

Dear Parent/Guardian:

This parent student handbook comes to you as the outgrowth of a desire on the part of the Tulpehocken Area School District personnel to give you information concerning the many areas that affect your child's school life.

Our staff is always ready to assist you or your child. Please feel free to call or come to the school office if you have questions or concerns.

You are invited to become acquainted with the school, the teachers, and the principal.



Andrew Guers
Principal
Bethel Elementary School



Lindsey Tinney
Principal
Penn-Bernville Elementary School

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This handbook belongs to:

Name _____ Grade _____

TULPEHOCKEN AREA SCHOOL DISTRICT MISSION STATEMENT

When we expect the most of ourselves and our community and we believe in the inborn ability of all children to attain the knowledge and skills necessary to realize their full potential in life, we will achieve great things.



Board of Education

Mr. Kyle Batz, President
 Mr. William Palmer, Vice-President
 Mr. Chris Heck, Treasurer
 Mrs. Kristan Rissmiller, Secretary
 Mr. Chris Beitler
 Ms. Jennifer Kester

Mr. Rusty Fox
Mr. Matthew Hetrick
Mr. Stephen Bressler

Central Administration

Dr. Andrew Netznik, Superintendent
Mr. Taylor Charles , Assistant to the Superintendent
Mrs. Kimberly Umphrey, Chief Financial Officer
Mr. Matthew Shirk, Chief Operating Officer
Mrs. Kylene Sanders, Director of Teaching and Learning
Mrs. Radhahari Ericson, Supervisor of Teaching and Learning
Mrs. Adrienne Troutman, Supervisor of Student Services
TBD, Coordinator of Food Services
Mr. Trevor Brown, Director of Athletics, Student Activities and Community Relations

Building Administration

Mrs. Lindsey Tinney, Penn-Bernville Elementary School Principal
Mr. Andrew Guers, Bethel Elementary School Principal

SPECIAL INFORMATION

Tulpehocken Area School District
27 Rehrersburg Road
Bethel, PA 19507
717-933-4611

Transportation Office
610-488-6286, ext. 2073

Pupil Services Office
717-933-4611, ext. 1022

Tulpehocken Area Middle School
430 New Schaefferstown Road
Bernville, PA 19506
610-488-6286

Tulpehocken Area High School
430 New Schaefferstown Road
Bernville, PA 19506
610-488-6286

Bethel Elementary School
8390 Lancaster Avenue
Bethel, PA 19507
717-933-4131

Penn-Bernville Elementary School
24 Shartlesville, Road
Bernville, PA 19506
610-488-6248

POLICY ON EQUAL OPPORTUNITY

It shall be the policy of the Tulpehocken Area School District not to discriminate on the basis of race, color, national origin, religion, sex, age, disability or protected handicap in its education programs, activities, or employment policies or practices. This complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Inquiries regarding compliance with the above stated laws may be directed to the Superintendent, Tulpehocken Area School District, 27 Rehrersburg Road, Bethel, PA 19507 (7179334611) or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

PERSONNEL

The telephone numbers for contact are as follows:

Mr. Andrew Guers, Principal

Bethel Elementary School 717-933-4131

Bethel Elementary School Fax Number 717-933-8485

Mrs. Lindsey Tinney, Principal

Penn-Bernville Elementary School 610-488-6248

Penn-Bernville Elementary Fax Number 610-488-1188

<u>SCHOOL</u>	<u>PERSONNEL</u>	<u>POSITION</u>
Bethel Elementary	Mrs. Wendy Fisher	Secretary
Penn-Bernville Elementary	Mrs. Melissa Huey	Secretary
Bethel Elementary	TBD	Nurse
Penn-Bernville Elementary	Mrs. Heather Kerschner	Nurse
Bethel Elementary	Ms. Molly Kutz	School Counselor
Penn-Bernville Elementary	Mrs. Alexis Wise	School Counselor
All Schools	TBD	Coordinator of Food Services

BETHEL FACULTY - GRADES K THROUGH 5

Kindergarten	Mrs. Amber Myers Mrs. Korey Cox Mrs. Erin Dietrich
Grade 1	Ms. Gabrielle Miller Mr. Terry Manmiller TBD
Grade 2	Mrs. Jennifer Becker Mrs. Tammy Field
Grade 3	Mrs. Denice Dodge Mrs. Teresa Kiebach
Grade 4	Mrs. Kathy Lear Mrs. Tara Gorman
Grade 5	Ms. Amy Schlater Mr. Jeffrey Strayer
Art	Mr. Michael Wurster
Agriculture	Ms. Brianna Weist
STEM Teacher	Mrs. Emily Thompson
ESL	Mrs. Heidi Messner
Gifted	Mrs. Luann Snyder
Math Instructional Coach	Mrs. Tammy Ritter
Autistic Support	Miss Cierra Kokolus
Life Skills	Ms. Rebecca Deller
Learning Support	Ms. Margaret McFadden
Learning Support	Mrs. Elaan Honicker
Learning Support	Mrs. Taylar VanLeuven
Library	TBD
Music	Ms.. Diana Haldren
Instrumental Music	Mr. Matthew Schrack
Physical Education	Mr. Dallas Baer
Title I Reading Coach	Ms. Rachel Bowers
Speech & Language	Mrs. Monica O'Brien, Mrs. Jennifer Baer

PENN-BERVILLE FACULTY GRADES K THROUGH 5

Kindergarten	Miss Amber Baker Mrs. Julie Keller Mrs. Rebecca Schlegel
Grade 1	Mrs. Cara Kramer Mrs. Laura Santangelo
Grade 2	Mrs. Megan Charles Ms. Olivia Hart
Grade 3	Mrs. Kirstin Rabenold Mrs. Dawn Tilden
Grade 4	Ms. Alexa Kolb Mrs. Katelyn Kupp
Grade 5	Mrs. Olivia Kercher Mrs. Ashleigh Moyer
Art	Mr. Michael Wurster
Agriculture	Ms. Brianna Weist
ESL	Mrs. Heidi Messner
Gifted	Mrs. Luann Snyder
Special Education	Mr. Benjamin Makosch
Special Education	Mr. Robert Stepenaskie
Special Education	Mrs. Caitlyn Brice
Librarian	TBD
Music	Ms. Diana Haldren
Instrumental Music	Mr. Matthew Schrack
Physical Education	Mr. Dallas Baer
STEM Teacher	Mrs. Emily Thompson
Reading Instructional Coach	Ms. Kelly Long
Math Instructional Coach	Ms. Rachel Heim
Speech & Language	Mrs. Jennifer Baer
School Psychologist	Mrs. Hailey Jones
Instructional Coach	Mrs. Nicole Carley
Tech Coach	Mrs. Jen Engelbert

ATTENDANCE

School Hours

Students should not arrive at the building before 8:30 AM. The school day begins promptly at 8:50 AM, at which time students are expected to be in their classrooms and ready for the day. Dismissal is at 3:35 PM.

Late Arrival & Early Leave

Students are considered tardy if arriving to their classrooms after the bell rings at 8:50 AM. Students should be dropped off at the office if arriving after this time.

- Students arriving before 9:49 AM will not be marked absent for the day, and no excuse blank will be issued. They will be marked tardy. Students arriving between 9:50 AM-12:12 PM, will be marked as a half day absence. After 12:13 PM, students will be marked as full day absence.
- If your student is late due to a doctor's appointment, please turn in the doctor's note for this tardy to be medically excused. If you are late for any other reason besides a doctor's appointment, the tardiness will remain unexcused.
 - Students will be permitted up to three (3) parent-excused tardies per school year without consequence. Parent notes for the tardy must be submitted the same day as the late arrival.
 - Minutes tardy may accumulate to result in unexcused absences, school consequences, Student Attendance Improvement Conference (SAIC) and/or referral to the Magisterial District Judge.
- If a student has an early dismissal after 1:55 PM, the time will not count as an absence, but minutes will accumulate over multiple absences. This may result in an absence if the time missed is equivalent to a school day.

Attendance Responsibilities and Regulations

1. STUDENT RESPONSIBILITIES

1. Attend school regularly.
2. When returning to school after an absence, a written excuse signed by the parent/guardian or a licensed healthcare provider must be turned into the main office.
3. Check with your child's teacher to determine missed work that needs to be completed.
4. Be aware of the school attendance policy and the consequences of noncompliance.

B. PARENT RESPONSIBILITIES

1. Make sure that the student attends school regularly following the Pennsylvania Compulsory School Attendance Law. Don't keep a student home for a minor ailment, especially if the student has a poor attendance record, and do not write false excuses for the student.
2. Following an absence, send a signed excuse note with the student the day they return to school, or complete the online absence form, which includes the student's name, grade,

dates of absence and reason for absence. Parent excuses are accepted, according to policy, up to ten (10) cumulative absences. If the child has an appointment with a licensed healthcare provider, please provide a note from them for the absence to be marked as medical. If an excuse for an absence is not received within three (3) school days, the absence will be considered unexcused/unlawful. Any absence after ten (10) total days absent, excused and unexcused, will require a note from a licensed healthcare provider.

3. Be aware of the school attendance policy and the consequences of noncompliance.
4. Be aware of the student's obligation to make up for missed assignments.
5. Provide appropriate information and/or documentation to the nurse's office regarding known medical problems which might require a student to be periodically absent from school.

School Attendance Reporting

If for any reason your child or children is/are absent from school one or more days, a call to the building he/she attends should be made. Calls to either the Bethel Elementary School (717-933-4131), or the Penn-Bernville Elementary School (610-488-6248), must be made by 10 a.m. or earlier. If a call is not received by the hours indicated above, a call to a student's parents or guardian will be made by the school to determine the reason for his/her absence.

How to Report Your Child Off of School:

1. Website: www.tulpehocken.org - Click on attendance button found on our homepage.
2. Sapphire Parent Portal
 - a. Login to Sapphire
 - b. Click on Student Data Forms
 - c. Click on Student Absence Forms
 - d. Complete form and hit submit
3. Email : Bethelattendance@tulpehocken.org or PBattendance@tulpehocken.org
4. Send a written note or excuse from a licensed healthcare provider to school with your child when they return from being absent. *Absences verified by parents' written notice, according to our three day policy, may be marked as excused up to ten (10) cumulative excused and unexcused absences.*

Permissible Total Absences

A maximum of ten (10) total days of cumulative excused and unexcused absences are permitted during the school year. These do not include absences that have been excused medically by a licensed healthcare provider. All absences beyond ten (10) total excused and unexcused absences shall require a written excuse from a licensed healthcare provider to be marked excused.

Excused Absences

The following are examples of excused absences per Board Policy 204:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory- absence will be medically excused if a doctor's note is turned into the main office.
3. Quarantine
4. Family emergency- Note needs to state what the emergency is.
5. Recovery from accident
6. Required court attendance- Documentation from court must be turned into the main office.
7. Death in family
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request
 - a. If you are visiting the State Farm Show, a note must be submitted and the day will be excused (EXC) as part of the (10) parent notes allowed.
 - b. If you are showing animals at the State Farm Show, documentation must be turned into the main office in advance.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:^[3]^[29]
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care, and other forms of educational instability

Education/Vacation Tours and Trips Guidelines

Requests by parents to have their children excused from school for educational/vacation trips must be evaluated under the authority of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 “Educational Tours and Trips, Not School Sponsored”.

Failure to get pre-approval five (5) days prior to your trip may result in the absences being declared unexcused.

1. An educational trip form must be submitted for vacations, trips, hunting, non-school sponsored sports competitions, and non-FFA/4H agricultural experiences.
2. The **maximum of five (5) days** permitted may be used for one (1) trip or a few small trips, however, only a total of five (5) days per school year will be permitted unless approved by the Superintendent or designee. No days may be carried over to the following school year.
3. Any days beyond the maximum of five (5) will be considered excused if the student does not already have ten (10) total absences prior to the trip. If the student has a total of ten (10) absences prior to the trip, then any days beyond five (5) will be unexcused.
4. A written request for a student to be excused for an educational/vacation trip must be submitted to the building principal no less than five (5) school days prior to the trip.
5. The following will be taken into consideration by the principal in granting permission for the trip: the student’s academic standing; the student’s attendance record; the effect the absence will have on the student’s educational welfare; exceptionality of the request.
6. Permission may not be granted for trips/tour during the district’s standardized testing period, the state’s testing periods and the secondary school examination periods.
7. Decisions may be appealed to the Superintendent or designee.
8. Students will work with their teacher to complete all missed assignments.

Unexcused or Unlawful Absences

The following are examples of unexcused or unlawful absences, and will not be accepted as an excused absence:

1. Student or parent oversleeping
2. Mechanical problems with vehicles.
3. Missing the bus.
4. Routine babysitting.
5. Failing to turn in an excuse within three (3) days of return to school.
6. Truancy/skipping class and/or leaving school grounds without lawful excuse.
7. Refusing to come to school.
8. Working during school hours at a job that is not part of the high school co-op program.
9. Missing school in excess of ten (10) days per school year without a doctor's excuse for each subsequent absence.
10. Taking an educational trip without following the educational trip guidelines (see Educational/Vacation Trips).
11. Being absent for reasons other than those listed under Excused Absences. Unexcused absences are considered unlawful for students who are of compulsory school attendance age, which is from the time they begin kindergarten or from six until seventeen years old

Attendance Procedures for Excessive or Unlawful Absences

If the attendance regulations are to be effective in reducing unnecessary student absenteeism, student absence must be monitored and related to appropriate school responses. Absences are marked as unlawful when notes are not received according to our attendance policy, or if a note from a licensed healthcare provider is not provided once a student meets the maximum of ten (10) cumulative absences.

1. Parents of students with three (3) or more unlawful absences will be issued a first notice. This notice will be able to be viewed in documents in the Sapphire Parent Portal.
2. After the fourth (4th) unlawful absence, as per the Pennsylvania Department of Education (PDE), the school will contact the parents to schedule a SAIC meeting to develop a truancy elimination plan..
3. Upon six (6) or more unlawful absences, parents will be referred to the district magistrate to be charged with violation of the Compulsory School Attendance Law.
4. Notification letters will be sent to families as students are approaching a total of ten (10) excused and unexcused absences. After ten (10) days of cumulative absences, a letter will be sent to the parent/guardian in the document center in the Sapphire Parent Portal notifying families that a note from a licensed healthcare provider for all future absences will be required. If a note is not presented within three (3) days of the student's return to class, the absence will be declared unexcused or unlawful.

Early Dismissal

Students will be released to the parent or approved guardian only after being signed out in the office. When reason warrants an early release, a student should bring a signed note from his or her parents requesting the release. The purpose of the early dismissal must be clearly stated in the note. Students dismissed after 10:36 a.m. will be counted present for the morning session, but must return for the afternoon session to have the day count. Students dismissed after 1:55 p.m. will be counted present for the entire school day, and no excuse blank will be issued. Frequent requests for early dismissal are subject to administrative approval.

Extracurricular Activities Absence Prior to or After an Event

Any student who has an unexcused absence from class(s) shall be ineligible to participate in any activities that school day. For an absence to be excused, a written note signed by a licensed healthcare provider must be presented to and approved by the principal or designee. This approval must occur prior to a student's participation in an extracurricular activity. If an absence is due to illness, the student may not participate on the day of absence, or until the date specified on the written note. If an absence is due to injury, the student may not participate until the date specified by the physician. The student may, however, attend the event. Tardiness or absence for illegal/unlawful reasons will not be tolerated the day after an event.

Emergency School Closing

In the event school is closed because of inclement weather or other emergency conditions, parents will be contacted via phone/internet message made directly to parents. Emergency school information will also be made on local radio and television stations. Please do not call the school. You will be notified as soon as this information is made available to our administrative staff.

The Tulpehocken Area School District website will also have information regarding early dismissal due to inclement weather. This information may be accessed by logging on to www.tulpehocken.org

If school dismisses early for emergency conditions, a call and email will be sent through the Sapphire system. An announcement will also be made on your local radio and television stations. The time of dismissal will be given at that time.

Television

WGAL – Channel 8

WFMZ – Channel 69

WPMT - Fox 43

Radio

WIOVFM 105.1 Ephrata WQICFM 100.1 Lebanon WRFYFM 102.5 Reading

Change of Address

Parents are required to notify the elementary office and complete a contact update form when there is any change of address or telephone number.

Student Withdraw

When a student withdraws from school, notification is to be given to the office by the parent prior to the last full day of attendance. All obligations must be fulfilled and all books, devices, and borrowed instruments returned, thus enabling the school to transfer the records to another school.

DRESS CODE GUIDELINES

All students are expected to wear appropriate and respectable dress while attending school. It is also necessary that students dress neatly and in good taste when attending or participating in any school sponsored activity. Parents are asked to help in supporting the district dress policy by monitoring their children's dress. Clothing that disrupts or inhibits education or endangers the health, welfare, and safety of others is not permitted to be worn in school. Besides the normal acceptable mode of attire, the types of clothing listed below are either considered acceptable or unacceptable.

Acceptable Dress:

Shorts, skirts, and dresses at least mid-thigh in length (length of own arms). Items that are neat and clean can be worn.

Unacceptable Dress:

1. Shirts, "T" shirts, or patches with written and/or pictured references to drugs, alcohol, sex, tobacco products, or suicide. This shall include clothing with vulgar language, double meanings, or disrespectful reference to religion, race, or ethnic origin.
2. Half or cut-off shirts, tank tops (less than 3 finger widths across the top shoulder strap or very low hanging armpits,), halter-tops, mesh or see-through clothing, or any clothing that exposes the midriff on any student.
3. Dresses, skirts, or any other attire that is less than mid-thigh length (length of own arms).
4. Boxer shorts, short shorts or spandex shorts.
5. Skin tight clothing of any type unless worn under an acceptable style of dress.
6. Sunglasses, hats, hoods, or bandanas may not be worn inside school.
7. Pajama pants.
8. Sweatbands, kerchiefs, and durags.
9. Flip-flops, slides, high heeled shoes, or cleats of any kind. Shoelaces must be tied properly.
10. Any other clothing, jewelry, makeup, paint, body piercing, etc. that detracts from the educational environment and/or jeopardizes the health and safety of themselves or others. This decision will be at the discretion of the administration.

Disciplinary Action May Include:

First offense – Warning and change of clothing.

Second offense – Change of clothing and notification of parent.

Third offense – Change of clothing, notification of parent, possible disciplinary action.

Dress code applies on school spirit days, unless otherwise stated.

ELEMENTARY DISCIPLINE

Appropriate disciplinary action will be taken if students fail to observe district discipline rules and regulations as well as individual building rules and regulations. The action taken will be relative to the severity of the infraction and to the individual circumstances at the discretion and judgment of the teacher and/or principal.

An effort will be made by all staff to encourage good behavior and self discipline through the use of positive reinforcement. Positive reinforcement techniques and reward systems will be utilized at the discretion and judgment of the professional personnel. Consideration must be given to specific grade level and situation involved. Both elementary schools continue to implement SWEBS (School Wide Effective Behavior System). SWEBS encourages students to learn and make positive choices resulting in students earning "Portrait Points". Children will be able to utilize their Portrait Points to purchase a wide variety of rewards through our school store.

Portrait of a Trojan Habits

Work Together  I am an active collaborator.

Show Kindness  I am a compassionate citizen.

Use Your Voice  I am an effective communicator.

Think and Solve  I am an innovative problem solver.

Keep Trying  I am a resilient individual.

PORTRAIT OF A TROJAN 	Learning Space	Hallway	Cafeteria	Recess	Bathroom	Arrival/Dismissal	Everywhere
Work Together  I am an active collaborator.	I take turns and include others.	I walk quietly and stay in line.	I share space and include others.	I take turns, share, and play fair.	I give others privacy and keep it clean.	I help myself and others get to and from school safely.	I cooperate with others in a team to achieve a goal.
Show Kindness  I am a compassionate citizen.	I use kind words and set a positive example.	I keep my hands and feet to myself.	I use polite manners and clean up.	I include everyone and show respect.	I wait my turn and respect others' space.	I use an appropriate voice level and respect others' space.	I treat those around me the way I want to be treated.
Use Your Voice  I am an effective communicator.	I raise my hand, share ideas, and listen to others.	I am considerate of others' learning.	I say "please" and "thank you."	I talk kindly and solve problems with words.	I use appropriate volume and language.	I use kind words and appropriate language.	I listen to others and ask for help if I need it.
Think and Solve  I am an innovative problem solver.	I ask questions and give my best effort.	I make safe choices.	I find solutions if there's a problem.	I consider different ways to solve problems.	I fix small problems and ask for help if needed.	I start and end my day with a positive mindset.	I take time to respond in positive and creative ways.
Keep Trying  I am a resilient individual.	I try again when things get hard.	I stay calm and keep going.	I keep trying even if I make a mistake.	I come up with new games and ideas.	I take care of myself and stay focused.	I make safe choices even when others around me are not.	I give my best effort even when it's hard.

Rules and Regulations: The following are examples of behaviors that are not permitted on school property, on the bus, and/or at school sponsored activities. They may result in disciplinary action such as detention, suspension, or expulsion from school. The list is by no means all-inclusive. It is virtually impossible to anticipate rules for all circumstances. Rules will be made and employed for unforeseeable actions if the procedure for carrying out the rules does not violate the concept of reasonableness and the procedure is non-arbitrary.

1. Sale, possession or use of controlled substances, such as cigarettes, drugs, alcohol, etc.
(See the Drug and Alcohol Policy on the district website.)
2. Elopement from the assigned area
3. Theft, forgery, property misuse, extortion and damage to property
4. Setting fires in or around school buildings or on buses/vans (including possession of, or striking and lighting, matches/lighters)
5. Littering, smoking, and any vandalism
6. Setting off any explosive or incendiary device, such as fireworks, smoke bombs, etc. or possession or sale of such articles
7. Assault, harassment, or threatening other students or any employee of the school district.
 - a. Following a person, abusive language, pushing or shoving, or conduct to frighten or intimidate another is harassment. This can result in legal prosecution.
 - b. Harassment by address: Calling school employees or other students by telephone anonymously, or via computer contacts, for the purpose of intimidation or abuse can result in legal prosecution.
8. Possessing any type of dangerous weapon or an object that can be used as a weapon.
(Possible prosecution – see Weapons Policy on the district website)
9. Reporting by telephone, in writing, or in person, a threat known to be false
10. Profanity, obscene conduct, or offensive language
11. Fighting
12. Questioning the authority of any staff member and disrespectful conduct towards a staff member
13. Yelling, running, horseplay, and/or pushing and tripping, throwing objects, or other forms of rowdy behavior
14. Glass bottles and cans
15. Laser pointers
16. Use of personal electronic devices
 - a. Personal devices must be turned on silent and remain in the student's backpack or school bag during the school day unless approved by school personnel.
17. Gum chewing during school hours, unless authorized
18. Lying
19. Cheating or plagiarism

- 20. Public display of affection
- 21. Violations of the internet use policy (see policy on the district website)

**The above list is examples of behaviors that are not permitted. This list is by no means all inclusive.

All rules and regulations apply from the time the student either arrives at school, appears at a bus stop preparing to board a school bus/van, and/or leaves their home and applies throughout the school day until the student leaves the school grounds, leaves from his/her bus/van, and/or arrives home. They also apply during all school sponsored activities and athletic events, parties, field trips, and activity trips.

Examples of Action That May Be Taken:

- 1. Parent Contact
- 2. Conference with student
- 3. Individualized instruction
- 4. Loss of Privilege
- 5. Lunch/Recess detention
- 6. After/Before School detention
- 7. In School Suspension
- 8. Out of School Suspension
- 9. Restitution
- 10. Exclusion from special activities
- 11. Expulsion
- 12. Administrative placement in alternative education
- 13. School Board placement in alternative education

**This list is by no means all-inclusive.

Detention

When a before or after school detention is assigned, the principal or staff member assigning detention will make arrangements with the family of when the student will serve, and for what duration.

Disciplinary Infractions and Resulting Consequences

This list is by no means comprehensive as it is impossible to determine all offenses. Appropriate judgments based upon the students' discipline history and/or the nature of the offense will be made.

LEVEL 1 OFFENSES	
Level 1: Conflicts with the orderly operation of the classroom/school Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of school. These misbehaviors shall be handled by the staff member who observes the infraction. Repeated misbehavior becomes a Level II violation. An accurate record of the offenses and disciplinary action is maintained by the teacher.	
Examples of Infractions	Disciplinary Options
● Classroom / Hallway Misconduct ● Computer or Internet Violation ● Defiance or Disrespect ● Teasing others ● Disruptive Behavior ● Dress Code Violation ● Failure to follow established procedures ● Horseplay ● Student in Unauthorized Area ● Leaving Area without Permission ● Lying ● Other Minor Infraction ● Unauthorized use of Electronic Device ● Unexcused Absence	● Student Conference ● Logical Consequence ● Parent contact ● Verbal reprimand/ Warning ● Loss of privileges ● Lunch/recess detention(s) ● Before/After School Detention(s)
<i>Additional support may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, individualized instruction, and/or a behavior contract.</i>	

LEVEL 2 OFFENSES

Level 2: Serious Misbehavior that Disrupts the Learning Environment

Misbehavior, through its frequency or seriousness that tends to disrupt the learning climate of the school, but does not directly affect the health and safety of others. These infractions, which usually result from the continuation of LEVEL 1 misbehavior, require the intervention of guidance counselors or personnel on the administrative level because the execution of LEVEL 1 disciplinary options have failed to correct the situations.

Examples of Infractions	Disciplinary Options
• Continuation of LEVEL 1 infractions • Public Display of Affection • Academic Dishonesty/Cheating • Altercation with another Student • Destructive Behavior • Failure to Serve Detention • Forgery or False Representation • Inappropriate Behavior and/or Language • Teasing and/or bullying others • Insubordination • Possession of Inappropriate Material • Truancy	• Student Conference • Logical Consequence • Contact parent • Continued loss of privileges • Lunch/Recess detention • Before/After School Detention(s) • Suspension (up to 3 Days) • Referral for attendance citation • Truancy Elimination Plan
<i>Additional support may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, individualized instruction, and/or a behavior contract.</i>	

LEVEL 3 OFFENSES

Level 3: Unmodified behaviors in Level I and II as well as acts against persons/property which pose a risk to the health, safety, or welfare of others

Acts directed against persons or property which may endanger the health or safety of the individual or others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school and may be referred to law enforcement agencies.

Examples of Infractions	Disciplinary Options
• Continuation of unmodified LEVEL 1 and 2 infractions, multiple level 2 infractions • Bullying, Harassment, or Intimidation • Minor Destruction of School Property/Vandalism (restitution will be required) • Fighting • Gambling • Inappropriate/Abusive Language directed at staff or students • Major defiance to staff • Obscene Language/Behavior and Other Inappropriate Materials • Reckless Endangerment • Theft; Receiving / Possession of Stolen Property • Threatening Comments • Tobacco or Paraphernalia Violation	• Continued loss of privileges • Restitution • Suspension (up to 10 days) • Referral to law enforcement and citation
<i>Additional support may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, individualized instruction, and/or a behavior contract.</i>	

LEVEL 4 OFFENSES	
Level 4: Acts against persons/property which seriously endanger property/others Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. These acts are generally criminal in nature and are so serious that they always require administrative intervention, appropriate school board referral, and referral to law enforcement agencies. Disciplinary options have failed to correct the situations.	
Examples of Infractions	Disciplinary Options
• Assault on a student or staff member • Bomb Threat • Continuation of unmodified Levels 1, 2, or 3 behavior • Disorderly Conduct • Major Destruction of School Property/Vandalism (restitution will be required) • Possession of a Weapon (knife, gun, any items used to do harm to another, etc) • Possession, Distribution, Sale, and/or Use of Controlled Substance-Drug or Paraphernalia Violation; Look alike drug • Possession, Use, or Under Influence of Alcohol • Terroristic Threats	• Suspension (up to 10 days) • Placement in an Alternative Education setting • Expulsion from school • Referral to police • Restricted privileges
<i>Additional support may be required in order to address student behavior. These actions may include referral to the school counselor, the Student Assistance Program, parent conference, mandatory counseling sessions, and/or a behavior contract.</i>	

In addition, behaviors such as threats, harassment, and damage to property, defamation, or insubordination to any staff or students will result in further disciplinary action or in legal prosecution. This will extend to all time including outside the normal school day.

Elementary Bullying Prevention

Bullying is defined as a negative action that is repeated and involves an imbalance of power between the victim/target. Students must report bullying to school staff. The following procedures are in place: (Case by case basis; steps may vary depending upon rule infraction)

1st Offense:

- Schoolwide discipline procedures are enforced.
- Teacher, guidance, and/or principal speaks to the bully and victim/target.

2nd Offense:

- Schoolwide discipline procedures are enforced.
- Teacher, guidance, and/or principal speaks to the bully and victim/target.
- Parents are contacted via phone and/or mail.

3rd Offense:

- Schoolwide discipline procedures are enforced.
- Teacher, guidance, and/or principal speaks to the bully and victim/target.
- Parents are contacted via phone and/or mail.
- Request submitted to SAP Team for assistance.

Recess Rules

All students are expected to go outside for recess except during inclement weather. Duration of the recess period will be appropriate for the age of the children. Parents should make every effort to provide their student with the appropriate seasonal attire. Coats are required for students to go outside in temperatures at or below a real feel of 32 degrees fahrenheit.

If a child has an illness and should be kept indoors, an excuse from the parents must accompany the child to school. The excuse should state the nature of the illness, the reason for remaining inside during the recess period, and length of time during which recess periods are to be omitted. A note from a licensed healthcare provider must be provided in the event of an extended illness.

Children are not permitted to leave the playground area during recess period. Recess is considered part of the school program. Adult volunteers and visitors are not permitted on the playground during recesses.

The school provides balls and recess equipment for student use, and is not responsible for any balls/recess equipment brought in from home. Anything brought in from home for play must receive prior approval from the teacher and/or principal.

Playground Rules and Regulations

The following list of rules is not intended to be conclusive, rather a general list of guidelines for encouraging good student behavior. The supervisor should be prepared to deal with any situation while on duty.

1. Always remember safety first. Follow the playground rules so that no one will get hurt.
2. Always show respect for others.
3. Always stay on the playground unless given permission by the supervisor to leave.
4. Report all accidents to the playground supervisor.
5. When the whistle blows, immediately stop all games/play and report to the designated class areas.
6. Take turns and play safely on playground structures.

The following are examples of behaviors that are not allowed on the playground. This list is by no means all inclusive.

1. No tackle football, contact sports, hardball games, rough pushing, shoving, or tripping activities.
2. No climbing on top of playground equipment.
3. No snowball throwing.
4. No swearing.
5. No grass throwing, or mud, rock or mulch throwing.
6. No ball bouncing against the school.
7. No pulling on coats, hoods, or other clothing.

Cafeteria Rules and Regulations

Students playing with food, throwing, or making a mess in the cafeteria will be spoken to by the supervisor and reported to the homeroom teacher. If the negative behavior is repetitive the offender will receive further disciplinary action.

The following are examples of expected behaviors in the cafeteria:

1. Be respectful at all times.
2. Always keep your table and floor area clean.
3. Never throw food or any other objects.
4. Never touch someone else's food or tray.
5. Do not touch others.
6. Use inside voices.
7. Use appropriate table manners.
8. Clean the table and area around you before leaving.
9. Remain seated until excused.
10. Students may not have caffeinated beverages outside of the cafeteria.
11. Lunch charges – Students who have forgotten their lunch money may charge a lunch.

- a. See policy 808.1 - Meal Charges
- 12. Toys/Games from home are not permitted during lunch.
- 13. No playing with food.
- 14. No sharing food.
- 15. No cutting in line or saving places in line.
- 16. No glass containers.

****This list is by no means all inclusive.**

Electronic Devices

All personal electronic devices (defined as phones, watches, or other devices that can receive calls, texts, and/or the internet) are not permitted to be used while inside the school building. If a student must bring an electronic device to school, it must be silenced or turned off and kept in their backpack. School personnel have the authority to confiscate an electronic device that becomes a distraction to the classroom. Confiscated devices can be picked up in the office during school hours. We strongly recommend that elementary students keep devices at home. The school is not responsible for any lost, damaged, or stolen devices.

FOOD SERVICES

Free and Reduced Lunch Program

Applications for free and reduced lunch program will be sent home at the beginning of the school year. If a family does not qualify at that time, reapplication may be made at any time during the school year. Applications may be obtained in any of the school district offices.

If you and your family meet the qualifications to receive free or reduced lunch and are not interested in receiving that benefit, please consider submitting the information in order that the money received from the federal government may benefit other children in our school district.

Free lunches or reduced price lunches are available to children based on financial need. An application to determine if the child qualifies for these services must be made by the parent/guardian and processed by the school. Each year a new application must be completed for children who received free or reduced lunches during the previous year. The Point of Sale system will automatically price your child's meal. You can still deposit money into their account so they can purchase additional items other than their basic meal.

School Breakfast Program

Breakfast is free for all students and is available to eat in the cafeteria from 8:30-8:45 am. The following guidelines have been established:

1. Students will report directly to the cafeteria for the breakfast program upon arrival.
2. Breakfast is Grab and Go and can be eaten in the cafeteria.
 - a. Breakfast in the cafeteria ends promptly at 8:45 a.m. except for late arrivals.
3. Children should be in their classroom and ready to learn at 8:50 a.m.

Prices

The cost of an elementary lunch is \$2.65. Extra items, snacks and ice cream will be available for purchase. Students must have sufficient funds in their lunch accounts to purchase these items.

Student Wellness Policy School Nutrition/Food Service No. 246

New Federal Laws were put into effect during the 2006-2007 school year requiring EVERY school district to develop and have in place a wellness policy that positively impacts the nutrition environment in the school lunch program. New food guidelines developed by the Department of Agriculture influenced the changes in our school cafeteria.

What does this mean to you? We have transitioned to all whole grain breads in the sandwiches and meals served to meet the increased servings of whole grains needed in the weekly menu cycle. We are also offering additional fresh vegetables daily with the meals and have switched over to low fat ice cream snacks at all buildings.

Healthy snacks (high in fiber) and fresh fruits are now offered. In addition, ala carte snacks are sold in portions that do not exceed 200 calories. Drinks sold during the lunch periods at the JSHS include low fat milk, water, flavored water and 100% fruit juice.

Parties

Parties may be held in the elementary grades for such events as Halloween, Winter Holiday, and Valentine's Day. The administration asks that parents not request other parties as class time should not be provided for such events. It is imperative that students remain on task with their lessons as much as possible.

Birthday/Party Treats

Only store bought treats or treats with a provided ingredient list will be allowed in the school. Individual birthday party invitations may not be passed out at school unless all students in the class are invited. The school is not able to share parent contact information for birthday invitations.

HOMEWORK AND GRADING PROCEDURES

The Tulpehocken Area Elementary Schools recognize homework as an activity to complement, reinforce, and supplement learning activities in the classroom. Homework is an extension of daily instruction for the purpose of reinforcement, enrichment and practice of skills and concepts developed in the classroom. A student should not be required to study for and take more than two major tests per day. Term papers, projects, and reports may be assigned to cover a period of days or weeks. Regular daily assignments will continue during long-term assignments. Some general guidelines for teachers, parents and students are:

1. Homework assignments are supplemental and should be completed with assistance as needed. Classwork may be sent home for completion at home depending on how well a student makes use of his/her study time in school.
2. Assignments provided should be made clear to all students by explaining what is to be done, when it is due, and what its purpose is. These assignments can either be given orally or written. Students in grades four and five are encouraged to use an assignment book daily and may be required to do so in some classes. Students in grades K-3 will receive some type of written notice, (examples: weekly assignment sheet, homework journal, etc.).
3. Assignments provided should represent reinforcement that can be met with a reasonable amount of effort. The student should be ready for the task in terms of understanding of the operations and skills involved. Differentiated assignments may be given based on student need.
4. Work is to be assigned by teachers to any student going on a family trip. Teachers should be given five days notice to help them prepare required assignments.
5. Students experiencing difficulty with homework should speak to their teacher directly. Parents should contact their child's teacher immediately if they have concerns or questions about homework. Good communication is essential to make any homework a productive and positive experience.

Work Request During Absences

To obtain work by the end of the school day, a request must be presented to the office by note or telephone before 11:00 a.m. Arrangements must be made to have books and the work picked up in the school office. Students who request prearranged excuses for educational trips, doctor or dental appointments are responsible for securing their own assignments with their own teachers. All students are responsible for making up assignments missed while absent from school.

Report Card Procedures

Report cards are issued every trimester (60 days).

The Tulpehocken Area School District uses three systems of grading, depending on the educational level of the students.

In Grades K-2, students receive 1 or 2 to indicate progress for language arts, math, and Portrait of a Trojan habits.

- 1 = Meeting Expectations
- 2 = Approaching Expectations

In Grades 3-5, students receive percentages to indicate progress:

- 80-100 = Meeting Expectations
- 65-79 = Approaching Expectations
- Below 65 = Not Meeting Expectations

*A score of NA designates that the skill was not applicable for the trimester.

Students not meeting expectations will receive communication home. The child's name will also be submitted for assistance from the MTSS team.

A parent-teacher conference will be scheduled in the month of November.

School Wide Assessments

All students in grades K-5 are given universal benchmark assessments to monitor progress and identify student needs throughout the school year.

All students in grade K-5 are assessed using a benchmark assessment three times per year. This information allows us to identify student strengths and weaknesses in areas such as math and reading, as well as respond to student needs.

The PSSA (Pennsylvania System of School Assessment) for English Language Arts and Math is a statewide assessment given in grades 3-8 and grade 11 in the spring. The PSSA science assessment is given to grades 5, 8, and 11 in the spring. These assessments are required by the state of PA.

Any questions about the district or state assessment program should be directed to the school counselor or elementary principal.

STUDENT PROGRAMS AND SERVICES

504s

To meet the criteria for services under Chapter 15, a student needs to be identified as a protected handicapped student. To meet the criteria of a protected handicapped student, a child must be of school age and have a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the student's school program. Parents with concerns regarding their student's participation in or access to the educational program may contact the child's teacher, school counselor, and/or building principal at any time to discuss his/her concerns and how they can be supported to be successful.

Access Program

The Pennsylvania Department of Education initiated the ACCESS Program during the 1991-1992 school year. The program, now referred to as the School Based ACCESS Program (SBAP), is an avenue for school entities to receive additional federal funding through Medicaid dollars for medical/mental health-related special education services rendered by qualified staff to students enrolled in the PA Medical Assistance Program. For more information on this program or to receive an application for Medicaid, please call the ACCESS Coordinator at 717-933-4611 ext. 2109.

Books and Supplies

School supplies and books are provided without charge by the district. However, they remain the property of the school district. Lost or destroyed books must be paid for at an adjusted rate determined by a fair market value of the book from the Adams Book Company or similar agency. Please take care of your property. Showing pride in those things you possess shows pride in yourself.

Counseling and Guidance Program

The primary goal of the Tulpehocken Area School District, which is in accordance with the American School Counselor Association's National Standards, is to promote and enhance student learning through three broad and interrelated areas of student development. (The three areas of student development are: academic, career, and personal/social). Each of these areas of student development encompass a variety of desired student learning competencies, which in turn consist of specific knowledge, attitudes, and skills, which form the foundation of the developmental school counseling program.

The school counselor utilizes a variety of strategies, activities, delivery methods, and resources to promote the desired student development. The school counselor's responsibilities include the design, organization, implementation, and coordination of the program.

Services delivered to students in grades K-5 include individual counseling, small group sessions, and classroom lessons.

The elementary school counselors assist parents and teachers through participation in Student Assistance Programs (SAP) and are members of our MTSS team. They also help to process Special Education Services and 504 plans at both elementary schools.

School counselors are part of the school's crisis and school threat team. Safety Care de-escalation and crisis management techniques will be used as needed for student and staff safety.

English as a Second Language

Our goal at the Tulpehocken Area School District is to increase the English language proficiency of eligible students to become competent in listening for comprehension, speaking, reading, and writing English. Our objective is to have our English language learners attain the academic standards adopted by the School Board of Directors and to enable the students to communicate socially both in and out of school.

District administrators, professional staff members, school counselors, and support staff all work together to ensure that students with limited English proficiency are encouraged to access and participate in all aspects of the academic and extracurricular opportunities available in the District. The District will continue to maintain lines of communication and follow established procedures to ensure that students with limited English proficiency may participate in all Federal and/or other programs available within the school for which they qualify.

When enrolling in the District each student will be required to fill out a Home Language Survey form to determine their dominant language and languages spoken in the home.

Tulpehocken offers English as a Second Language instruction in every building. Students qualify for this special program after taking language acquisition assessments. Students who qualify receive individual or small group instruction by a certified ESL instructor. Students remain in the program until fluency is attained.

For further information contact the Coordinator of Student Services at 717-933-4611.

Entrance Requirements For Kindergarten

Per Policy 201, the Board establishes the district's entry age for kindergarten as five (5) years of age on or before September 1st, in accordance with state law and regulations.

State law specifies that no child can be admitted until a birth certificate and immunization record are presented. In addition, the child needs to have a physical and dental examination during the first year of school.

Children entering school for the first time must be immunized (vaccinated) in the following manner:

- (4) Diphtheria-Tetanus vaccine (4th dose after age 4)
- (3) Polio vaccine
- (2) Measles vaccine – both immunizations must be given after age 1 (second dose preferably given as a second MMR immunization)
- (1) Mumps vaccine
- (1) Rubella vaccine
- (3) Hepatitis vaccine
- (1) Varicella vaccine (after age 1) – or history of chickenpox disease

****Exceptions will be made only for valid medical or religious reasons.**

Gifted Program: SchoolWide Cluster Grouping Model

The Tulpehocken Area School District offers differentiation for gifted students. Teachers receive specialized, ongoing training in the areas of gifted education and differentiated instruction – special teaching strategies for modifying curriculum content, pace, process, products, and learning environment to meet individual gifted student's needs. This training prepares the teachers with an understanding of how gifted children learn and gives them the tools they need to provide appropriate teaching strategies for their gifted students. The school's gifted support teacher serves as a resource and support to the regular classroom teachers. Students who consistently meet initial screening requirements can be recommended by the Gifted Eligibility Team for evaluation for giftedness. The team consists of the School Counselor, Principal, Teacher(s), Parent(s), and Director of Pupil Services. They collect data to determine the top 5% in each class, analyze the results, and refer students who meet screening criteria for further evaluation by the School Psychologist.

Homebound Instruction

Homebound instruction may be considered for any student who has a temporary disability that prohibits his/her attendance at school. A pupil may qualify for this type of instruction by providing the school with written verification from a licensed healthcare provider.

The letter of recommendation from the licensed healthcare provided must contain the following information for homebound instruction to be considered and coordinated:

1. Student's name.
2. A statement requesting homebound instruction for the student.

3. Diagnosis.
4. Reason homebound instruction is needed. This must be specific.
5. Approximate length of time homebound instruction may be needed. i.e. 68 weeks.
6. Signature and date.

GENERAL RULES:

1. This program is not to be used in lieu of compulsory school attendance.
2. Homebound instruction will be furnished only when the absence is of duration, which exceeds ten (10) school days.
3. Instruction time shall not exceed five hours per week.
4. The Commonwealth of Pennsylvania must certify instructors used for the program.
5. The teaching schedule shall be established by agreement between the parents, instructor, and the school district.
6. Homebound instruction must have Superintendent/or his designee approval.
7. A student on homebound instruction is not considered to be absent.

It should be understood that homebound instruction is only a stopgap, temporary program designed to provide educational instruction on a limited basis.

Individual School Pictures

Students are given the opportunity to purchase individual pictures and group pictures during the school year. The fall picture plan is a pre-pay plan in which money is collected before the pictures are taken. Students not satisfied with their fall pictures may have a retake. Students also have the option to pre-order and get their picture taken in the spring. School pictures are encouraged, but not required. School pictures are used in the school yearbook, which is made available for purchase. Personal photos of students may not be submitted for the yearbook in lieu of school pictures.

Internet Use Guidelines

The TASD's computer network has been established for a limited educational purpose, and not a public access service or a public forum. Using the Internet in school is a privilege, not a right. Only students who agree to the terms and conditions of the school's Acceptable Use Policy and have a signed Internet Permission Form on file are allowed to access the Internet. All students will have access to the World Wide Web through their classroom, library or school computer lab.

The following are NOT permitted:

1. Using the Internet at school for non-school related activities.
2. Sending or displaying offensive messages or pictures.

3. Using obscene, abusive, or objectionable language.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, work or files.
8. Intentionally wasting limited resources.
9. Employing the network for commercial or political purposes.
10. Sending chain letters or pyramid schemes.
11. Circumventing security measures.
12. Falsifying one's identity to others while using the Internet.

This list is not all inclusive. Violations may result in loss of access privileges and additional disciplinary or legal action if deemed necessary and appropriate. Please follow the district policy which can be found on the district website.

Library

All students have the school library available for their use. Children are encouraged to select books from the library and classroom shelves.

The following rules are enforced in the library to provide for a constructive learning environment:

1. Any quantity of library materials, according to grade level, may be used at one time, but students must be willing to share extra materials upon request.
2. Students are expected to take proper care of library materials and to return the items in a timely manner.
3. Students violating any of these rules may have library check-out privileges restricted.
4. The following may occur if a student has an obligation to the library:
 - a. A student with a book overdue for more than one month will be issued a bill. The bill must be paid before check out privileges are resumed.
 - b. Students with outstanding library obligations at the end of the year will lose student privileges, or provide restitution. Books not returned by the end of May are considered 'lost' and a bill will be issued.
 - c. Students must inform the librarian of any damage to a book before it is put in the book drop. The librarian will attempt to save the book if the damage is not severe. Liquids on the book usually necessitate disposal of the book because of mold problems. Students are asked to protect their library books from liquids, especially in the backpack.
 - d. Parents will be informed of library obligations at the end of each trimester. Library obligations that are not settled by the end of the year are carried to the next year. This situation restricts the ability of the student to use the library

effectively; therefore, it is highly recommended that library obligations be settled in a timely manner. If the situation persists, books may be checked out by the student but must remain in the library. The student may come to the library to read the books when the general class teacher gives the child permission to do so.

Lost and Found

Both Bethel and Penn-Bernville have a location for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check this area or in the main office. Lost and found articles not claimed within a reasonable amount of time will be discarded.

Physical Education Excuses

The State Law requires all students to participate in physical education classes to some degree. A student having a physical disability must present a note from a licensed healthcare provider stating the type of activities that can be engaged in as well as those that cannot. Due to the risk of injury, we request that students not wear sandals, platform sneakers, or open-heeled sneakers of any type. Sneakers and socks must be worn to participate fully. In addition, no jewelry is permitted unless students have newly pierced ears.

Student Records

The schools of the district maintain cumulative records on each student; these are kept in strict confidentiality. Written records are maintained in the office and are not released to anyone or any other school without written parent approval. These records consist of academic, health, and social information.

Special Education Program

The Tulpehocken Area School District uses the following procedures for locating, identifying, and evaluating specified needs to school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The District, as prescribed by the Pennsylvania School Code, routinely conducts screenings of a child's hearing acuity (grade levels or approximate dates), visual acuity (grade levels or approximate dates), and speech and language skills (annually, approximate date). Gross motor and fine motor skills, academic skills, and social emotional skills are assessed by classroom teachers on an ongoing basis. School wide benchmark assessments are conducted to identify possible intervention needs. Specified needs are noted within the child's official file. These school records are always open and available to parents and only to school officials who have legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with appropriate authorization, which involves written, signed

permission by parents. Parents with concerns regarding their student may contact the child's teacher, school counselor, and/or building principal at any time to discuss his/her concerns. Communication with parents and exceptional students shall be in English or the native language of the parents. Special education services are available for children who meet the following eligibility categories listed in federal laws: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectually Disabled, Multiple Disabilities, Orthopedic Impairment, Other Health Impaired, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, and Visual Impairment.

In the MTSS model, students who experience significant difficulties may receive tier two or tier three interventions. If a student is not making progress after implementation of intervention and other strategies, the MTSS team may recommend that he/she may be referred for a special education evaluation. Before a formal assessment can begin, parents must sign a permission to evaluate. The assessment is comprehensive and may take up to 60 school days to complete. A multidisciplinary team made up of qualified professionals and the parents/guardians recommends whether the student is eligible for special education services based on meeting one or more of the strictly defined eligibility categories.

If the student meets the eligibility criteria, the Individual Education Program (IEP) team meets. The IEP team confirms eligibility and determines if the student is in need of specially designed instruction and recommends the type and amount needed. In order for the program change to occur, parents must sign a Notice of Recommended Educational Placement (NOREP).

Information about parent rights, mediation or due process procedures, specific special education services and programs offered by the District and the District's Educational Records Policy are available upon request from the building principal in a child's school. Further information about these procedures may be obtained by calling:

Dr. Andrew Netznik, Superintendent of Schools- 717-933-4611 ext.1001

Mr. Taylor Charles, Assistant to the Superintendent- 717-933-4611 ext. 1021

Mrs. Alexis Wise, School Counselor – Penn-Bernville Elementary School- 610-488-6248, ext. 4021

Ms. Molly Kutz, School Counselor – Bethel Elementary School – 717-933-4131, ext. 3021

Speech, Language, and Hearing Services

The Tulpehocken Area School District provides Speech, Language and Hearing Services to those students in the district who have been found to be eligible for and in need of specially designed instruction in the area of speech and/or language, and deaf or hearing impairment. Areas in

which students receive support include: articulation, fluency, receptive/expressive language (listening, vocabulary, syntax) and pragmatic language.

Student Assistance Program (SAP)

A multidisciplinary SAP team is composed of a building administrator, a school counselor, a school nurse, and at least one (1) teacher. A central office administrator, school psychologist, alternative education teacher, and a student assistance coordinator may act as consultants to the team. This team has been trained to understand and work on the issues of social, emotional and/or childhood chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to its attention through the procedures outlined in the policy and its guidelines

MTSS (Multi-tiered System of Supports)

The MTSS program allows the school instructional staff to assess all students in grade K-5 three times a year to determine where individual students are performing against the designated grade level benchmarks. All students receive the regular general education curriculum in Tier 1. If students are struggling and have fallen behind grade level benchmarks, they may be placed in a research validated Tier 2 intervention program for either reading and/or math, or will receive supplemental instruction in smaller more intense groups. If the child makes appropriate progress or returns back to the benchmark goal, they may exit Tier 2 interventions. If the child is struggling and not making progress with the Tier 2 interventions, a more intensive approach may be implemented. Additional research validated interventions may be incorporated. If the student is unable to make progress in all intervention programs that are attempted, the child may be referred for Tier 3 interventions. At this level, additional individualized approaches may be incorporated. If the student continues not making progress with these supports, an individualized evaluation may be recommended in order to make certain that each child has the opportunity to succeed.

TITLE I

Students identified as experiencing reading and math problems are tested for enrollment in a federally funded reading/math program. The school contacts the parents if a child qualifies for this program.

Telephone Usage

Telephones in the schools will be used only by students with permission from the office, or the classroom teacher, and in an emergency.

No student will be called from class to answer a phone call. If an emergency call is received, the child may be called to receive the message or the message will be delivered.

HEALTH SERVICES/HEALTH PROGRAMS

It is universally recognized that a child needs good health in order to learn effectively and efficiently. It is for this reason that schools provide a school health service program that is concerned with the promotion of the pupils' total health, recognizing the interdependence of all aspects of health: physical, mental, emotional and social.

Parents have the basic legal and moral responsibility of providing health care for the child. The school health service program serves to assist the parents in carrying out this responsibility by bringing their attention to developing defects and in helping them to better utilize community services. A conference with the school nurse for a discussion of your child's health is a part of registration for school.

The school is equipped to give temporary care only to the child who becomes ill at school. Treatment for the injured child is limited to immediate, emergency procedures. Further care is the responsibility of the parent. The comfort and security afforded the child by the presence of the parent during the anxious time of illness or injury is immeasurable. The ill or injured child should be removed from school as quickly as possible not only for the well-being of the child, but for the consideration of the other children as well. Transportation and medical treatment are the responsibilities of the parent.

The school is not responsible to pay for treatment of illness or injury occurring at school. A low cost accident plan is offered to help parents meet the cost of treatment of accidents. A dental insurance plan is also available.

Physical examinations are to be provided to all students in grades K and 1. If a parent prefers, these examinations may be performed by the family doctor at the parent's expense. Forms can be picked up at the schools and must be returned upon completion.

Dental examinations are provided to all students in grades K, 1, and 3. If a parent prefers, these examinations may be performed by the family dentist at the parent's expense. Forms can be picked up at the schools and must be returned upon completion. Height and weight measurements and vision screening tests are given to all students in grades K through five. Hearing screening tests are given to students in kindergarten through grade 3 and to other students who have a problem with their hearing as needed. Students in special education classes are screened yearly for vision and hearing problems. If results of the screening(s) indicate that vision and/or hearing support services are necessary, the parent(s) will be notified and an I.E.P. or 504 (Individualized Education Program or 504 plan) may be developed for itinerant services.

Medication will be given to students by the school nurse as outlined in the medications policy. (Policy 210). In the event medication is provided at home before coming to school and it is applicable to the student's educational experience, please contact the school nurse.

Communicable or Infectious Diseases

Children showing signs of communicable diseases will be excluded from school and may only be readmitted with a certificate from a licensed healthcare provider. The following diseases and infections would be examples of those that lead to exclusion from school.

- Measles
- Pink Eye
- Whooping Cough
- Scabies
- Mumps
- Head Lice*
- Impetigo
- Chicken Pox*
- Ringworm

A doctor's certificate is not required.

Detailed policies regarding our health services and programs can be found on our district website.

Notification of Rights under FERPA (revised 2012)

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

1. The right to inspect and review the student's education records within 45 days after the Tulpehocken Area SD (TASD) receives a request for access.
 - a. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- a. Parents or eligible students who wish to ask the TASD to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TASD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

What is HIPAA? What is the Privacy Rule?

HIPAA: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) required the U.S. Department of Health and Human Services (U.S. DHHS) to develop a series of rules governing health information. In general, the rules are intended to standardize the communication of electronic health information between healthcare providers and health insurers. In addition, the rules are intended to protect the privacy and security of individually identifiable health information.

The HIPAA Privacy Rule (Code of Federal Regulations, Title 45, Part 164): The HIPAA privacy rule governs how “covered entities” may use and disclose “protected health information.” Health care providers who are regulated by HIPAA must comply with the privacy rule by April 14, 2003.

TRANSPORTATION GUIDELINES (POLICY 810)

Transportation for students shall be provided in accordance with law and the following guidelines.

School Bus Rules and Regulations

Pupils having the privilege of riding a school bus must conduct themselves in a respectful and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of pupils. Therefore, our school district's bus discipline code has been written to provide guidelines for drivers and student riders to follow. We ask parents/guardians to read and explain the bus discipline code to their children. Seats may be assigned to all students riding the bus, to students with behavior issues, and/or to cooperate with requests from principals.

In the interest of safety, all students may be disciplined or deprived of transportation for the infraction of any of the following regulations:

1. Pupils shall line up to get on the bus, avoid pushing and shoving, and take seats on the bus immediately upon boarding.
2. Pupils shall not tamper with the bus or any of its equipment.
3. Pupils shall observe orderly conduct on the bus and refrain from the use of profane and indecent language.
4. Pupils shall not talk with the bus driver while the bus is in motion.
5. Pupils shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
6. Pupils shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
7. Pupils shall be on time for the school bus.
8. Pupils shall not bring pets/animals to school on the school bus. Service animal requests will be evaluated on a case-by-case basis.
9. Pupils shall only eat or drink on the school bus with driver permission.
10. Pupils shall cooperate with and obey the school bus driver at all times.
11. Pupils shall not deposit any paper or trash on the seats or anywhere else on the bus.
12. Pupils shall adhere to the Tulpehocken Area School District policy on Controlled Substances.
13. Pupils shall adhere to the Tulpehocken Area School District policy on Weapons.
14. Pupils shall adhere to the Tulpehocken Area School District policy on Tobacco Use.

Transportation Video/Audio Monitoring

The Pennsylvania State Board of Education regulations grant School Boards the authority to make reasonable and necessary rules governing the conduct of students in school.

The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct they observe that cannot be corrected by less formal means, such as assigning of seats, or verbal warning. These reports are forwarded to the appropriate building principal for corrective disciplinary action as per existing district policy. If patterns develop or if persistent serious misconduct or safety-related violations occur, the building principal and/or designee may recommend use of video/audio monitoring to the Transportation Coordinator. Please be aware that a video/audio monitoring system may be used at any time to aid in the documentation of student school bus misconduct. The video/audio recording may also be used in allegations of alleged driver misconduct

Bus Discipline Guidelines – Elementary School

The following consequences may be implemented in the event of a bus rule violation, but are not limited to:

1. Verbal warning, except for serious incidents.
2. Loss of recess/Restorative Practice.
3. Detention/Restorative Practice.
4. One (1) or more day(s) bus suspension.
5. One (1) week bus suspension.
6. Bus suspension for a period not less than one (1) week for up to one (1) year.

**The above list of consequences is not fully inclusive.

Field Trip and Travel Regulations

The Tulpehocken Area School District enforces the following rules in order to ensure that field trips are meaningful, safe, and enjoyable.

1. Pupils must have their parent/guardian sign a field trip permission slip before they are permitted to go on a field trip.
2. On all school-sponsored trips, students must remain with the school group at all times. Each student must travel to and from the trip with their class on school district transportation, unless otherwise permitted by the building principal.
 - a. A student may be permitted to go home from an away activity with his or her parent, if the parent presents a written note to the staff member in charge. Note that this may result in an early dismissal and/or absence based on our attendance policy.

3. It is important to remember that while on a field trip students are representatives of the school. The reputation of a school depends on the conduct of its students. Actions of the students while on a field trip must be appropriate and safe at all times.
4. If a parent does not allow a student to participate in a field trip, that student must report to school. His or her teacher will assign work for that day.
5. All school rules apply during field trips.

*Students may be prohibited from participating in their school field trip(s) based on behavior and/or academic performance.

SAFETY

School Accidents

The board may not legally assume responsibility for the payment of bills incurred as a result of treatment of accidents or injuries sustained on school property by patrons or pupils.

Bicycle Regulation

Students are permitted to ride bicycles to school provided a signed parental note is submitted to the office and the student wears a helmet. Misuse of this privilege could result in the students losing the opportunity to ride their bicycles to school. Bicycle riders are to observe all traffic regulations. Reported violators will have bicycle privileges revoked.

Use of Skateboards and Other Vehicles on School Property

Skateboards, inline skates, roller blades, street luges, ATV's , mini bikes, snowboards, snowmobiles, gokarts, motorcycles, e-bikes, e-scooters, and other unlicensed or unregistered motor vehicles are prohibited on school property. See policy 223 on the district website.

The use of these devices is prohibited in order to prevent damage to school district property, fields, trails, grassy areas, flower beds, playground equipment, concrete and macadam.

Unauthorized use by a Penn-Bernville Elementary School or Bethel Elementary School student may result in a consequence as listed in the discipline code.

Emergency Cards

Parents are required to complete an emergency card giving the school permission to take the child to a hospital for care if the need arises. Also parents are asked to complete and sign the school medication and treatment form and return this to the school secretary.

All medical problems should be listed on the emergency card. If a child develops a medical problem during the year, the school secretary or nurse must be notified to prevent a serious problem.

It is the parent's responsibility to inform the school of any changes regarding emergency information that may occur throughout the course of the school year.

Fire/Emergency Weather /Lockdown Safety

Fire drills and emergency drills are very important and necessary for the safety of the students and faculty and may save lives. Fire drill information is posted by the door in each room. The school has fire drills periodically to train children in the proper procedures of leaving a burning

building. Emergency Weather drills are practiced a minimum of once a year in conjunction with the countywide drill. Lockdown and intruder drills will be rehearsed several times throughout the year in order to be prepared in the event of a real incident. The PA State Police continues to serve as a consultant in our ongoing review and revision of security and safety drills.

Release of Custody of Students

In all cases of child custody issues, the school district will make it a practice to return the student each day to the custody of the person from whom the school received custody. In situations of divorce or separation, the school will release the custody of the child on any given day to the parent or guardian on record at the time of enrollment. Changes in custody must be legally documented and submitted to the school.

It is not the function of the school district to determine which one of the parents who are separated or divorced is entitled to legal custody of the child. Problems of this nature should be determined by the court. Parents who are seeking custody of a child should be advised to consult legal counsel and pursue their custody through proper channels.

Child Abuse

Each school district in the Commonwealth is required to adopt a set of procedures for reporting suspected child abuse. School district employees are considered mandated reporters and are required to report when given reasonable cause to suspect that a child is a victim of abuse or neglect. The law provides for confidentiality in reporting. Child Welfare decides whether a report is founded or unfounded. “Abused child” means a child under eighteen (18) years of age who exhibits evidence of serious physical or mental injury not explained by available medical history.

A copy of the Child/Student Abuse Policy is on file and available in the health office.

School Atmosphere

An atmosphere of calm is essential for a positive learning experience. Every principal or teacher (regardless of his/her subject, homeroom, or any other position) has complete authority over all students (see Loco Parentis – 12.5 Regulations of the State Board).

Searches

Students may be searched for reasonable suspicion if deemed appropriate by the administration. This is in adherence to the Supreme Court decision of 1985, New Jersey v. T.L.O.

Vandalism

Members of the student body should show pride in their school. Part of this pride should be shown in treating the property with care. Display your Portrait of a Trojan habits by not

vandalizing school district property. Students caught destroying school property will be required to pay all costs in labor and material. Possible school suspension may follow acts of vandalism.

Students are forbidden to damage school property including school district leased buses and vans. School furniture, walls, ceilings, floors, equipment, books, uniforms, etc. are not to be marked with pen, pencil, or any other instrument. Students are not to tamper with the fire alarms, fire extinguishers, electrical systems, etc. Any student who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be referred to the proper law enforcement agency. He/she will be subject to disciplinary action up to an including suspension and/or expulsion from school.

VISITORS, VOLUNTEERS, AND PARENT TEACHER ORGANIZATIONS

Visitors (See Policy No. 907)

All Tulpehocken Area School buildings are equipped with a buzzer entrance system. Please enter the building at the main office entrance where the buzzer entrance system is located. Upon entering the school all visitors must report to the main office and present their driver's license in order to sign in. Violation of this procedure will be subject to the state law regarding trespassing in school. All visitors must have a visitor sticker while in the building. Stickers are available in the main office.

Visitors may not be in the recess yard due to safety and liability concerns unless otherwise permitted. Younger siblings brought with visitors must remain in the care of the visitor at all times, and may not cause disruption to the educational environment.

Volunteer's Policy (See Policy No. 916)

The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Conditions

1. Upon approval of the principal and Superintendent, the name(s) of the volunteer will be presented to the Board for formal appointment.
2. Appointment, if granted, shall be for one (1) school year only.
3. All volunteer(s) must be eighteen (18) years of age.
4. Permission to utilize a volunteer may be revoked at any time by the Superintendent of Schools.
5. A volunteer may not direct or supervise a school-sponsored program, a group of students, or an individual student belonging to any such program outside the immediate supervision of a professional staff member. A head coach/advisor and/or assistant coach/advisor or teacher or building administrator shall be present during all training, practices, and/or other events of said school-sponsored program(s).
6. Volunteers may not transport students.
7. Volunteers must have background checks.

Classroom teachers and administrators reserve the right to determine volunteer assignments, schedules, and responsibilities based on student and instructional needs.

We appreciate the time, talents, and support our volunteers provide to help make Penn-Bernville a positive learning environment for all students.

Classroom Observations

Classroom observations are limited to parent/guardians of enrolled students. Observations may be approved by the building principal when the following have occurred:

1. Written request to visit has been submitted to the principal on the form provided by the District at least one (1) day prior to the observation and is subsequently approved by the principal. This provision may be waived at the discretion of the principal, if circumstances dictate.
2. The principal has notified the parent/guardian of the appropriateness of the observation during the requested time frame.
3. Classroom observations will be limited to no more than two (2) parents/guardians of any one student at a given time.
4. A building principal may deny visitation privileges to any parent/guardian who has previously disrupted class activities or cannot justify a useful purpose of a classroom observation.
5. The decision of the principal to deny permission for a classroom observation may be appealed to the Superintendent of Schools.

Exceptions

When there are scheduled classroom visits or other specifically designated programs, individual written requests will not be required.

1. Following the completion of kindergarten registration for the upcoming school year, parents/guardians of registered incoming kindergarten students may visit a kindergarten classroom during the first week in May with prior approval of the building principal.
2. Interested educators may observe classrooms with one (1) day prior notification, stated purpose, and approval by the building principal.
3. Agency personnel implementing a mental health or related student service plan in the school setting must have parental permission, approval from the Superintendent or his/her designee, and a schedule approved by the building principal.

Loud, Abusive and/or Profane Language or Behavior

It is the policy of the Tulpehocken Area School District to prevent disruptions to district operations and the instructional process. All persons, including but not limited to parents/guardians, visitors and members of the general public, are prohibited from the use of foul, profane and abusive language whether spoken or written, or for a tirade in any manner in the school buildings or upon school grounds. This policy will be particularly enforced if language or actions are professed in a loud and/or offensive manner or in a manner observable by other persons. Violation of this policy may result in removal from district property by appropriate district authorities. Members of the public may be charged with trespassing for failure to promptly vacate the property upon proper notice or notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

Parent-Teacher Organizations

Bethel Elementary School and Penn-Bernville Elementary School have parent-teacher organizations (PTO's) designed to promote harmonious working relationships between parents and teachers. The PTO functions to provide activities to enhance the community's connection to the school and to raise funds to provide financial support for supplies, equipment and activities that enhance the student school experiences.

The Bethel PTO meetings are held the first Thursday of each month, September through May as outlined on the district calendar. The Penn-Bernville PTO meetings are held the second Wednesday of each month, September through May as outlined in the district calendar. There will not be a Penn-Bernville PTO meeting held during the month of December.

COMPLAINT PROCEDURE

It is the desire of this school district to keep teachers involved in the decision making process as much as possible. **Therefore, any complaint/concern regarding a teacher or their decision should be brought first to the attention of the teacher by the party issuing the complaint/concern.** If a satisfactory solution of the problem cannot be reached with the teacher, parents and students may contact the building principal to discuss. If the building principal is unsuccessful in proposing a satisfactory solution to the student or parent problem, the concern may be taken to the superintendent. (In all instances arrangements for an appointment must be made.)

Whenever the superintendent cannot resolve the matter to the satisfaction of the student or parent, policy matters may be taken to the Board of Education providing that the request to be heard by the Board has been made to the superintendent five days before the next regularly scheduled board meeting. All appeals of administrative procedures and non-policy matters stop at the superintendent level.

IMPORTANT REMINDERS

An elementary student's school experience should be enjoyable and constructive. The administration and faculty in the Tulpehocken Area School District will do everything possible to provide the students with a quality program of instruction. We ask all parents to help us in attaining this goal. **For further information or clarification, a complete list of district policies are available on the Tulpehocken School District website.**

In summary, the following are reminders that should serve to allow your child to study and socialize in a safe, constructive, and meaningful learning environment.

1. Students are responsible at all times for their own property.
2. No student is permitted to be in the school building before or after school hours unless he/she is with a teacher or has secured permission from the office first.
3. No student is allowed to have cough drops and lozenges. All medication must be properly labeled: child's name, child's teacher, reason for taking. All medication is kept in the nurse's office to be administered only by nurse or nurse assistant.
4. Students who desire to ride their bicycles to school are to present a signed parental note to the office and must wear a helmet. (Permission forms are available in the main office).
5. All pupils are to be in their classroom and ready for the day by 8:50 a.m.
6. Parents may make teacher requests for consideration for the following year. All requests for consideration must be made in writing to the building principal on or before April 30th .

ANNUAL NOTIFICATIONS PER POLICY AND LAW

Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other 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.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:[\[36\]](#)

Address: 27 Rehrersburg Road, Bethel, PA 19507

Email: dquirk@tulpehocken.org

Phone Number: 717-933-4611, ext. 1012

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

POLICY 209.1 – FOOD ALLERGY MANAGEMENT

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The district will provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:

1. The student's special dietary disability.

2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Non Disabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

POLICY 209.2 – Diabetes Management Policy

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.

2. A written statement from the student's health care practitioner that provides:
 1. Name of the drug.
 2. Prescribed dosage.
 3. Times when medication is to be taken.
 4. Times when monitoring equipment is to be used.
 5. Length of time medication and monitoring equipment is prescribed.
 6. Diagnosis or reason medication and monitoring equipment is needed.
 7. Potential serious reactions to medication that may occur.
 8. Emergency response.
 9. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or

demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[]

POLICY 210 – MEDICATIONS

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.

6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

POLICY 235 - STUDENTS' RIGHTS AND RESPONSIBILITIES

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

"It shall be the responsibility of the student to:

Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.

Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

Assist the school staff in operating a safe school.

Comply with federal, state and local laws.

Exercise proper care when using district facilities, school supplies and equipment.

Attend school daily and be on time to all classes and other school functions.

Make up work when absent from school.

Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.

Report accurately in student media.

Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.

POLICY 247 – HAZING

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

DISCIPLINARY ACTIONS FOR HAZING

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine

POLICY 249 – BULLYING/CYBERBULLYING

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.

6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.

POLICY 716 – INTEGRATED PEST MANAGEMENT

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the school building.

3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.

The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office by simply calling District Operations at 717-933-4611.

POLICY 806 – CHILD ABUSE

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Guidelines

Aiding and Abetting Sexual Abuse

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

The district shall provide each volunteer with training on child abuse recognition and reporting.

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

POLICY 808 – FOOD SERVICES

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.

2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.]

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements

POLICY 824 – Maintaining Professional Adult/Student Boundaries

For the full text of this policy, please go to:

<https://go.boarddocs.com/pa/tulp/Board.nsf/Public?open&id=policies>

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships - Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions - In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.

3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.

17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

Electronic Communications - For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

FREQUENTLY VISITED POLICIES

- Controlled Substances Policy 227
- Tobacco Use Policy 222
- Weapons 218.1
- Use of Bicycles and Motor Vehicles Policy 223
- Acceptable Use of Internet Policy 245
- Unlawful Harassment Policy 248
- Use of Medications Policy 210
- Bullying and CyberBullying Policy 249
- Classroom Assignment Policy 206.1
- Transportation Video/Audio Recording Policy 810.4
- Head Lice Policy 209.1
- Reporting Student Progress Policy 212
- Promotion and Retention Policy 215
- Terroristic Threats/Acts Policy 218.2
- Meal Charges Policy 808.1