

**Juniata County
School District
Secondary Student
Handbook**



2023-2024

Juniata County School District Office

146 Weatherby Way
Mifflintown, PA 17059
717-436-2111

Mrs. Christie Holderman, Superintendent
Mr. Ben Fausey, Assistant Superintendent

JCSD Secondary Schools

East Juniata High School
32944 Rte. 35
McAlisterville, PA 17049
717-463-2111
(Grades 7-12)

Juniata High School
3931 William Penn Hwy.
Mifflintown, PA 17059
717-436-2193
(Grades 9-12)

Tuscarora Jr. High School
3873 William Penn Hwy.
Mifflintown, PA 17059
717-436-2165
(Grades 6-8)

Secondary School Contacts

East Juniata High School

Mr. Mike Maclay, Principal
Mr. Johnathan Sliski, Assistant Principal
Ms. Brenna Goulstone, Guidance Counselor
Mrs. Liz Sperlich, Guidance Counselor
Mrs. Megan Apple , Secretary
Mrs. Erin Hatter, LPN/Secretary
Mrs. Kim Stuck, School Nurse

Juniata High School

Mrs. Kelli Strawser, Principal
TBA, Assistant Principal
Mr. Kurt Condo, Guidance Counselor
Mrs. Emily Wagner, Guidance Counselor
Ms. Moriah Brothers, Secretary
Mrs. Karly Dressler, LPN/Secretary
TBA, LPN

Tuscarora Jr. High School

Mrs. Kelli Strawser, Principal
Mr. Brett Kennington, Assistant Principal
Mrs. Joelle Stahr , Guidance Counselor
Mrs. Sabrina Shipp, Secretary
Mrs. Traci Miller, LPN

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STUDENT RIGHTS AND RESPONSIBILITIES

Philosophy

All students have the right to a quality education. However, with this right comes the responsibility to act, dress, study, and express oneself in an appropriate manner suitable for maintaining an environment conducive to learning. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share, with the

administration and faculty, a responsibility to develop within the school a climate that is favorable to learning and living. It is the intent of the Juniata County School District to protect and preserve the rights of all our students in an effort to provide the best education possible.

It is the responsibility of all associated with the school- students, parents, and staff – to promote good discipline in order to preserve the quality of our educational environment. We believe an effective discipline code must adhere to the following:

1. Recognize the inherent qualities of each individual.
2. Promote self-discipline and prevent, rather than treat, problems.
3. Cultivate the welfare of the individual and the school as a whole.
4. Foster a close relationship between parents, students, and staff. The importance of parent, teacher, student, and administrative cooperation cannot be underestimated.

The function of this discipline code is to create a fair and consistent means of handling infractions of school regulations that interfere with the teaching and learning processes or that endanger others. This discipline code results in progressive penalties for students' misbehavior. It is the obligation of all students to become familiar with the discipline code and the rules and regulations of the classroom teachers. Pleading ignorance of these codes and rules does not excuse students from the consequences associated with unacceptable behavior.

Student Responsibilities

1. Each student will be issued this student handbook. IT IS EACH STUDENT'S RESPONSIBILITY TO REVIEW THIS BOOKLET WITH HIS/HER PARENT(S) OR GUARDIAN(S). If a student and/or his /her parent(s)/guardian(s) have any questions regarding student rights and responsibilities, please contact a school administrator.
2. Be honest and truthful.
3. Maintain behavior that provides an environment that does not interrupt the education of other students.
4. Be well groomed. Students should not wear attire that causes a disruption to the school environment or poses a risk to the health and safety of the other students. See dress code policy for more information.
5. Comply with all state and local laws.
6. Recognize that all rules and regulations in the school will be in effect until notice is given of changes.
7. Respect all property, including that of the school, staff, students, teachers, and bus contractors.
8. Attend school promptly and daily, unless excused, and be on time to all classes. A student is not permitted to leave school grounds unless the principal has granted prior permission.
9. Be considerate of others.
10. Adhere to a hands and feet off policy, which means no kicking, hitting, pushing, shoving, or fighting. This also means that public displays of affection will not be permitted.
11. Refrain from inappropriate and profane language.
12. Responsibilities and expectations for school also apply on the bus to and from school.
13. Complete class tasks promptly, neatly, and accurately; and obey classroom rules. Satisfactorily complete all courses of study prescribed by state and local authorities.
14. Do not bring valuables or large amounts of money to school - you are responsible for your personal property. The school is not responsible for lost or stolen items.
15. You are responsible for the proper care of all iPads, books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

Parent/Guardian Responsibilities

1. A cooperative effort between the home and school is necessary if students are to achieve their highest potential.

2. Demonstrate a supportive attitude toward school and education.
3. Develop a good relationship with the school staff.
4. Promote a respect for others and for property.
5. Support good attendance habits by providing the school with a written excuse on the day of your child's return (please refer to the "Absences" section of this student handbook).
6. Maintain open channels of communication with the school's teachers and administrators.
7. Provide a conducive environment in which to study at home.

Teacher Responsibilities

Teachers' primary objective is to provide a well-rounded education which will prepare students for future endeavors. The teachers should strive to do their best to plan interesting and educationally sound activities that support the goals of the school.

1. Promotes a climate of respect and dignity designed to strengthen the self-image of each student.
2. Develop a close cooperative relationship with parents for the educational benefit of the student.
3. Identify changing behavior patterns and personality traits of all students and communicate this information to the appropriate personnel.
4. Distinguish between minor misconduct, which is best handled by the teacher and major misconduct, which is best handled by the administrator
5. Assist in the enforcement of the discipline code in all areas of the school. In order for discipline to be effective and consistent, policies must be enforced by all faculty and staff members.

Complaint Procedure Guidelines

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school- sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged circumstances, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the

investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into

discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established

and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is ne

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administration regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance

Officer investigated the Complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Dress Code

The following is an itemization of clothing or conditions deemed to be inappropriate dress for pupils in the Juniata County School District and are not to be worn (exceptions will be made by Principals for recess, proms, phys. ed., and certain other events):

1. No halter/mesh tops/strapless tops, spaghetti straps
2. **Bare midriffs are not permitted.** This is defined to mean no skin showing between the bottom of the shirt and top of the pants area.
3. Underwear may not be exposed.
4. No see-through blouses or shirts.
5. No hats, caps, scarves, or headbands on the head in the building at any time. (The building principal may authorize head coverings for medical/cultural reasons as appropriate.)
6. Logos or sayings on clothing or person may not promote alcohol, tobacco, drugs, vaping, gang/cult behavior, offensive language, or inappropriate behavior, nor cause distraction from the educational process. This also includes pins and buttons.
7. Footwear must be worn at all times.
8. If shorts or skirts are worn, the shorts should be no shorter than halfway between the knees and the waistline, and skirts should be no shorter than approximately two inches above the knees. Shorts are defined as being garments that have slit legs and terminate above the knees.

Drug and Alcohol Policy

This policy is written out of concern for the health, safety, and welfare of the students of the Juniata County

School District.

The purpose of this policy is to provide a legitimate excuse for students to refuse to consume or use drugs or alcohol and to provide assistance for those who have a problem with the substances.

This policy will be in effect for all students enrolled in the Juniata County School District participating in an identified activity or any student who volunteers, in writing, to be an eligible participant.

Under this policy, drugs are defined as any substance considered illegal or controlled by the Commonwealth of Pennsylvania, the United States Government, the Food and Drug Administration, the Drug Enforcement Administration (DEA); or any controlled substance which has as one of its effects the enhancement of athletic performance, including but not limited to steroids.

For purposes of this policy, drugs include:

- tobacco products, which are prohibited by the school district for all students who participate in athletic activities
- beer, wine, liquor and/or any substance containing ethyl alcohol to the extent that it can impair judgment or function if taken in sufficient quantities
- any prescription medication not specifically prescribed to the student by a physician and all chemicals that release toxic vapors

School board policy regarding drugs will be followed at all times. See Juniata County School District Website Policy 227.1 for more details.

Tobacco and Vaping Products

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment.

The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

School board policy regarding tobacco and vaping products will be followed at all times. See Juniata County School District Website Policy 222 for more details.

DISCIPLINE

Consequences for Misbehavior

- Verbal Warning or Reprimand by a school official
- Student Conference with school officials

- Parental Contact/Conference
- Parent/Student/Administrator Conference
- Loss of Privileges for a designated period of time (i.e. parking, attendance at school-related events, participation in activities, trips, eating lunch in the cafeteria)
- Detention - A student may be required to report before/after the normal school day as assigned by an administrator.
- In-School Suspension - A student may be temporarily removed from their regular classroom but remains under the direct supervision of school personnel.
- Out-of-School Suspension - The removal of the student from school for a designated period of time.
- Alternative School - Placement into an alternative educational program.
- Expulsion - Usually follows or occurs during suspension. It will be in accordance with Pennsylvania State Code.

Discipline Infraction Levels

LEVEL I:

The classroom teacher, building principal, or assistant principal shall assign disciplinary consequences for Level One violations which include but are not limited to Verbal Warning or Reprimand, Student Conference, Parental Contact/Conference, Loss of Privileges, Detention, In-School Suspension, Out-of-School Suspension, or Alternative School.

- INAPPROPRIATE BEHAVIOR – actions and/or behavior or lack of actions and/or behavior that are disruptive to the overall operating process of a school building. Failure to comply with restrictions and/or standard operating procedures would be an example.
- CHRONIC TARDY TO CLASS OR TO HOMEROOM – arriving to class or to homeroom after the late bell.
- LOITERING / LOCKER VIOLATION – any action by a student which is determined by a staff member to be disruptive or inappropriate while in the hallway or locker room(s). Students who are spending an inordinate amount of time passing from class to class shall be determined to be loitering.
- TEASING/BULLYING FELLOW STUDENTS – considered as name calling, inappropriate jokes, or causing another student to feel uncomfortable based on a fellow student's actions or statements.
- FAILURE TO FOLLOW DIRECTIONS OR CLASSROOM RULES – any classroom rule either written or verbal in which the student fails to follow. Teachers are given the privilege of creating their own classroom rules.
- HORSEPLAY – student actions and/or behavior which is rough or boisterous play.
- DISRUPTIVE BEHAVIOR – actions and/or behavior or lack of actions/behavior that cause an interruption in the teaching/learning process. All students have the right to a quality education; any actions/behaviors that deny others the opportunity to a quality education are unacceptable.
- MISUSE OF HALL PASSES – any unauthorized use of a hall pass.
- DISRESPECTFUL BEHAVIOR (Student to Student) – defined as behaviors that are exercised to belittle, embarrass, and/or degrade any student.
- PROFANITY – the use of swear words or gestures which are determined inappropriate.
- DRESS CODE VIOLATION – any means of dress or grooming which violates the district dress code and/or is an interruption to the educational process, is a safety concern, or is a health concern.

LEVEL II:

All Level Two infractions shall be referred to the building principal or his/her designee for disposition of discipline. These can include but are not limited to Detention, In-School Suspension, Out-of-School Suspension, Alternative School, Recommendation for Expulsion, Referral to Law Enforcement or some other means of action at the administrator's discretion. The administration holds the right to apply any or all

levels of disciplinary action at their means.

- CHEATING / LYING or PLAGIARISM – the act of an instance of fraudulently deceiving, copying other individual's work, or being untruthful.
- COMPUTER / INTERNET VIOLATIONS – downloading any software without permission from an instructor; use of email accounts; alter official documents, files, or program in any manner; search inappropriate websites; use JCSD equipment inappropriately, be disrespectful, slander anyone, or use inappropriate language; play computer games unless given permission by an instructor (NOTE: Computer games must be educational in nature); loan your account or password without permission from a computer instructor; any other violation stated in the JCSD Computer Network Agreement.
- CUTTING A CLASS / LUNCH / STUDY HALL – any unauthorized leave of absence during the school day shall be charged with one full day unlawful / unexcused absence. Students will be awarded a grade of zero (0) for all class work for the unlawful / unexcused day.
- MISCONDUCT IN CAFETERIA or ASSEMBLY – any student behavior which a staff member determines as inappropriate, unsafe, or disruptive to the educational process.
- LEAVING CLASS WITHOUT PERMISSION – an overt act to leave a class or designated area without verbal and/or written permission.
- DISRESPECT TOWARDS STAFF MEMBERS – behaviors that are exercised to belittle, embarrass, or defy the authority and/or degrade any employee of the district while they are exercising their authority.
- INSUBORDINATION – an overt act of being disobedient to an authority/staff member or not following a directive from an authority figure.
- DRESS CODE VIOLATION – any means of dress or grooming which violates the district dress code and/or is an interruption to the educational process, a safety concern, or a health concern.
- POSSESSION, DISTRIBUTION or USE OF TOBACCO or NICOTINE DELIVERY PRODUCTS – smoking and possession or use of tobacco including cigars, cigarettes, pipes, snuff, and chewing tobacco. The Board of School Directors of the Juniata County School District recognizes that smoking or use of other forms of tobacco presents a health hazard that can have serious consequences for both the smoker and non-smoker. Therefore, the possession or use of tobacco by pupils is prohibited in school buildings, school busses, school vehicles, on school district property, and during school-sponsored activities. Violation of this policy will result in prosecution under the provision of Act 145 of 1996, and shall, upon conviction, be sentenced to pay a fine and court costs. Parents may be informed of the violation, and a parent conference will be scheduled if deemed necessary.
- DISORDERLY CONDUCT (§5503 Crimes Code of PA) – conduct with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk.
 - Also considered as creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.
 1. Engaging in fighting or threatening or in violent or tumultuous behavior.
 2. Making unreasonable noise.
 3. Using obscene language or making an obscene gesture.

LEVEL III:

All Level Three infractions shall be referred to the building principal for disposition of discipline. These shall include but are not limited to Out-of-School Suspension, Alternative School, Recommendation for Expulsion, and Referral to Law Enforcement. Administrators shall:

1. Suspend the student from school;
2. Contact the Director of Pupil Services of a Level III violation;
3. Referral to the school psychologist and/or counselor;
4. Set up a meeting with the parent/guardian of the student who has committed a Level III violation (this may occur after the punishment has been administered).

The administration holds the right to apply any or all levels of disciplinary action at their means.

- VANDALISM – destruction of personal property.

- HARASSMENT (including Sexual Harassment) / FIGHTING or OTHER ACTS OF AGGRESSION (§2709 Crimes Code of PA) – a person commits harassment when with intent to harass, annoy, or alarm another person:
 - When with intent to harass, annoy, or alarm another person:
 1. He/she strikes, shoves, kicks, or otherwise subjects one to physical contact or attempts or threatens to do the same.
 2. He/she follows a person in or about a public place or places.
 3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serves no legitimate purpose. Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal or physical conduct of a sexual nature.
- THEFT / SALE or POSSESSION OF STOLEN PROPERTY (§3901-3928 Crimes Code of PA) – to withhold property of another permanently or possesses, intentionally receives, or retains property which has been stolen.
- GANG ACTIVITY – an affiliation to a non-school sponsored secret subversive society which has selective membership standards other than academic or school related. Gang activity such as recruitment, the showing of gang colors, markings, or gang clothing shall be prohibited.
- ETHNIC INTIMIDATION (§3901-3928 Crimes Code of PA) – a person commits an offense if with malicious intention, refers to another person in an intimidating manner which reflects their race, color, religion, or national origin.
- ACTS THAT ENDANGER SELF OR OTHERS – acts which are unjustifiable and are in disregard for the safety of self or others but fall short of breaking the law.
- SIMPLE ASSAULT (§2701 Crimes Code of PA) – if a person knowingly attempts or intentionally, knowingly, or recklessly causes bodily injury to another; negligently causes bodily injury to another with a deadly weapon; attempts, by physical menace, to put another in fear of imminent serious bodily injury. This is considered a misdemeanor of the first degree.
- AGGRAVATED ASSAULT OF STAFF (§2702.5 Crimes Code of PA) – attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, or other employee in any public or private school while acting in the scope of their employment relationship to the school.
- TERRORISTIC THREATS (§2706 Crimes Code of PA) – a person is guilty of a misdemeanor of the first degree if he/she threatens to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise cause serious public inconvenience, or in the reckless disregard of the risk of causing such terror or inconvenience.
- INSTITUTIONAL VANDALISM (§3307 Crimes Code of PA) – an act when a person knowingly desecrates as defined in section 5509, vandalizes, defaces, or otherwise damages any school, educational facility and/or grounds adjacent to and owned and occupied by the school system. Vandalism of any personal property located in school facilities and/or grounds are also included in this section. Institutional vandalism is a misdemeanor of the second degree unless costs exceed \$5,000.00, in which it becomes a felony.
- POSSESSION or DISTRIBUTION OF WEAPON or DANGEROUS INSTRUMENT – weapons shall include, but are not limited to firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs; or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons. Section 1317.2A of Act 26 of 1995 indicates: A school district shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Under Section 1317.2C the Superintendent may recommend discipline short of expulsion on a case-by-case basis.
- CRIMINAL MISCHIEF (§3304 Crimes Code of PA) – is damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means.

Detention

Detention can be assigned for more serious offenses; and the student must abide by all of the detention guidelines set forth in the Procedure for Detention. Once assigned detention, the student's parent/guardian will be contacted, and a minimum of a twenty-four (24) hour notice will be given to the student unless parental permission is granted. Students must take his/her detention on the night they are assigned or face further punishment. It is the responsibility of the student to arrange his/her own transportation home. *If a student skips a scheduled detention session they may be suspended one day.* Only under extenuating circumstances will exceptions be made by the administration. A record will be kept on file of the student's detention hours. Accumulated detention hours should not carry over from year to year. In addition, students must have all detention hours made up in order to graduate. Any student with outstanding detention hours will not be permitted to participate in any extracurricular activities. Administrators reserve the right of discretion and assignment.

Procedure for Detention:

1. Detention begins promptly at the assigned time.
2. All students should be seated and ready to begin work.
3. Students will be permitted to serve their detention with a teacher should they bring a pass from the teacher to the detention monitor.
4. Students will not be permitted to sit next to another student (if possible).
5. The detention monitor will take roll and discuss detention rules and regulations with the students.
6. Students will be expected to complete work during this detention time and must bring necessary materials such as schoolwork, textbooks, notebooks, etc. to detention.
7. Students will not be allowed to talk or communicate with others during detention.
8. Students must ask permission to get out of their seats, sharpen a pencil, or get paper.
9. Students may not leave the room during detention.
10. If problems arise in detention, a referral may be made to the Principal or Assistant Principal will intervene.

Out-of-School Suspension

The student will take textbooks home, and have lessons provided by the student's instructors to be picked up at school at a designated time. All assignments are due upon the day of the student's arrival back to school. Students on Out-of-School Suspension are not permitted to be on school property during school hours on the dates of suspension without prior administrative approval. Failure to comply with this notice could be considered trespassing and result in the involvement of law enforcement officials.

Bullying

The Juniata County School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

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

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

Bullying, as defined in this policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated school bus stop or at any activity sponsored, supervised or sanctioned by the school. The Board and staff shall not tolerate any bullying on District grounds or at any school activity on or off campus. The Board encourages students who have been bullied to promptly report

such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The District expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation.

The District expects students and parents who become aware of an act of bullying to report it to the building principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to disciplinary action stated in this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which will contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Investigation Procedures:

Upon learning about a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents and school staff review of school records; and identification of parent and family issues.

Education:

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences/Intervention:

Consequences for students who bully others may include counseling; a parent conference; detention; suspension and/or expulsion; loss of school privileges; transfer to another building, classroom or school bus; exclusion from school-sponsored activities; referral to law enforcement officials.

Articles Prohibited in School

Annually, problems arise because students bring articles or substances that are hazards to the health and safety of themselves or others or in some way interfere with school procedures. Consequently, the possession of any substances or articles meeting the above description is not to be brought to school or used in school.

Students are permitted to carry water with them during the school day. Water bottles must be secured with a cap. Except for water bottles, no unopened beverages will be permitted inside the school unless it is after regular school hours. **No glass bottles are permitted.** Any canned beverages should be consumed during

lunch periods and are required to stay in the cafeteria area only.

ATTENDANCE

Attendance Policy

The following reasons for absences are valid:

- Illness
- Death in the immediate family (three-day limit unless extenuating conditions exist)
- Absences approved in advance with school principal
- Emergency medical or dental attention
- Authorized religious holidays

Written excuses by the parent for absences are to be handed in within three days. **An excuse that has not been returned will be considered illegal on the fourth day following the absence.**

To allow flexibility in the enforcement of compulsory (required) school attendance, the school code provides that any child may incur three unlawful days each school year without penalty. Once a fourth unlawful day has been incurred the principal is required to inform the parent in writing. This letter also provides that further unlawful absence will result in prosecution and possibly a fine.

The school may require a doctor's excuse if it is deemed advisable. If a student accrues ten (10) days of absences during the school year they will be required to furnish a doctor's excuse for each additional absence. A student has three days upon return to school to turn in the excuse. After that time, the absence will be considered illegal. After four (4) illegal absences have been accumulated, students will be notified of a Truancy Elimination Plan (TEP) meeting. After six (6) illegal absences possible fines and/or legal action will be taken.

Students who are 18 and older, who are not subject to the compulsory attendance provisions of the Pennsylvania School Code, shall be allowed a maximum of three days of unexcused absences without penalty during a school year. Following six days of unexcused absences, written notice of such violations will be given by the administration to the student and parent. All subsequent unexcused absences must be made up through detention at the rate of 5 1/2 hours for each unexcused day incurred. The principal's decision concerning unexcused absences shall be final, and all unexcused absence time must be made up prior to grade promotion or graduation.

Educational Trips

Educational trips (5 days total) that are taken during the course of the school year will be coded as excused if parents have completed the Educational Trip Form ten (10) days in advance. A maximum of five (5) days are permitted and may be used for no more than two (2) such trips in any one (1) school year - any number of days less than five (5) used in two (2) trips will be forfeited. Any days beyond the maximum five (5) allowed will be considered unexcused. Educational trips will not be approved during PSSA or Keystone Exam testing windows. No request will be approved for a student who is experiencing academic difficulties, is academically ineligible to participate in extracurricular activities, and has been absent from school for more than ten (10) school days in the academic year unless the student has experienced a documented extraordinary illness/injury, or circumstance.

Tardiness

Students must be in their assigned room by 8:30 AM or they will be considered tardy. Upon a student's second tardy, he/she will be assigned detention time for each subsequent tardy. After four tardies, a student will be notified that all future tardies must be accompanied by a doctor's excuse or each tardy will be considered as one-half illegal day. If you arrive late to school, sign in immediately at the office. All students who are participating in any extra-curricular activity must be in their assigned room by 8:30 am in order to attend practice, events, performances, or field trips that day. If you arrive after 9:30 am, it will be considered absent one-half day rather than a tardy. If you arrive late to class due to being detained in the office or by a teacher, your hall pass should be signed by the person who detained you before going to class.

Early Dismissal from School

Early dismissal will be granted for the same reasons permitted for legal absences. Students are encouraged to schedule appointments with their doctor or dentist after school hours. However, when emergencies demand, the appointment should be made as early or as late in the school day as possible. To be dismissed early, students should bring a written note signed by a parent or guardian requesting permission to leave and state the reason, plus the name of the doctor or dentist and time of appointment. Dismissals prior to 2:15 pm will be considered a half-day absence.

Passes for Leaving School

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If you leave the building because of illness or any other emergency, you must sign out. Failure to follow the proper procedure will be considered an unexcused absence and/or could lead to possible disciplinary action.

Representing the School on a Day of Absence

A student who is absent cannot represent the school in any form during evening events, unless permission has been secured from the principal.

If a student is absent on a day prior to a non-school day(s), and the competition is on a non-school day, the student must bring the coach or sponsor a signed statement from the parent or guardian explaining the reason for the absence. It is recommended that the coach or sponsor call the parent or guardian regarding the absence.

ACADEMICS

Grading

A serious attempt is made at all times to evaluate, in the best possible manner, the progress of students. The following grading system has been devised for that purpose:

90 to 100	Excellent; on a letter grade basis this would be an A.
80 to 89	Above average; on a letter grade basis this would be a B.
70 to 79	Satisfactory; on a letter grade basis this would be a C.
60 to 69	Barely meets requirements; on a letter grade basis this would be a D.
Below 60	Failure; on a letter grade basis this would be an F.
Incomplete	Incomplete work; on report card, this would be recorded as an I. Students cannot graduate with an incomplete in any subject. Students may not be promoted to the next grade level if they have an incomplete in any subject at the conclusion of the school year.
Required	Student has not achieved a percentage grade equal to or above 50%. Student must complete class work as assigned by teacher to earn a minimum of 50%. Must complete assigned work within ten school days from end of the nine weeks' marking period; on report card, this would be recorded as an R.

Honor Roll

An Honor Roll will be published at the end of each 9-week marking period. The grade requirements are as follows:

Distinguished Honor Roll - To qualify for this honor roll, a pupil must have a 90% or above in all subjects with a cumulative average of 95%.

Regular Honor Roll – To qualify for this honor roll, a pupil must have a combined average of at least an 80% with no grade lower than an 80% in any subject.

Make-Up Work

Students who are absent for any reason will be required to make-up all missed work. A day's absence does not excuse a student from responsibility for all class work on the day of return. Grades will be withheld if makeup work is not turned in, and may lead to failure if the situation is not remedied. It is the student's responsibility to obtain all make-up work from teachers immediately upon return to school. Students may obtain assignments by calling the school office. Assignments may be picked up after 3:15 pm.

Physical Education

Physical education is required unless excused by written request of the family physician. Students excused from participating in PE class will be required to complete the coursework independently in conjunction with the physical education teacher(s). Students with persistent medical conditions are *strongly encouraged* to provide documentation for coordination of care with school nursing personnel.

Promotion and Graduation

- At the junior high level, students must pass three of the four major subjects or pass two major subjects and three minor subjects, to be eligible for promotion to the next grade level. Students will not be promoted to the next grade level if they have an incomplete in any subject at the conclusion of the school year, or if they have other unfulfilled school obligations.
- At the high school level promotion is based upon the numbers of credits earned. To be classified as a sophomore a student should have earned a minimum of five and one-half (5.5) credits; to be a junior, eleven (11) credits; and a senior, sixteen (16) credits.
- Graduation requires satisfactory completion of twenty-two (22) acceptable credits. Prospective graduates must earn four (4) credits in English, three (3) in Mathematics, three (3) in Science, and four (4) in Social Studies.
- In accordance with Pennsylvania's Act 158 of 2018, beginning with the graduating class of 2023, students must also, in addition to the 22 credits outlined in Policy 217, meet statewide graduation requirements in one of five pathways.

Pathways for Graduation

In accordance with Pennsylvania's Act 158 of 2018, beginning with the graduating class of 2023, students must also, in addition to the 22 credits outlined in Policy 217, meet statewide graduation requirements in one of five ways.

- **Pathway 1 - Keystone Proficiency Pathway:** Scoring proficient or advanced on each Keystone Exam - Algebra 1, Literature, and Biology.
- **Pathway 2 - Keystone Composite Pathway:** Earning a satisfactory composite score of **4452** on the Algebra 1, Literature, and Biology Keystone exams (while achieving at least a proficient score on at least one of three exams and no less than a basic on the remaining two). *A Non-Numeric Proficient (NNP) is not eligible for this pathway.
- **Pathway 3 – CTE Pathway:** For Career and Technical Education (CTE) Concentrators, (JCSD AG, Health Professions, Trades or Mifflin Academy students) They must successfully complete Biology, Algebra I, and English 10 classes associated with each Keystone Exam on which the student did not achieve proficiency and complete the CTE program or the attainment of an industry-based competency certification related to the CTE Concentrator's program of study. For further explanation of the CTE Pathway, please see PDE's Act 6 guidance.
- **Pathway 4 - Alternate Assessment Pathway:** Successful completion of JCSD Biology, Algebra I, and English 10 classes associated with each Keystone Exam on which the student did not achieve proficiency and **one** of the following:
 - a. Attainment of an established score on an approved alternate assessment
 - i. SAT: score of 1010
 - ii. PSAT: score of 970
 - iii. ACT: score of 21
 - iv. ASVAB: AFQT of 31

- b. Attainment of an established score of 3 on an Advanced Placement Program (AP) in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score.
 - c. Successful completion of a concurrent (dual) enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score.
 - d. Successful completion of a pre-apprenticeship program.
 - e. Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.
- **Pathway 5 - Evidence Based Pathway:** Successful completion of JCSD Biology, Algebra I, and English 10 classes associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans. Students must achieve a **total of 3** pieces of evidence from the following list. Please note a maximum of 2 pieces of evidence is allowed from section e.
 - a. Attainment of established score on a SAT subject test, an Advanced Placement Program Exam:
 - SAT Subject Test: score of 630
 - AP Program Exam: score of 3
 - b. Acceptance in an accredited, other than 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.
 - c. Attainment of an industry-recognized credential.
 - d. Successful completion of a concurrent (dual) enrollment or postsecondary course
 - e. **(Maximum of 2 accepted from this section):**
 - i. Satisfactory completion of a service-learning project;
 - ii. attainment of a score of proficient or advanced on a Keystone Exam;
 - iii. a letter guaranteeing full-time employment; military enlistment
 - iv. a certificate of successful completion of an internship or cooperative education program;
 - v. or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

*Special needs students may graduate based on completion of the goals in their Individualized Education Plan (IEP)

SCHOOL OPERATIONS

Regular Schedule:

PERIODS	REGULAR BELL SCHEDULE
Homeroom	-----
Period 1	8:30 - 9:23
Period 2	9:25 - 10:09
Period 3	10:12 - 10:55
Lunch A	10:55 - 11:25
Period 4	11:28 - 12:11
Period 5	12:14 - 12:57
Period 4	10:58 - 11:41
Lunch B	11:41 - 12:11
Period 5	12:14 - 12:57
Period 4	10:58 - 11:41
Period 5	11:44 - 12:27
Lunch C	12:27- 12:57
Period 6	1:00 - 1:45
Period 7	1:46 - 2:29
Period 8	2:32 - 3:15

Two and Three Hour Delay Schedules:

PERIODS	2 HOUR BELL SCHEDULE	3 HOUR BELL SCHEDULE
Homeroom	-----	11:30 - 11:35
Period 1	10:30 - 11:07	11:38 - 11:47

Period 2	11:10 - 11:39	11:50 - 11:59
Period 3	11:42 - 12:11	12:02 - 12:11
Lunch A	12:11 - 12:36	12:11 - 12:36
Period 4	12:39 - 1:08	12:39 - 1:08
Period 5	1:11 - 1:40	1:11 - 1:40
Period 4	12:14 - 12:43	12:14 - 12:43
Lunch B	12:43 - 1:08	12:43 - 1:08
Period 5	1:11 - 1:40	1:11 - 1:40
Period 4	12:14 - 12:43	12:14 - 12:43
Period 5	12:46 - 1:15	12:46 - 1:15
Lunch C	1:15 - 1:40	1:15 - 1:40
Period 6	1:43 - 2:12	1:43 - 2:12
Period 7	2:15 - 2:44	2:15 - 2:44
Period 8	2:47 - 3:15	2:47 - 3:15

Act 80 (Early Dismissal) Schedule:

PERIODS	ACT 80 DAY BELL SCHEDULE-Dismissal at 12:30
Homeroom	-----
Period 1	8:30 - 9:24
Period 2	9:27- 10:13
Period 3	10:16 - 11:00

Lunch A	11:00 - 11:30
Period 4	11:00 - 11:30 Students who eat B or C Lunch
Period 5	
Period 4	11:30 - 12:00 Students who ate A Lunch
Lunch B	11:30 - 12:00
Period 5	11:30 - 12:00 Students who eat C Lunch
Period 4	
Period 5	12:00 - 12:30 Students who eat A or B Lunch
Lunch C	12:00 - 12:30

Delays, Early Dismissals, and Closing of School

When JCSD sends alerts, you will be contacted via the telephone numbers you have on file in the Sapphire Portal; therefore it is very important that you verify your information for accuracy. If there are changes that need to be made, you may contact the school to have any information corrected. Anyone else wishing to receive one call notifications will need to follow directions on the JCSD website (www.jcsdk12.org) When weather conditions deteriorate and it becomes necessary to close school, delay the start of school or dismiss the students early, the district will notify radio and television stations within the listening and viewing areas. On days when the weather is questionable, stay tuned to these stations for information about the status of school. **Please do not call your child’s school or the radio or television stations.** When school is delayed or dismissed early, bus schedules may be slightly varied from the standard times due to the weather conditions. You may also check our school website, www.jcsdk12.org.

Hall Passes

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have their school-issued pass. *Replacement passes cost \$5.00.*

Accidents

Every accident in the building, on school grounds, at practice sponsored by the sessions, or at any athletic event school must be reported immediately to the person in charge and to the school office.

Cafeteria

The Juniata County School District is committed to exploring and developing a wide variety of educational opportunities for its students. To ensure the effective operation of the district’s food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purpose of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student’s school meal account reaches a low balance.
3. Notify parents/guardians when the student’s school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student’s parent/guardian has specifically provided written notice to the district to withhold a school food program meal.

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price. Students are expected to:

- Deposit all lunch debris in wastebaskets
- Return all trays and utensils to the dishwashing area
- Leave the tables and floor clean for others
- **Get principal's prior approval before bringing food from outside vendors into the cafeteria**
- No food or beverages may be taken from the cafeteria.

Fees for Field Trips

Students must have all fees (cafeteria, library, etc.) paid in full in order to participate in extracurricular field trips.

Dance Policy

The basic purpose of dances is to provide students an opportunity to participate in wholesome recreation. The following rules will govern dances:

- Dances will be scheduled as junior high only or senior high only.
- Dances must be approved in advance by the principal with a special events form.
- All dances must have four chaperones.
- Once students leave the dance they are not permitted to re-enter.
- All students and guests must sign in upon entering the dance.
- Guests who are age 21 or older are not permitted to attend dances.
- All guests must complete a Guest Registration Form including a present photo ID which should be turned in at least 1 week prior to the dance.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions.

Lockers

Each student will be assigned a locker. Periodic inspections will be made by the Principal to see that they are kept neat and orderly. Use only the locker assigned to you, and keep it locked at all times. All personal items and books, when not in use, are to be kept in the lockers. Do not tamper with another locker or give your combination/key to another person. All lockers are and shall remain the property of the Juniata county School District. At East Juniata, keys are available in the office for a deposit, refundable at the end of the school year, when the key is returned.

Locker and Vehicle Inspections

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. School officials may conduct random, periodic, or sweeping searches. Students should not expect privacy regarding items placed in lockers because school property is subject to search at any time.

Searches:

- The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers and cabinets for storage purposes.
- It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

- Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object that is prohibited by law, board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.
- The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.
- The board authorized the administration to conduct random searches of lockers at any time.
- Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by the administration, concerning the contents of this policy.
- The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion.
- School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the student or the school population.
- Students shall assume the responsibility for maintaining the security of their lockers.
- Prior to an individual locker search, the student shall be notified and given an opportunity to be present.
- 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.

Sale of Products

The district has a policy prohibiting the sale of any article during school hours. Students should not bring articles to school to sell. This regulation does not apply to sales by school organizations that have been approved by the Juniata County School Board.

Lost and Found

Students who find lost articles are asked to take them to the office where the owner can claim them.

Textbook Replacement

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook is lost, it is to be paid for according to the following schedule:

A New Book	100% of cost price
A One-Year Old Book	80% of cost price
A Two-Year Old Book	60% of cost price
A Three-Year Old Book	40% of cost price

Visitors

Anyone wishing to see any member of the faculty or student body must first report to the office and sign in. This is to be done as a matter of protection not only for the faculty members but also for the student body. Any visitor accompanying students **must** have permission from the Principal to visit classes.

Withdrawal and Transfer

The procedure for withdrawal or transferring is as follows:

- Secure authorization for withdrawal or transfer note from parents or guardian.
- Obtain appropriate forms from the office.

- Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
- Take the completed forms to the school counseling office for final clearance.
- Parents must report to the school and sign a release form in order for students to transfer or withdraw from school.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or the Principal by telephoning the school office.

TECHNOLOGY

Computer Network Usage Agreement:

Computers are available for student use and are to be considered a learning instrument, a research tool, and a privilege to use. This privilege may be revoked by the principal if students violate the usage agreement. Students who wish to make use of any computer labs, including those who are enrolled in a computer class, must have an “Acceptable Use Agreement for Use of the Computer Networks” signed by the student and their parent/guardian and returned to one of the computer instructors prior to using a computer for any purpose. Those without a signed agreement will not be permitted to use the school’s computers. Attempting to circumvent the filter will result in a loss of computer privileges.

iPads

Refer to the JCSD iPad Handbook which can be found on your child’s iPad. The handbook explains your responsibilities.

Consequences of Inappropriate Use

- The network user, whether student or employee, shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts and will be required to repair the hardware and/or software at his/her expense.
- Failure to follow the procedures and prohibitions of the Acceptable Use Policy may result in the loss of the privilege of access to the computer network and/or Internet. Other appropriate disciplinary procedures may take place, as needed.
- A user account may be disabled without prior notice.
- Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution, including the state police.

Electronic Device Guidelines

- Students are only permitted to use devices silently in between classes in the hallways, study halls, lunch periods, and in class only when permitted by the teacher.
- Photographing staff and students without their knowledge is prohibited
- Violation of the electronic device policy will result in automatic detention with progressive discipline being applied for repeat offenses.

HEALTH SERVICES

Medication Policy

- Students are not permitted to bring medication to school.

- If a student brings medication to school, it will not be administered. Parents will be notified.
- The parent/guardian shall be responsible for bringing the medication to school and signing both a medication Verification Form and a Medication Authorization Form.
- Prescription medication must be accompanied by a written order from the prescribing physician, or it will not be administered in school.
- Medication must be brought to school in the original, labeled container. Do not send medications in plastic bags or envelopes; the medication will not be administered.
- In the event that the student is no longer taking the medication or at the end of the school year, the parent/guardian is responsible for retrieving any unused medication.
- If the parent does not collect the medication within one week following termination of the order within one week beyond the close of school, the medication will be destroyed.
- All medication will be kept in a locked cabinet in the nurse's office. Students may carry their inhalers or Epi-pens with them provided the necessary paperwork is on file with the School Nurse, including a written statement for the licensed prescriber that states it is necessary for the student to carry the medication and that the student is capable of self-administration.

Health Room

Students who become ill during the school day should report to the nurse. Students must bring a pass from the teacher who has excused them from class. If there is a necessity to go home, the nurse will inform the parent and the student will be released from school. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes missed. Students using prescribed medication are required to follow the medication policy.

SCHOOL COUNSELING SERVICES

School Counseling

School counseling (i.e. guidance) services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit a counselor should contact the school counselor to arrange an appointment.

Student Assistance Program (SAP) Referral

A Student Assistance Program has been created to work with this policy. Any teacher, parent, or student can refer a student who exhibits a potential or actual substance or an emotional issue to the Juniata County School District Student Assistance Program (SAP). The SAP Program is an identification, intervention, and referral team. Students can give a referral to a SAP member.

Special Note to Concerned Students:

Any student who may be concerned about his/her own involvement with drugs may seek help from the Principal, school psychologist, school counselor, nurse, or other designated members of the school staff. The student is assured that all information is kept confidential.

Situations and Responses:

The following situations are typical of those that may occur in school or at school-sponsored events. They are intended as guidelines.

Situation	Immediate Action	Investigation	Disposition of Substance	Discipline	Notification of Police
Situation wherein a student demonstrates obvious symptoms of possible drug use (staggering, slurred speech, dazed appearance, etc.)	Standard health and first aid	Principal or delegated authority	Available to medical personnel	Dependent on circumstances; may require counseling	No
The student is caught with a small amount of drugs (amount typical for personal use for the first time)	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with required counseling	Possibly
The student is caught for the first time with a small amount but is uncooperative	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with possible recommendation for expulsion. Required counseling	Likely
The student is caught again in possession of a small amount of drug substances	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with the possible recommendation for expulsion. Required counseling	Yes
The student is caught in possession of a large amount of a drug substance (more than for personal use, indicating the intention to sell or distribute).	Principal is involved and substances will be confiscated	Principal or delegated authority	Turn over to police	Suspension 3 to 10 days with possible recommendation for expulsion. Required counseling.	Yes

TRANSPORTATION

Standards of Conduct on the Bus

The use of the school bus by students is a privilege that may be denied to violators of the established rules. The school bus is an extension of the classroom - students must obey all rules of conduct in the interests of common courtesy and safety. Behavior rules are as follows:

Rules of Conduct:

1. Get on and off the bus only when it has fully stopped.
2. Pass in front of the bus to cross the highway.
3. The bus driver must assign seats.
4. Take your seat promptly and remain seated and facing forward during the ride to and from school.
5. Keep the aisle clear at all times.
6. Keep your head and hands inside the bus. Do not throw anything out the windows.
7. Do not eat, drink, or chew gum on the bus.
8. Do not use or display tobacco and/or vaping products.

9. Do not use abusive, vulgar, profane or obscene language.
10. The bus driver has the right to call for silence at any time.

Installed audio equipment is permitted under the control of the driver. This is the preferred method of playing music on school buses. Individual radios, tape players, etc., with headsets are permitted with the consent of the bus driver and contractor. Students should respect the property of the bus contractor. Do not leave any kind of debris on or cause any physical damage to the bus. Students may be required to make restitution for damage to the bus.

PARKING REGULATIONS

Eligible students are permitted to park on school grounds for a \$25.00 fee. The following guidelines must be met in order for students to drive to school:

- Students must have a valid PA driver's license.
- Parking spots will be assigned to students based on class status (seniors followed by juniors followed by sophomores).
- All vehicles must be parked in designated areas on school property.
- Students must pull into parking spaces.
- Students should not return to cars without permission, during school hours.
- The maximum speed limit on school property is 15 miles per hour.
- A parking permit must be visibly displayed within the vehicle driven. Other vehicles in the household that may be driven must also be registered.
- Students should record all license plate numbers on the parking application.
- If vehicles are bought or traded during the year, students must register the new vehicles.
- The Administration reserves the right to revoke the permits of any student at any time.
- Reckless driving may be referred to Pennsylvania State Police.

ANNUAL NOTIFICATION OF PARENTS

No students shall be required, as part of any applicable program, to submit a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or his family.
- Sexual behaviors and attitudes.
- Illegal, anti-social, self-incriminating and demeaning behavior.
- Critical appraisals of other individuals with whom respondents have a close family relationship.
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs) without prior written consent of the student (if the student is an adult or emancipated minor) or in the case of an unemancipated minor, without the prior written consent of the parent. Such a survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights under Section 123h ("Protection of Pupil Rights") and of the right to inspect all materials related to the survey, analysis, or evaluation. Additionally, in any covered programs, all instructional materials, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation or part of any applicable program shall be available for inspection by the parents or guardians of the children.

Gifted Students and Services for Protected Handicapped Students

August 2020

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming Ms. Kelly Zurybida 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
SCHOOL DISTRICT OFFICES			
Central Fulton School District Dr. Janet Foor 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-7060	Forbes Road School District Forbes Road High School Ms. Laurel Keegan 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Dr. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Tara Will 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Trough Creek Youth Forestry Camp #3 Mr. Timothy Miller 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU 11			
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
CHARTER SCHOOLS			
New Day Charter School Ms. Jenna Morgan -256 South 5th Street. Huntingdon, PA 16652	814-643-7112	Stone Valley Community Charter School Ms. Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
-109 Industrial Circle Mifflintown, PA 17059	717-447-0623		
PRISONS			
Huntingdon County Prison Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

NON-DISCRIMINATION STATEMENT

Notice of Non-Discrimination

Juniata County School District will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX coordinator Travis Quici (tquici@jcsdk12.org) or the Juniata County School District 504 coordinator Mike Maclay (mmaclay@jcsdk12.org) or the district office, 146 Weatherby Way, Mifflintown, PA 17059, or by telephoning (717) 436-2111. For information regarding services, activities, and facilities that are accessible and usable by handicapped persons, contact the District Office.

AVISO DE NO DISCRIMINACIÓN

El Distrito Escolar del Condado de Juniata es una institución con igualdad de oportunidades y no discriminará en base a la raza, color, origen nacional, sexo, edad o discapacidad en la admisión a sus programas, servicios o actividades, para acceder a ellos, en el tratamiento de individuos, o en cualquier aspecto de sus operaciones, incluyendo sus prácticas de empleo, como lo requieren el Título VI, el Título IX y la Sección 504. Las consultas pueden dirigirse a: Coordinador del Título IX, Travis Quici (tquici@jcsdk12.org) o Coordinador de la Sección 504, Mike Maclay (mmaclay@jcsdk12.org).

Non-Discrimination Complaint Procedure

Student/Third Party:

A student or third party who believes she/he has been subject to conduct by any student, employee or third party that constitutes a violation of the district's nondiscrimination policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate the nondiscrimination policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of the nondiscrimination policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of the nondiscrimination policy implemented.

Appeal Procedure:

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, in the investigative report, s/he may submit s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the Complaint, such appeal shall be made to the Superintendent.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

HOMELESSNESS NOTIFICATION

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act is the federal law that entitles students who are homeless to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school. The Juniata County School District is committed to providing quality education for all students. This includes providing additional assistance to those children who are experiencing homelessness.

Definition of Homelessness:

- Lacking a fixed, regular, and adequate nighttime residence; or
- Having a nighttime residence that is a shelter, temporary institutional residence, makeshift arrangements in someone else's home, or a place not designed for human accommodations.

Homeless Students' Rights:

- Free and appropriate public education;
- Services comparable to those offered to non-homeless children and youth, including transportation;
- Choice to remain in their school of origin or transfer to a school in their current attendance area;
- Enrollment in school despite lack of permanent address or lack of school records.

Parents' Rights to the Education of Their Children:

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment just because school records or other enrollment documentation is not immediately available.
- Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before- and after-school programs; vocational education; Title I; and other programs for gifted, talented and disadvantaged learners.
- Your child may have a right to transportation services to and from school.
- Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.
- If you do not agree with the educational placement of your child, you and your child have the right to receive prompt resolution of any dispute.