 3. The right of a parent to designate a representative who will inspect, review, or copy the records. <p>If a parent requests copies of education records from the Hazleton Area School District, a reasonable charge which will not exceed the actual expense of the duplication, reproduction, or photocopying may be made to the parent by the Hazleton Area School District. However, no cost will be charged to a parent which would effectively prevent the parent from inspecting and reviewing the record or records. No cost will be charged to the parents for the search for, or retrieval of, records.</p> <p>A parent shall have the right to request a list of the types and the location of the child's education records collected, maintained, or utilized by the Hazleton Area School District.</p> <p>At the discretion of the Hazleton Area School District, for verification and record keeping purposes only, the Hazleton Area School District may require all parents to put into writing:</p> <ol style="list-style-type: none"> 1. Their oral request to inspect, review, copy or receive copies of education records. 2. Their oral designations of a representative. 	
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<ol style="list-style-type: none"> 1. The exception being that a record of a student's name, address, phone number, grade, attendance records, programs attended, grade level completed, and year completed will be maintained for at least ninety-nine (99) years beyond the date the student attains the age of twenty-one (21). 2. Prior to the destruction of the information referred to in this section, the Hazleton Area School District will send written notification to the parents which will inform the parents of their right to receive a copy of the material to be destroyed. <p>The Hazleton Area School District will not destroy records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the Hazleton Area School District.</p> <p>Nothing in this section, except as stated in the first two paragraphs shall be construed to mean that the Hazleton Area School District is required to destroy education records.</p> <p><u>Disclosure</u></p> <p>Whenever the Hazleton Area School District is asked by other agencies, institutions or individuals to transmit student information to those parties, every effort will be made to protect the rights of the student against infringement of privacy, misinterpretation of data, and inappropriate use. The Hazleton Area School District can no longer be held exclusively accountable for confidentiality of information after its disclosure has been executed.</p> <p>Written parental consent need not be obtained by the Hazleton Area School District before education records or personally identifiable information contained therein is disclosed when:</p> <ol style="list-style-type: none"> 1. The information is released to authorized school officials with legitimate educational interest. 2. <u>Authorized school official</u> shall be defined as teacher, speech clinician, school psychologist, social worker, case/information manager, administrative/supervisory personnel, guidance counselor, and ancillary supportive staff. 	
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<ol style="list-style-type: none"> 3. Their oral requests under subsection "D" for a list. <p>If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.</p> <ol style="list-style-type: none"> 1. A parent shall have the right to copy from or receive a copy of an education record originally containing information on more than one child. 2. Prior to the parent copying or receiving a copy of a record on more than one child, the Hazleton Area School District will delete, remove, or obscure from the record, or its copy, all personally identifiable information concerning any child who is not the child of such parent. <p><u>Access Record</u></p> <p>The Hazleton Area School District will keep a record of parties who have obtained access to those education records of a student that are collected, maintained or used by the Hazleton Area School District. The access record shall include the name of the party, the date access was given, and the purpose for which the party was allowed to use the records.</p> <p>A parent shall have the right to inspect the access record kept for the education record of his/her child.</p> <p>A record of either the authorized employees of the Hazleton Area School District or of the student's parents who have gained access to the education records of the student is not required.</p> <p>The Hazleton Area School District will maintain for public inspection a current list of the names and positions of those agents and employees of the Hazleton Area School District who are authorized to have access to personally identifiable information.</p> <p><u>Destruction of Information</u></p> <p>The Hazleton Area School District shall inform the parents of a student when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.</p> <p>Upon the written request of the parents, information no longer relevant to and necessary for the provision of educational services to the student will be destroyed by the Hazleton Area School District.</p>	
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<ol style="list-style-type: none"> 2. The information is released to officials of other school districts to which the student is enrolled or seeks to be enrolled. 3. The information is released under authorization of federal and/or state law; PROVIDED that the Hazleton Area School District makes a reasonable effort to notify the parent of the student or eligible student of the request. <p>Written parental consent shall be obtained prior to the release by the Hazleton Area School District of education records or personally identifiable information contained therein to any party not mentioned above.</p> <ol style="list-style-type: none"> 1. Written consent shall: <ol style="list-style-type: none"> a. Specify a general description of the information or record to be released. b. Specify the form of the release. c. Specify the reason(s) the release was requested. d. Specify the party or agency requesting the release. e. Specify the party or agency to which the release is to be made. f. Be signed and dated by the parent or eligible student. 2. The consent form shall be in the primary language of the parent or eligible student unless it is not feasible to do so. 	
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<p>34 CFR 99.20</p>	<p>Directory Information</p> <p>Present Student - The Hazleton Area School District may, without parental consent, release personally identifiable information from the education records of a student who is enrolled in the Hazleton Area School District program, if that information has been designated as directory information under the procedures stated below.</p> <p>Former Student - The Hazleton Area School District may, without parental consent, release information from the educational records of an individual no longer enrolled in the Hazleton Area School District program, if the information is directory information.</p> <p>Designation of Directory Information - In designating directory information the Hazleton Area School District will give public notice of:</p> <ol style="list-style-type: none"> 1. The categories of personally identifiable information which the Hazleton Area School District has designated as directory information. 2. The right of the parent of the student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. 3. The fact that the parent of the student may prevent the release by the Hazleton Area School District of personally identifiable information designated as directory information if, within thirty (30) days of the publication of the public notice, the parent informs the Hazleton Area School District in writing that such personally identifiable information is not to be designated as directory information with respect to that student. 4. The publication of the public notice may be accomplished by mailing the notice to the parent. <p>Amendment of Records</p> <p>Request to Amend - A parent who believes that information in education records collected, maintained, or is inaccurate or misleading or violates the privacy or other rights of the child, may request the Hazleton Area School District to amend the information.</p> <ol style="list-style-type: none"> 1. At its discretion, the Hazleton Area School District may require that any parent request for amendment of the record of a student be made in writing and contain a brief statement which specifies the records to be amended and the reason that amendment is required.
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	<p>Decision to Amend - If, as a result of the hearing, the Hazleton Area School District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or stated rights of students, it shall amend the education records accordingly and so inform the parent in writing.</p> <p>Decision Not to Amend - If, as a result of the hearing, the Hazleton Area School District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it will inform the parent of his/her right to place in the education records of the student a statement which sets forth the written comments of the parent upon the information in the education records, or reasons for disagreeing with the decision of the Hazleton Area School District, or both written comments and reasons.</p> <ol style="list-style-type: none"> 1. The statement of the parent will be amended by the Hazleton Area School District to the education records as long as the record or the contested portion thereof is maintained by the Hazleton Area School District. 2. If the education records of the student or the contested portion thereof is released by the Hazleton Area School District to any party, the statement of the parent will also be released to the party. <p>Nothing in this section shall be interpreted to mean that the parent and the Hazleton Area School District may not, by mutual agreement, meet prior to either a parent request for a hearing or the hearing itself in order to discuss the concerns of the parent regarding the accuracy or inaccuracy of the records of the student.</p>
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	<ol style="list-style-type: none"> 2. The Hazleton Area School District will decide whether to amend the information in accordance with the request of the parent within forty-five (45) days after receipt by the Hazleton Area School District of the request to amend. 3. If the Hazleton Area School District decides to refuse to amend the information in accordance with the request of the parent the Hazleton Area School District will inform the parent in writing of both the refusal and the specific reasons for the refusal and will notify the parent in writing of the right to request and receive a hearing. <p>Records Hearing - The Hazleton Area School District will, on parental request, provide the parent with an opportunity for a hearing to challenge information in education records if the parent alleges that such information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.</p> <ol style="list-style-type: none"> 1. The hearing will be held at a mutually agreed upon time and place within thirty (30) days after the Hazleton Area School District receives the request for a hearing from the parent. 2. The parent will be notified in writing of the date, place and time of the hearing, no later than five (5) days in advance of the hearing. 3. The hearing will be conducted by a party who does not have a direct interest in the outcome of the hearing. 4. The party conducting the hearing may be an official of the Hazleton Area School District. 5. The parent will be afforded a full and fair opportunity to present evidence relevant to the issues. 6. The parent may, at the hearing, be assisted or represented by persons of his/her choice at his/her expense; such persons may include legal counsel. <p>Decision After Hearing - The Hazleton Area School District will render a written decision on the issues presented at the hearing and will render such decision within thirty (30) days after the conclusion of the hearing. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reason for the decision.</p>
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SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE RECORDS

ADOPTED: July 17, 1997

REVISED:

HAZLETON AREA
SCHOOL DISTRICT

<p>216.2. SUPPLEMENTAL DISCIPLINE RECORDS</p> <ol style="list-style-type: none"> 1. Authority 2. Guidelines <p>Act 30 of 1995</p> <p>SC 1304-a</p>	<p>In accordance with law, the school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p> <p>Adjudicated Students</p> <p>Through the juvenile probation department, the court is required to report to school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p> <p>Transfer Students</p> <p>Upon registration and prior to admission to the school district, the parent, guardian or person having control or charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p> <p>Parents and guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p>
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<p>School Code 1317.2</p> <p>Act 26 of 1995</p> <p>Act 30 of 1995</p>	<p>This registration statement shall be maintained as part of the student's disciplinary record.</p> <p>When a student transfers to this district, a certified copy of the student's disciplinary record shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.</p>
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HAZLETON AREA HIGH SCHOOL PLAGIARISM POLICY

Plagiarism is defined as literary theft, stealing and passing off, as one's own, the ideas or work of another. Any student who plagiarizes work whether from another student, a literary work, or the Internet will be subject to the following as per school policy as authorized in the Student Handbook.

1. A grade of 0 for the assignment.
2. Notification of parent concerning the incident.
3. Possible suspension.

HAZLETON AREA SCHOOL DISTRICT INTERNET SAFETY POLICY

Purpose:

The Board supports the use of the Internet as a part of the computer network in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of the Internet and network facilities shall be consistent with the curriculum adopted by the Hazleton Area School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Authority:

The electronic information available to students and staff does not imply endorsement of the content by the Hazleton Area School District, nor does the school district guarantee the accuracy of information received on the Internet. The Hazleton Area School District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet including, but not limited to data (graphic, video, sound, text, etc.)

The Hazleton Area School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Hazleton Area School District reserves the right to log network use and to monitor fileserver space utilization and activity by users, including online activities of minors.

The Board establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use of the Internet will result in cancellation of Internet privileges and appropriate disciplinary action.

Responsibility:

The district shall make every effort to ensure that students and staff use this educational resource responsibly.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user of the Internet in the district.

The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.

Guidelines:

Only the authorized owner of the account will use electronic mail (e-mail) and network accounts for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users.

Access to Information

Information is no longer restricted to books, libraries, and broadcast media. The World Wide Web is the most up-to-date source of information on every conceivable topic. It is contributed to globally by countless organizations. Pupils and teachers will use this rich source of global information regularly in their classrooms. New skills are required - the skills of scanning, assessing for relevance and selecting from the vast amount of information retrieved.

Prohibitions

Students and staff are expected to act in a responsible, ethical manner in accordance with district policy, accepted rules of the Internet, etiquette, federal and state law. The following uses are prohibited:

Use of the Internet or network to facilitate illegal activity.

Use of the Internet or network for commercial or for-profit purposes.

Use of the Internet or network for non-work or non-school related work.

Use of the Internet or network for product advertisement or political lobbying.

Use of the Internet or network for hate mail, discriminatory remarks, and offensive or inflammatory communication.

Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

Use of the Internet to access sites that contain visual depictions that are obscene, contain child pornography, or are potentially harmful to minors, access to which is prohibited by the Hazleton Area School District's Technology Protection Measure.

Use of student electronic mail, unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Student e-mail and chat rooms will only be permitted if part of a specific class activity and will be monitored by the respective instructor.

Security

System security will be achieved through the use of an Internet firewall, which will provide only authorized users to access district resources. Additionally, in order to protect the integrity of the network, the following guidelines must be followed:

Employees and students must not reveal their passwords to other individuals

Users must log off upon task completion. This will prevent users from using a computer that has been logged in under another student or teacher's name.

Any user identified as a security risk may be denied access to the network

Consequences for Inappropriate Use

All users will be held financially responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network and/or Internet; intentional deletion or damage to files belonging to others; uploading or creating computer viruses; copyright violations and theft of services will be reported to the appropriate legal authorities for possible prosecution. Loss of access and other disciplinary actions may be consequences for inappropriate use in violation of this or any other School District Policy.

A violation of this policy is an offense subject to student and/or staff member discipline.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the Internet shall be subject to "fair use" guidelines.

Technology Protection Measure:

The Hazleton Area School District will employ Internet filtering, which will make the Internet a safer, more accessible resource for students and staff both on a single machine and over the network. Our filters will reside on the Internet Service Providers' (ISP), servers. Penteledata, our Internet Service Provider, will administer this filtering technology, including automated updates of filtering databases and constant monitoring and updating of filtering software. We will use filtering software called Padlock, a specific technology that blocks and filters Internet access. The software will protect minors and adults from visual depictions that are obscene, contain child pornography, and are potentially harmful to minors.

Since the filtering will be done as part of our wide area network's normal Internet routing, it will be effective throughout the entire network and is not prone to tampering at the individual machine level. The school district will also implement the use of Border Manager as an Internet firewall that will provide network administrators with the ability to monitor the online activities of minors. Border Manager enables network administrators to monitor computer activity and sites visited from a particular machine or by a particular user. All on-line time will be logged and there will be an awareness of anyone spending excessive hours on the Internet. This level of management will assist in preventing unauthorized access, including "hacking" and other unlawful online activities.

Student's Signature

Date

Parent/Guardian Signature

Date

**HAZLETON AREA HIGH SCHOOL
ATHLETIC DEPARTMENT
1601 West 23rd Street, Hazleton, PA 18202
570-459-3221**

TO: All Extracurricular Activity Students and Parent(s)/Guardian(s)

FROM: HASD Athletic Office

RE: HASD Random Drug and Alcohol Testing Policy Acknowledgement and Confirmation Document

The illegal use of drugs and alcohol by school-aged students is a national problem that seriously affects everyone. Drug and alcohol abuse affects not only individual users and their families, but also presents new dangers especially in the competitive world of athletics.

The Hazleton Area School District is committed to providing a safe environment and fostering the well-being and health of our student athletes. Alcohol and/or illegal drug use jeopardizes this commitment, and undermines the capability of the Hazleton Area School District to provide a safe environment for all student athletes.

To address this problem, we have developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of all student athletes. Our policy, which includes random drug and alcohol testing, formally and clearly states that the illegal use of drugs and the use of alcohol will not be tolerated. This policy is designed with two basic objectives in mind:

1. Student athletes deserve a competitive environment that is free from the effects of drugs and/or alcohol and the problems associated with their use.
2. This District has a responsibility to maintain a healthy and safe environment for all student athletes.

I believe it is important that we all work together to make ours a drug free, alcohol free, safe, and rewarding place to compete. Please review the Drug and Alcohol Policy attached and acknowledge your understanding of this policy with your signatures below. A copy of this signed agreement will be kept on file in the athletic office.

I have read the Hazleton Area High School Extracurricular Activity Drug and Alcohol Policy and the Athletic Code of Conduct. I understand that I must comply with the stated requirements of their policies. By placing my signature below, I acknowledge these policies and verify that I am not currently using alcohol or possessing, selling, or trading any non-prescribed controlled substance.

Signature of Student Athlete _____ Date ____/____/____

Signature of Parent(s)/Guardian(s) _____ Date ____/____/____

SPORT OR CLUB _____

*******RETURN ENTIRE SHEET TO YOUR COACH OR ADVISOR*******

HAZLETON AREA SCHOOL DISTRICT DRESS CODE POLICY

Adopted 7/13/06

The Hazleton Area School District has adopted the following dress code policy for all grades K through 12.

The Dress Code Policy will be strictly enforced pursuant to discipline guidelines.

GENERAL INFORMATION

- All students must attend school each day in accordance with the Dress Code Policy.
- Embroidery/monogramming with Hazleton Area School District, HAHS Band, or HAHS Cheerleader or other respective school logo is optional, as sanctioned by the dress code committee.
- All clothing must be appropriately sized for the child, that is, it must be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra long, baggy or sagging pants and shorts are not acceptable.
- District monogramming/embroidery and logos which are a part of a brand name that reflects the shirts manufacturer and are located in the upper left corner of the top are acceptable.
- Closed shoes or sneakers with socks/stockings must be worn.
- Both vertical and horizontal stripes are allowed on tops.
- Clothing may be purchased at store/vendor of your choice, as long as it conforms to this Dress Code Policy.
- Polo shirts may be worn outside the pants but the bottom of the shirt cannot extend past the middle of pants pocket and dress shirts must be tucked inside the pants. If polo shirt exceeds acceptable length, it must be tucked inside the pants.
- The school board or the approved dress code committee must approve all changes to this Uniform Policy.

TOPS – ANY SOLID COLOR

Dresses are permitted (no more than three inches above the knee)

Golf style shirt, long or short sleeve or

Dress blouse with collar for girls

Oxford style button down shirt (must be tucked in)

Turtle neck/mock turtleneck (no longer than middle of pants pocket)

Sweater/Vest (no longer than middle of pants pocket)

Crew-neck Sweatshirt (must be school sanctioned/approved by the school)

***Note:** All button-down shirts must be buttoned except for the top two buttons and tucked in.

BOTTOMS-ACCEPTABLE COLORS INCLUDE:

Black – Blue – Gray – Navy Blue – White - Khaki

Dress long pants – with no more than two front pockets and two rear pockets

Dress shorts, Cargo Shorts

Skirt/Skort (girls)

Capri Pants (girls)

Opt Out Statement:

*An exception may be made by the Superintendent for medical reasons or religious reasons.

ARTICLES OF NON-COMPLIANCE: This list is only a guide and not complete as other items may not be listed.

- No cargo pants/no pajamas
- No baggie/skateboard pants
- No denim tops or bottoms or look-alike denim/corduroy stretch pants
- No hooded sweatshirts unless they are school issued or posses the school logo and are appropriately sized.
- Medical type scrubs will not be allowed. Both cotton and velvet type sweatpants will not be allowed.
- No spandex pants except for medical reasons
- No mini/micro skirts (no more than three inches above the knee)
- No hats, caps, headbands or bandanas
- No bare midriff or low cut scoop neck tops
- No tank tops, tube tops, halter tops or sleeveless shirts
- No tee shirts
- No off the shoulder garments
- No sheer clothing
- No chains, dog collars or spike bracelets/necklaces
- No clothing or article deemed offensive, sexually suggestive, condoning violence, drug/alcohol/tobacco use, suicide or vulgar language
- No shorts, skirts or skorts that are more than three inches above the knee
- No display of any undergarments

DISCIPLINE GUIDELINES

All students will attend school in compliance with the Dress Code Policy. The chart below is a guide for violations of the uniform policy.

All Grades K through 12

1st Level of Offense

At the direction of the principal, the student will be Retained in the office until the student/parent/guardian provides a proper change of clothing. Not to exceed one day. If parent is unable to provide a change of clothing the school will issue something in compliance, when extra clothing is available.

2nd Level of Offense

Student will receive In-School Suspension/Detention.

3rd Level of Offense

This and all subsequent violations will result in loss of privileges, Out of School Suspension

Note: Classes missed because of a non-compliance dress code issue will count towards the seven-day attendance policy.

Note: When possible, the school will attempt to provide a student who is wearing a non-compliant top with a top that is in compliance. Discipline will still apply.

Cited Reference: PA School Code 24-PS, 13-1317-3

Hazleton Area School District Office of Security Operations



Student Tip Line

Purpose: Gives school principals, administrators, and security the ability to offer students and parents an anonymous, safe way to report dangerous or suspicious activity. School administrators are given the ability to stay informed and take a proactive role in preventing potential school crises.

Key Features:

24 hour availability

anonymity

messages are pass code protected

helps make schools safer

Remember: If you know or suspect dangerous or suspicious activity in or on school grounds
**CALL THE TIP LINE AND
HELP MAKE YOUR SCHOOL
SAFE!**

When Calling Be Sure to Tell:

Who

What

When

Where

Why



459-3111 extension 3205