STUDENT HANDBOOK
2026-2027

GLENDALE JR/SR HIGH SCHOOL

GLENDALE JR-SR HIGH SCHOOL
1466 Beaver Valley Road
Flinton, PA 16640
Phone (814)687-4261
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Mr. Rick Kozak, Principal ***Mr. Mazenko, Assistant Principal***

This handbook has been prepared as a guide for all students that attend the Glendale Junior-Senior High School. Please read it thoroughly with the understanding that rules and regulations are necessary to provide an optimal environment for learning.

Your life during the time at Glendale is largely what you decide to make it. Students should always be mindful that they are the school, and their conduct in school or at school sponsored activities establishes the school's reputation.

We urge you to participate actively in the organizations and activities of Glendale and to become an integral part of the total school program. We hope this handbook will be helpful and useful in setting forth the guidelines of the Glendale Junior-Senior High School.

ADMINISTRATION

Mrs. Maureen Letcher D. Ed……..Superintendent
Mr. Kozak…….High School Principal
Mr. Mazenko……. Assistant Principal
Mrs. Scheel…….…..…. Supervisor of Special Education
Mrs. Braniff……. Business Manager

FACULTY/STAFF

Mrs. Arden…….. Spanish
Mrs. Bottenfield…….. Library
Ms. Conrad……. Nurse
Mr. Davis.…….……Science
Mrs. Davis …….. English
Mr. Henry……. Science
Mrs. Fontanella…….. Social Studies
Mrs. K. Gates……. Science
Mrs. S. Gates……. Health/Phys. Ed.
Mrs. Gittings…….. Family Consumer Science
Mrs. Graffius ……. English
Mr. Haney……Social Studies
Ms. Harkins……Special Education

Mr. Hill……..
Business/Computers
Mr. Hrubochak……..Social Studies
Ms. Hudak…… English

FACULTY/STAFF (cont.)

Ms. Irvine……. Social Studies
Mrs. Jasper…… Math
Ms. Korlinchak …… Math
Mrs. Lees.....Special Education
Ms. Lloyd……English
Mr. Maneval…….. Science
Mr. Matchock…… Business/Computers
Mr. Milanesi…… Health/Phys. Ed.
Ms. Poole……. Art
Mr. Price ……. Special Education
Mrs. Pusey……Math
Mrs. Putorek……. Math/Science
Mr. Putorek …… Music/Chorus
Ms. Rice…… Science
Mrs. Richardson…….. Reading
Mr. Small…….. Tech Ed
Mrs. A. Smith……. Special Education
Mrs. M. Smith…… Special Education
Mrs. Snyder……Health/Phys. Ed.
Ms. Tubbs……. Music/Band
Ms. Wiewiora……Special Education

Mrs. Kozak……Guidance
Mr. Frank……..Director of Technology
Mrs. Wilson……High School Secretary
Mrs. Matier…… High School Secretary

Mrs. Crigamire……Instructional Aide
Mrs. Gregg…….. Instructional Aide
Mrs. Hollen……. Instructional Aide
Mrs. Irvine ……. Instructional Aide
Mrs. Kauffman…….. Instructional Aide
Mrs. McClellan……. Instructional Aide
Mrs. Niebauer…….. Instructional Aide
Mrs. Storm……. Instructional Aide

Pursuant to section 8528 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), each LEA receiving federal funding must:

- Comply with a request by a military recruiter or an IHE for access to the name, address, and telephone number of each secondary school student served by the LEA, unless the parent of such student (or the student if they have attained 18 years of age) has submitted a written request to the LEA to opt out of the disclosure of such information;
- Notify parents of the students served by the LEA, or the student (if they have attained 18 years of age), of the opportunity to submit a written request to opt out of the disclosure of the student's name, address, and telephone number, unless prior written consent has been provided;
- Compile the list of student names with directory information by the first day of the academic year in which senior students will graduate; and
- Provide military recruiters the same access to secondary school students as is provided generally to IHEs or to prospective employers of those students.

GLENDALE SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR

AUGUST 2026

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	**21**
24	**25**	**26**	27	28
31				

Teacher Days: 7 Student Days: 4
21, 24 -Teacher In-service
24-Meet The Teacher Night (5:00pm – 7:00pm)
25 -Teacher In-Service
26 -First Student Day

SEPTEMBER 2026

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	**25**
28	29	30		

Teacher Days: 28 Student Days: 24
7– Labor Day Holiday
25 -Act 80 Teacher In-service –No school for students

OCTOBER 2026

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Teacher Days: 50 Student Days: 45
12 -Act 80 Teacher In-service -No school for students

NOVEMBER 2026

M	T	W	TH	F
2	3	4	5	6
9	**10**	**11**	12	13
16	17	18	19	20
23	**>24**	**25**	**26**	**27**
30				

Teacher Days: 66 Student Days: 59
9 - Teacher In-service -No school for students
10 -Parent/Teacher Conf. – 11:30 am –7:00 pm (No school for students)
11 -Veterans Day Holiday
24 -Early Dism. (HS-12:00pm / Elem-12:45pm)
25, 26, 27, 30 - Thanksgiving Holiday

	= First and Last Student Days
	= Teacher In-service
	= Teacher In-service Act 80 Day
	= Holiday
	= Parent/Teacher Conf. -Evening
	= Parent/Teach. Conf.-No school for students
>	= Early Dismissal

DECEMBER 2026

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	**22**	**23**	**24**	**25**
28	**29**	**30**	**31**	

Teacher Days: 81 Student Days: 73
21 -Teacher In-service –No school for students
22, 23, 24, 25, 28, 29, 30, 31-Christmas Holiday

JANUARY 2027

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	**19**	20	21	22
25	26	27	28	29

Teacher Days: 100 Student Days: 91
1 -New Year's Holiday
18 -Martin Luther King, Jr. Holiday
19 -Act 80 Teacher In-service –No school for students

FEBRUARY 2027

M	T	W	TH	F
1	2	3	4	5
8	9	10	**11**	**12**
15	16	17	18	19
22	23	24	25	26

Teacher Days: 118 Student Days: 108
11 -Parent/Teacher Conf. – 11:30 am – 7:00 pm (No school for students)
12, 15 -Mid-Winter Holiday

MARCH 2027

M	T	W	TH	F
1	2	3	4	5
8	9	10	**>11**	**12**
15	16	17	18	19
22	23	24	**>25**	**26**
29	30	31		

Teacher Days: 139 Student Days: 128
11 -Early Dism. (HS-12:00pm/Elem-12:45pm)
12 -Act 80 Teacher In-service –No school for students
25 -Early Dism. (HS-12:00pm/Elem-12:45pm)
26, 29 -Easter Holiday

APRIL 2027

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	**>30**

Teacher Days: 161 Student Days: 150
30 -Early Dismissal (Prom)
(HS-11:00 am / Elem -11:45 am)

MAY 2027

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Teacher Days: 181 Student Days: 170
31 -Memorial Day Holiday

JUNE 2027

M	T	W	TH	F
	1	2	3	**>4**
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Teacher Days: 185 Student Days: 174
4 -Last Student Day – Early Dismissal
(HS-9:30am / Elem- 10:15am)

First Student Day: August 26, 2026
Last Student Day: June 4, 2027

End of 1st Marking Period: October 29, 2026
End of 2nd Marking Period: January 25, 2027
End of 3rd Marking Period: April 2, 2027
End of 4th Marking Period: June 4, 2027

Optional Cancellation Make-Up Dates:
February 15
June 7
June 8
June 9
June 10
June 11

Board approved: 02/17/2026

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GUIDELINES FOR STUDENT DRIVING AND PARKING

Bus transportation is provided for all students at Glendale Jr./Sr. High School. Allowing students to drive and park on school property is a privilege. In order for a student to obtain a parking permit, the following criteria must be met:

1) The student shall not have received a FAILING FINAL grade in any class the preceding year.
2) The student shall pay a non-refundable fee of $10.00 beginning 1st semester; $5.00 beginning 2nd semester. No partial payments.
3) A student must register the vehicle and complete a CONSENT TO SEARCH VEHICLE FORM with the office of the Principal (form available in high school office).
4) All student drivers and parents must complete and sign the Permission to Test form in compliance with the Glendale School District Student Drug Testing Policy.
5) A student must display at all times a parking permit as prescribed for the current school year.
6) A student must park in the assigned space provided and may not trade spaces with another student.
7) Leaving school grounds during regular school hours in a vehicle without administrative approval is not permitted and will be handled under the current discipline policy up to and including loss of parking privileges.
8) Speeding or careless driving on school grounds will not be tolerated and may result in the loss of parking privileges.
9) Sitting in or loitering around vehicles during the school day will not be permitted. Upon arrival to school, you will immediately lock your vehicle and report to your assigned area.
10) When a student has accumulated (3) tardies to school, they will lose parking privileges for three school days.
11) **When a student has accumulated (3) UNEXCUSED absences, they will lose their parking privileges for ten school days.**
12) Students may not purchase parking permits for other students, lend or give their permits to other students.
13) **If a student receives a failing grade in two classes at the end of the first marking period, the student will lose the privilege to park until the end of the subsequent marking period when grades will again be reviewed.**
14) Driving to GACTC requires permission from both Glendale and Altoona GACTC. Driving/riding to GACTC without permission will result in **one day in-school suspension.**
15) Altoona GACTC requires a **(2) night detention** for students riding in a private automobile **without permission.**
16) Student drivers/passengers are not permitted to enter the school building prior to 7:20 a.m. under normal circumstances. Exceptions would be made to make up work/projects required by a teacher.
17) Students are not permitted to drive unlicensed vehicles, off road vehicles, farm/yard vehicles or ATV's on school property.
18) Any violation of items 5-17, unless already designated as a loss of privilege, may result in the loss of parking privileges for 30 school days.
19) Driving/parking without a valid parking permit or permission from the high school office will result in a detention.

Cars without parking permits on school property will be towed at the expense of the own

2026-2027 BELL SCHEDULE

7:30 – 7:40 ..... Locker/Breakfast
7:40 – 7:45 ..... Homeroom
7:45 – 8:13 …..…… Advisory Period
8:16 – 8:56 ..... Period 1
8:59 – 9:39 ..... Period 2
9:42 – 10:22 ..... Period 3
10:25 – 11:05 ..... Period 4

11:05 – 11:35 .....“A” Lunch
11:38 – 12:18 ..... Period 5
12:21 – 1:01 ..... Period 6

11:08 – 11:48 ..... Period 5
11:48 – 12:18 .....“B” Lunch
12:21 – 1:01 ..... Period 6

11:08 – 11:48 ..... Period 5
11:51 – 12:33 ..... Period 6
12:31 – 1:01.....“C” Lunch

1:04 – 1:44 ..... Period 7
1:47 – 2:27 ..... Period 8
2:31- 2:35 …..… Homeroom/ Dismissal

ENTERING THE BUILDING

Students will enter the building immediately after the bus drops them off. Students will NOT wait in the bus until 7:30. Students will either go to the cafeteria for breakfast or lockers then homeroom upon entering the building.

Before 7:30 a.m.	-	Use doors at high school office canopy
7:40 a.m. – 7:45 a.m.	-	Use doors at high school office canopy
7:45 a.m. – 2:35 p.m.	-	Use doors at high school office canopy
Dismissal 2:35 p.m.	-	Use doors at high school office canopy or district office canopy

HOMEROOMS

1. All seats in the homeroom will be assigned by the teacher.
2. Discipline during homeroom period shall be handled the same as the classroom period behavior.
3. Students are considered late to school at 7:41 a.m.
4. All students must attend or report to p.m. homeroom. No long term passes.

ATTENDANCE CLARIFICATION

1. If students arrive at school after 7:41 a.m. but before 8:15 a.m. they are considered a.m. tardy but present all day.
2. If students arrive at school after 8:16 a.m. but before 11:15 a.m., they are considered absent for ½ day a.m.
3. If students leave school between 11:16 a.m. and 2:00 p.m., they are considered absent for ½ day p.m.
4. If students leave school between 2:01 p.m. and 2:35 p.m., their absence will be considered an early dismissal.
5. Absences for students leaving and returning within one school day shall be determined by hours attended.
6. If a student is tardy 3 times, a written warning will be given. The 4th tardy will result in a detention. A detention will result for every 2 tardies after 4.

ATTENDANCE/ENROLLMENT

1. All children from the time they enter first grade until the age of 18 are required to attend school under the provisions of the Pennsylvania Compulsory School Law.
2. When a student is absent from school, a signed note with a valid reason for the absence from the student's parent/guardian must be presented to the attendance personnel in the high school office <u>within three days upon returning to school,</u> otherwise the absence will be considered unexcused. Type/nature of appointments must be specified on all absence notes or the absence will be considered unexcused. In extenuating circumstances additional time to present an excuse may be granted, but no excuse will be accepted six (6) days past the date of absence. Any excuses not turned in after the six (6) days will result in an unexcused absence. Students age 18 and over must produce a notarized letter stating that they are self-supportive in order to write their own excuses.

3. The following reasons constitute excused absences:
    - Illness or injury supported by a doctor's excuse.
    - Illness or injury supported by a parent/guardian excuse.
    - Death in family, 4 days for parent, brother, sister; 3 days grandparents/near relative in household; 1 day near relative.
    - Observance of religious holidays that fall on a school day.
    - Doctor/dental appointment if reasonable time used for appointment. Students are permitted ½ day for appointments unless special circumstances.

    <u>The following count as part of the ten (10) parental excused days:</u>
    - Family educational trip, up to five (5) days with prior administrative approval.
    - One family emergency day upon approval by principal.
    - Permit test – ½ day; Driver test – up to 2 (1/2) days if needed
    - Impassable roads/when deemed by the school Inclement Weather Administration.

    Some examples of unexcused absences may be, but not limited to:
    - Car trouble
    - Babysitting
    - Hunting/fishing
    - Parental neglect (visiting, oversleeping, missed bus)
    - Running errands
    - Shopping
    - Dr. appointment for a sibling
4. The attendance records of the high school office shall be used as verification of the days absent. The purpose of this attendance policy is to ensure that students are in class on a regular basis in order to receive the best education possible. Official records are kept in the superintendent's office.
5. Students are permitted up to ten (10) days of excused absences supported by parent/guardian written excuses.
6. Students are permitted up to six (6) individual doctor excuses per school year. The total does not include dentist, orthodontist or eye doctor appointments. This does not apply to an ongoing, diagnosed medical condition.
7. PA Department of Education guidelines state that the absence of a teen parent is unexcused when that absence was a result of the teen's child.
8. When a student reaches eight (8) days of parent/guardian excused absences the parent/guardian will be notified by mail.
9. When a student reaches ten (10) days of excused absences supported by parent/guardian written excuses, the parent/guardian will be notified by mail that all subsequent absences will require <u>written verification by a physician/dentist or the absence will be considered unexcused.</u>
10. When a student accumulates three (3) days of unexcused/unlawful absence the parent/guardian will be notified by mail. This notice will include a section which indicates that upon a total of twenty-five (25) unexcused/unlawful absences, the student will not be granted credits and will be retained in the current grade for the following school year.

    A.) Between the 4th and 6th unexcused absence a school attendance improvement conference will be scheduled with the parent or guardian to establish a school attendance improvement plan.

    B.) On the sixth (6th) day of unexcused/unlawful absence the parents will be notified by mail. This notice will include a section which indicates that upon a total of twenty-five (25)

unexcused/unlawful absences, the student will not be granted credits and will be retained in the current grade for the following school year. At this point the process to develop a truancy elimination plan for the student will begin. This requires parent/guardian-student participation in a school-family conference.

C.) On the tenth (10th) day of unexcused/unlawful absence the parents will be notified by registered mail. This notice will include a section which indicates that upon a total of twenty-five (25) unexcused/unlawful absences, the student will not be granted credits and will be retained in the current grade for the following school year.

11. The District will implement the following progressive discipline for students age 18 and over:
    - 4th unexcused absence will result in a one (1) day detention.
    - Between the 4th and 6th unexcused absence a school attendance improvement conference will be scheduled with the parent or guardian to establish a school attendance improvement plan.
    - 6th unexcused absence will result in three (3) days detention.
    - 10th unexcused absence will result in a six (6) days detention and a mandatory attendance hearing that will include the assistant principal and guidance counselor. The purpose of this is to review the students' academic and attendance records and discuss potential grade retention or withdrawal.
12. Any student under 18 years of age who accumulates more than three (3) days of unlawful absence makes his/her parent/guardian of self, liable to fine, imprisonment or loss of drivers' license under provisions of the PA Compulsory Attendance Laws.
13. When students have a written invitation or appointment to go for a job interview, college admission interview, nurses training interview, trade or technical school interview, or other interview for post high school plans, they may be excused. **Such requests must be signed and approved by the Guidance Counselor prior to the appointment or the day will be an unexcused absence**. The student will present a verification statement signed by a college official or prospective employer when returning to school. If a student goes two consecutive days to the same college, only one day will be excused as a college visit and the other day will be parental excused and applied to the 10 permitted days of excused absence. The guidelines will be as follows:
    - 10th Grade: 1 job shadow (counts like a field trip), NO college visits. Any job shadow after one will be parental excused
    - 11th Grade: 1 job shadow, 1 college visit (both count like a field trip). Additional job shadow or college visits will be parental excused
    - 12th Grade: 1 job shadow, 2 college visits (all count like a field trip). Additional job shadow or college visits will be parental excused
    - Military business will always count as a field trip when it is mandatory
14. SERV (Student Emergency Response Volunteers) members/junior firemen will be excused for emergency calls as part of the 10 days of parental excused absences if:
    - Student has not exceeded the 10 days of absence
    - Student has not accumulated in excess of 15 discipline points
    - Student is not failing two or more subjects for the nine weeks

EARLY DISMISSALS

1. Students should have requests for early dismissal filled out by the parent (s) or guardian and turned in prior to, or by a.m. of dismissal day. The request is to include with whom and how the student is to leave the school premises and the time of the appointment. **If possible, the student must produce an appointment card whenever a request for early dismissal is made. If this is not possible, then the card must be presented the next day.**
2. The following reasons constitute excused early dismissals: 1. Doctor and dentist appointments. 2. Exceptionally urgent reasons which directly affect the student (must be specified). Type/nature of appointment must be specified on early dismissal request or will be considered unexcused. **EARLY DISMISSAL FOR ANY OTHER REASON WILL BE CONSIDERED AS UNEXCUSED AND TIME WILL BE ACCUMULATED**.
3. **All** persons must report to the office to pick up an early dismissal student and sign the student out. **All** students must remain in their scheduled classes until called to the office for the early dismissal. Students must be picked up by a parent personally, an authorized guardian/relative or have a note signed by parent/guardian stating who is picking up student.
4. No student is to call home and have someone come for them (claiming illness) unless the nurse authorizes the call**. ANY STUDENT NOT RECEIVING EARLY DISMISSAL FROM THE NURSE WILL BE COUNTED AS UNEXCUSED.**

PERMISSION TO LEAVE CLASS

A student may receive permission to leave a classroom by obtaining a pass from his/her teacher. It is up to each teacher to decide whether or not to let a student leave his or her class.

1. Locker passes will be issued only in special situations. Students should go to each class with all necessary materials and should not leave that class to get or put away classroom materials.
2. Restroom passes will be issued at the discretion of the teacher for a period of five (5) minutes. All other passes will be issued for a reasonable length of time at the teacher's discretion. **Phone passes issued in emergency situations only.**
3. Students are not permitted to leave the building or go to the elementary without written permission from the office.
4. **Students should not attempt to obtain a pass to leave a regularly scheduled class to attend or work in another classroom.**
5. All students are required to sign out before leaving a classroom unless called to the office.

NURSES OFFICE

1. Students must ask the teacher to call the nurse to visit the nurse's office. If the nurse sends a student home before 8:15 a.m., they will be considered absent for one full day.
2. Upon obtaining permission to visit the nurse, you must proceed directly to the nurse's office.
3. After visiting the nurse's office, you must proceed directly back to your class.
4. Students will not be permitted to go to the nurse's office for:
    - small scratches that can be washed in the restroom with soap and water
    - muscular aches
    - blisters caused by shoes – teacher will give you a band-aid
    - dirty/ripped clothing – student will need to call parent/guardian
    - minor coughs – students need to bring their own cough drops
    - chap stick/lip ointment – bring from home
5. The district reserves the right to refuse nurse's office passes to students that abuse this privilege.

LOCKERS

1. Lockers are to be used to store books, coats, and supplies. Lockers are to be kept clean and neat at all times. There will be periodical locker inspections. Students are not permitted to put stickers/adhesives on the inside/outside of their lockers.
2. Money and valuables should not be stored in lockers. **The school is not responsible for articles lost or stolen.**
3. Students remaining after school for extra-curricular activities must use their lockers prior to the activity. No student is to be at a hall locker following any activity.
4. Students may obtain a pass from a teacher granting special permission to go to his/her locker during class for valid reasons.
5. Students are not permitted to give their locker combinations to another student. **Students are not permitted to keep items in a locker assigned to another student, to share lockers with other students, or to set their locker to enable it to open without using the combination**. These items are covered under locker policy violation.
6. Gym clothes will be stored in gym lockers.
7. Going to your locker between classes is not a valid reason for arriving late to class.
8. **LOCKERS ARE SCHOOL DISTRICT PROPERTY AND ARE SUBJECT TO INSPECTION BY DISTRICT OFFICIALS AT ANYTIME**.

DISCIPLINE AND CONDUCT

Preface: This Conduct Code is designed to ensure good discipline. "Discipline" is training that results in self-control, orderly conduct, and acceptance of authority. Discipline is essential to an excellent educational program, and it is a responsibility to be shared by students, parents/guardians, and school personnel. The goal is to create and maintain a school environment conducive to learning.

Authority: The Pennsylvania School Code (Section 1317) recognizes that teachers are authorized to reprimand or correct students in the classroom, halls, and on any other school property.

ANY ITEM NOT SPECIFICALLY ADDRESSED IN THIS CONDUCT CODE OR IN ANY OTHER SECTION OF THIS STUDENT HANDBOOK WILL BE HANDLED BY ADMINISTRATIVE DECISION.

DISCIPLINE DEFINITIONS

Absences *(Illegal)*: See Attendance Policy, page 9

Arson: The intentional setting of a fire.

Assault/Battery: An unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. Any unsolicited touching or application of force to another person.

Bomb Threat or False Threat: Willfully conveying by mail, written notes, telephone, radio, or any other means of communication, any threat, knowing it to be false.

Bullying: Repeated unwanted, aggressive behavior that involves a real or perceived power imbalance, ***is repeated over time***, and causes or has the potential to cause physical or emotional harm.

Burglary: Illegal entry with intent to commit a crime.

Destruction or Defacing Property: Willfully and maliciously destroying, defacing, disposing or injuring any item of school property or personal property of another. Major-examples but not limited to – TV's, VCR's, physical portions of the building. Minor – examples but not limited to – books, small items, personal property – both level violations student liable for replacement/repair cost.

Dishonesty: Act of lying to school personnel.

Disorderly Conduct: (Disturbing the peace) page 19.

Disruptive Conduct: Conduct that interferes with the educational process, examples are but not limited to disrupting class.

Drugs and Alcohol: Policy and guidelines page 19.

Explosive Devices/Fireworks: The possession of, sales, furnishing, use, or discharge of explosive or incendiary devices or fireworks.

Extortion: Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.

Failure to Follow Procedures: Any violation of the discipline policy not specifically outlined in the point's chart. Some examples are but not limited to: card playing, games of chance, possession/use of squirt guns, matches, lighters, or any item inappropriate for a school setting. Food/snacks open containers in hall area or classrooms. Abuse of hall pass privileges, loitering in halls, shooting paper/rubber bands/objects, throwing snowballs, objects in class.

False Fire Alarms: False reporting of or transmission of signal, knowing the same to be false.

Fighting: Two or more persons in a public place.

Forging School Documents: Forging or using forged passes, excuse or other school documents.

Group/Gang Related Activity: Group gang related activity can be intimidation to students, faculty or staff. Although this list is not all-inclusive, examples of unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and or initiation rituals, wearing of gang attire or colors.

Harassment: Threat of bodily injury, threat to cause physical damage to another property, or threat of physical confinement or restraint of a person by words or conduct that places the person receiving the threat in reasonable fear that the threat will be carried out.

Hazing: An action, which forces another student to undergo a humiliating or abusive ordeal, as in initiations.

Illegal Substance: Possession or use of over the counter or physician required prescription medication without proper authorization or documentation. See Medication Policy, page 24.

Improper Use – Computer/Printer/Copier: Using these devices to print/send/distribute photos/information that is not suitable for or disruptive to the school atmosphere.

Improper Web Site: Privileges – The use of the Glendale network services and the Internet is a **privilege**, not a right. Inappropriate use will result in a **cancellation** of those privileges. (Each student who receives an account will be part of a discussion with a faculty member pertaining to the proper use of the network). The system facilitators/administrators will deem what is inappropriate use and their decision is final! Also, the system administrators may close an account at any time. The administration, faculty and staff may request a system administrator to deny, revoke, or suspend specific user accounts.

Improper Web Site Access: (1) Minor – website not authorized by teacher (2) Major – depictive illegal/pornographic/obscene/vulgar/racist/violent images/information.

Inappropriate Dress: Dress and/or appearance in violation of District Dress Code Policy.

Indecent Exposure: An open indecent or obscene exposure of his/her person.

Insubordination: Any student who willfully and/or defiantly refuses to cooperate or does not follow the instruction of any district personnel.

Insubordination, Major: Major insubordination consists of directing obscene or abusive language or gestures toward any district personnel.

Internet Harassment: Any harassment carried on via the internet/computer system in school. Any social media post or direct messaging that causes a school disruption or student safety concern even if it is posted outside of school hours will not be tolerated and will be dealt with in accordance with our school policy and guidelines on page 19.

Larceny: Stealing, taking or carrying away property of another.

Late to Class: Arriving at class after the bell without authorization. 2nd occurrence within 45 days will result in a detention.

Leaving Building/in Unauthorized Area: Leaving the building without proper authorization, going to any area of the school/grounds without authorization, failure to be in assigned area/class without authorization.

Leaving Class Without Permission: Leaving class without written or verbal permission from the teacher.

Libel: A maliciously written defamation expressed to impeach a person's honesty, virtue or reputation.

Locker Violations: Pictures, stickers, signs, etc. on the inside or outside of lockers. Using or sharing another student's locker. Deliberately altering the locker's locking mechanism.

Misconduct on School Vehicles: Step one violations of school bus policy. Step two violations and step three violations are covered in school bus disciplinary policy.

Misuse of Emergency Systems: Tampering with rescue assistance call buttons, fire extinguishers.
Obscenity: Displaying material or gestures that are indecent and have the potential of being disruptive to the educational community.

Open Containers: Any drink container that is not sealed with a factory seal or has been previously opened is prohibited.

Pattern of Doing Nothing: Making no effort to participate or do class work during assigned class time.

Plagiarism and Cheating: Use of a created production without crediting the source or to use dishonestly obtained information. Mandatory staff/student conduct, mandatory staff/parent contact, grade reduction by teacher.

Possession/Use of Electronic/Audio Devices/Unauthorized Use: Possession of radios, tape players, CD players, walkmans, or any audio, video or photographic device. Portable/cell phones, pages or communication device. Any electronic game device, laser/light device.

Possession/Use of Tobacco: See Tobacco Policy in handbook, page 18.

Possession/Use of E-Cigarettes/Vaping: See Tobacco Policy in handbook, page 18.

Profanity: Use of vile or indecent language inappropriate to the educational setting.

Public Display of Affection: Embracing, kissing, walking with arms around each other.

Public Display of Affection (Major): Lude Sexual conduct or behavior on campus or a school sanction event.

Robbery: The unlawful taking of personal property from the person of another or in his/her presence, against his/her will means of force violence or fear of injury.

Racial Harassment: Racial harassment can include racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.

Sexual Harassment: (Unwanted) Verbal or physical conduct of a sexual nature imposed on the basis of sex.

Slander: A maliciously verbal defamation expressed to impeach a person's honesty, integrity, virtue or reputation.

Sleeping in Class: The act of a student sleeping in class during instructional time.

Stolen Property: Receiving or possessing stolen property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.
Tardy to School: Arriving/reporting at school after 7:41 a.m. but before 8:15 a.m.

Terroristic Threats: Threat of extreme violence involving the use of a weapon or explosive that would cause bodily harm.

Threat to Staff: Any verbal, written, digital or physical threat of violence directed towards staff.

Throwing Snowballs: Is not permitted on school property.

Throwing Substances: To throw any objects or substances in the cafeteria, auditorium or gymnasium or at any vehicle on school property.

Traffic Violations School Grounds: Examples are, but not limited to the following: parking in an unauthorized area, speeding, spinning tires, failure to yield to pedestrians, or unsafe operation of a vehicle. See Student Driving Guidelines, page 6.

Trespass: To be on school property at inappropriate times without permission/authorization. Examples are but not limited to lingering after school or after extra-curricular activities. To be on school property or at a school function while under suspension for school or suspension from extra-curricular activities.

Unauthorized Area: To be in any area of the building/school grounds without specific/written authorization from a member of the faculty or administration.

Unauthorized Video Recording: The act of using technology including iPads, cell phones, computers and other recording devices, to record any nefarious act committed by a student is strictly prohibited. This includes vandalism, fighting, assault and any other behaviors deemed inappropriate by the administration.

Unprepared for Class: Students attending class without materials required by the classroom teacher. Examples are but not limited to textbooks, workbooks, notebooks, paper, class projects, writing utensils, gym clothes. Does not pertain to homework.

Unwarranted Contact with Staff: Any physical contact with staff beyond typical contact. (ie. Pushing, shoving, elbowing and touching)

Weapons: Weapons and replicas of weapons are forbidden on school premises. Any reference in this policy to the term weapon shall also include a look-a-like or replica weapons. For purposes of this "school premises" means the school, school grounds, school bus, or any premises, grounds or vehicles used for official school purposes.

"Weapon" shall include, but not be limited to, firearms, bombs, knives, metal knuckles, chains, straight razors, explosives, noxious irritating or poisonous gases, poisons, drugs, air gun or spring guns, sling shot, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. Weapons do not include personal items such as nail files, etc., unless used as a weapon in a fight.

"Dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Level 1	0-4	Level 2	5-9	Level 3	10-14	Level 4	15-19	Level 5	20-24	Level 6	
DETENTION		2 DAYS DETENTION		1 DAY OSS		2 DAY OSS		3 DAY OSS		EXPULSION/ ALT ED	
Disruptive Conduct	1	Insubordination	5	Extortion/Larceny ($10-$200)	10	*Burglary	15	*Assault-student	20	*Arson	25
Disrespectful Destruction/Defacing School Prop-Minor	3	Extortion/Larceny up to $10.00	5	Improper Website (major)	10	Computer Misuse/Damage plus Replacement cost	15	*Drug/Alcohol-Under the influence	20	*Assault on Staff	25
Failure to follow Procedures	2	Harassment (major)	5	Insubordination (major)	10	Destruction/ Defacing Property	15	*Fighting-2nd offense	20	*Bomb Threat/False Threat	25
Forging School Documents	3	Hazing	5	*Illegal Substance/Over the counter meds	10	*Disorderly Conduct/ Disturbing the peace (lude cellphone image)	15	*Libel-Student to Staff	20	*Drug/Alcohol Possession	25
Harassment (minor)	3	Disruptive Conduct in Detention/ISS (1st off)	5	Libel-Student to Student	10	*Fighting 1st Off	15	*Robbery	20	*Explosive Devices/Fireworks	25
Improper Web Site (minor)	2	Leaving Building	5	Misuse of Emergency System	10	*Group/Gang Activity	15	*Sexual Harassment-2nd offense	20	*False Fire Alarm	25
Inappropriate Dress-2nd (1st offense warning/clothes change)	1	Missing Detention	5	Throwing Substance (see pg 17)	10	Racial Harassment/ Hate Speech and/or Hate Symbols	15	*Racial Harassment-2nd Offense	20	*Weapons, Real/Look-a-like	25
Locker Violation	1	Obscenity/Profanity (major) or Repeated Profanity	5	Trespass	10	*Posession/Use of Tobacco	15	*Terroristic Threats	20	*Intent to Distribute/Sell, pass drugs	25
Obscenity/Profanity (minor)	2	Skipping class	5	Unauthorized Video Recording	10	*Possession/Use of E-Cigarettes/Vaping	15	Extortion/Larceny (Over $200)	20		
Running/Misconduct in halls	1	Slander/False reporting	5	State Test Violation (Use of Cell Phone)	10	*Sexual Harassment	15				
Possession/Use of Cell phone, electronic/audio equip. Laser devices	3	Stolen Property, Receiving/Possessing (including digital property)	5			*Threat to staff- Any threat of violence directed toward staff	15				
Unprepared for class	1	Unauthorized area	5								
Dishonesty	3	Driving/Riding to VT w/o permission	5			Public display of affection (major)	15				
Sleeping in class Pattern of doing nothing in class 1st warning	1	Physical Aggression (pushing/shoving)	5			Unwarranted Contact with Teachers	15				
Driving/Parking w/o permit	2										
Public Display of Affection	2										

* Referral for legal action mandatory

** Referral to GAP mandatory

ALTERNATIVE EDUCATION

Alternative education is an outside education organization that meets ADA standards for education of disruptive youth. Students that have met the threshold of discipline points can be considered for alternative placement that meet their individual needs.

BULLYING

Bullying is a form of discrimination prohibited by the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments to same, the Pennsylvania Human Relations Act, and Student Rights and Responsibilities, 22 Pa. Code § 12.4.

Bullying includes, but is not limited to, ***repeated verbal over a period of time***, graphic or physical conduct, or threats of such conduct, directed at a student as a result of, related to or regarding the student's personal appearance, race, ethnicity, ancestry, national origin, gender, religion, academic ability, speech or speech patterns, sexual orientation, disability, etc.

Examples of prohibited bullying can include, but are not limited to, the following:

1. Physical conduct such as hitting, pushing, pulling hair, etc.
2. Intimidation or threats.
3. Repeated verbal conduct such as name calling, sexist or racist comments, threats of harm, jokes about another's appearance or other attributes, or unreasonable and unwelcome "teasing."
4. Bullying is considered harassment, whether verbal or physical conduct, which is addressed by the discipline matrix on page 19.

Any student who is found to have engaged in conduct constituting bullying may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required, as part of any discipline imposed, to participate in educational activities and/or counseling services related to bullying. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstance of each individual situation.

TOBACCO USE/POSSESSION POLICY

Act 168 of 1988 (Pennsylvania Law)

1. Regulates use in public places and provides penalties for infractions.
2. Sec. 3.5 – tobacco use by pupils is prohibited in school buildings and buses and on school property owned by, leased or under control of the school district.
3. Sec. C of 3.5 – This Act 168 supersedes any municipal ordinance or school board regulation.
4. Sec. 10.1, Clean Indoor Air – Is to protect the public health and provide for the comfort of all parties (people) by regulating and controlling tobacco use in certain public places and at public meetings and in certain workplaces.
5. Sec. 10.1 – No person shall smoke or use tobacco products in areas designated as non-tobacco (chewing and smoking) by the proprietor or persons in charge in a public place or public hearing.

Penalties: Covered in discipline code and apply to E-Cigarettes/Vaping and look-a-like products.

DISORDERLY CONDUCT

According to Pennsylvania Law (Title 18 Sec 5503)

Disorderly conduct charges may be filed for the following reasons:

1. Engaging in fighting or threatening, or in violent or tumultuous behavior
2. Makes unreasonable noises/sounds
3. Uses obscene language or makes an obscene gesture; or
4. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the act or (vandalism)

For minor incidents alternative measures may be instituted. Parents will be notified that if the behavior continues the disorderly conduct charges will be filed. However, for more serious incidents charges will be filed immediately with the magistrate.

Please note: The Glendale School District will continue to use electronic equipment to monitor students in school and on school buses.

DRUG AND ALCOHOL POLICY, ADMINISTRATIVE GUIDELINES, AND PROCEDURES

Statement of Policy

The Glendale School District recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. The fundamental intent of the District's Drug and Alcohol policy is to insure the health and safety of all students. Our goal, as is the goal of every school in the United States, is to be free of drugs, violence, and the unauthorized presence of weapons and alcohol, and to offer a disciplined environment conducive to learning.

Definition of Terms

Drug/Mood altering Substance/Alcohol – shall include, but not limited to alcohol, malt and alcohol containing beverages; inhalable substances (such as gases, solvents, butane, propane, adhesives and white-out); marijuana or its derivatives; cocaine/crack; LSD or other hallucinogenic drugs; PCP; amphetamines and amphetamine like compounds; heroin; methadone; scheduled narcotics; steroids; herbal/natural stimulants; herbal/natural euphoriants; look-alike products; and any substances commonly referred to as "designer drugs." Prescription medication or over-the-counter preparations for personal use shall be allowed only as per the district medication policy, under the supervision of school personnel, with written orders from a physician. All federal, state and local laws shall apply to all students.

Student Support System - is a multi-disciplinary team composed of school personnel (administrators, teachers, counselors, nurses, staff) trained to understand and work with student problems including issues related to drugs, mood altering substances, and alcohol. The team will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

School Property – shall include not only actual buildings, facilities and outside area on the school grounds, but shall also include school buses, school bus stops, school parking areas, and any facility being used for a school function or school sponsored event at any site.

Confiscation - **when** there are reasonable grounds to believe that a student is in possession of drugs or mood-altering chemicals, there is an obligation to search for and seize chemicals or substances by any school employee or any employee of contracted groups who work with the students. The search will include lockers, cars on school property, clothing, purses, book bags or backpacks, gym bags, books and other personal property. Reasonable attempts would be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search.

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

Cooperative Behavior – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Support System.
Uncooperative Behavior – is resistance or refusal, verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative student behavior. Uncooperative student behavior shall also include the refusal to comply with the recommendations of the members of the Student Support System.
Drug Paraphernalia - includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

School Guidelines

As an integral part of the Glendale School District Drug and Alcohol Prevention Program, these guidelines represent a component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or school sponsored activities. The Glendale School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Procedures

The Glendale School District supports a zero-tolerance drug policy. No student may possess, use, sell or distribute alcohol, drugs or other substances, nor use or possess paraphernalia for the purpose of drug use at any time on school property. Violation of this policy will subject that student to discipline pursuant to the provisions/procedures outlined in this handbook.

1. **Immediate Action** – Principal/district administrator will be summoned. Nurse or other appropriate personnel may be called. Any existing contraband will be confiscated. Staff member writes an anecdotal report of the incident.
2. **Investigation** – The principal/district administrator will investigate the incident. This will include but not limited to interview of student(s) and appropriate persons; search of student, his/her locker, car and other possessions.
3. **Notification of Parent/Guardian –** The principal/district administrator will notify parents at the completion of the investigation to inform them who was involved, what substance (if known), when the incident happened and where on school property. Parents will be requested to come to the school as soon as possible.
4. **Notification of Police** – By principal/school administrator.
5. **Disposition of Substance** – Confiscated for analysis if warranted.
6. **Consequences** – Students possessing/using/under the influence of drugs/alcohol are subject to discipline provisions/procedures stated in the district discipline chart, page 9a, as well as all applicable federal, state and local laws. Students that comply with all recommendations from a drug and alcohol assessment done by the county drug and alcohol agency may return to school for a probationary period pending completion of said recommendation.
7. The intent or act to sell, distribute drugs/alcohol will result in expulsion without the benefit of a probationary period pending SAP assessment.
8. **Treatment** – Referral to SAP or outside treatment facility.
9. **Follow-Up** –Letter sent to parent/guardian by registered mail detailing information from investigation and disciplinary consequences.

All staff members, administrators and members of the board of education involved in such circumstances are obligated to guard the confidentiality of the student.

STUDENT DRUG TESTING POLICY

Purpose

Glendale School District considers participation in all extra-curricular activities including band and chorus and applying for a parking permit (herein after referred to as privileged activities or extra-curricular activities) to be a privilege, be voluntary and not a right. Students choosing to participate in privileged activities are expected to accept the responsibilities that accompany that privilege. Among these responsibilities is the obligation to be drug free on a year-round basis, for safety reasons. To this end, students participating in Glendale School District privileged activities are required to cooperate with and agree to test for drugs in accordance with the policy. Board of Education of Independent School District No. 92 of Pottawatomie County v. Earls, 122 S. Ct. 2559 (2002); Veronia School District v. Acton, 115 S. Ct. 2386, 515 U.S. 646 ((1995).

The district recognizes that drugs have a serious and deleterious effect on motivation, memory, judgment, reaction time, coordination, and performance and that continued or long-term usage of these substances can compound these problems and affect the user academically, medically, emotionally, and athletically. It is not the intention of this policy to penalize a student who is taking a medication prescribed by a licensed physician for treatment of a medical condition.

The district wants to provide a legitimate excuse for students to refuse to consume or use drugs and to provide assistance for those who have a problem with the substances.
The purpose of this policy is not to punish students. It is not the intention of this policy for school district officials to report any positive test results to law enforcement, or any officials outside the school district, without a subpoena (which the school district will not initiate) or any other officials outside the school district, unless the student violates other policies, such as bringing prohibited substances or paraphernalia onto school property, etc.

Random Testing
Testing will be done without prior warning to the student. The dates of test, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time. This means that the random testing may occur before, during, or after the sports season. Testing may also occur as many times throughout the year as the District deems necessary.

The district may test 100% of each privileged activity student randomly. Students selected for testing will be chosen at random. A pool of the students will be used for determination of testing candidates.

Voluntary Random Testing
Students that do not participate in privileged activities may voluntarily have their name added to the pool of students used to select the random testing candidates. The student must complete a Voluntary Random Testing form and return that form to the high school office. This form requires both parent/guardian and student signatures to be accepted. The student's name will then be added to the random student drug testing pool and all random drug testing guidelines as outlined on policy 227.1 will apply.

Reasonable Suspicion Testing
When District officials, including but not limited to administrative and/or professional employees, observe a student who reasonably appears to be under the influence of illegal drugs and/or controlled substances, or unfit for school or extra-curricular activities, or who poses a potential health and safety threat to himself/herself or other students because of drug and/or other substance abuse, they shall notify the Superintendent or Building Supervisor and/or his/her designee, who will observe the student before requiring him/her to be tested for drug and/or other controlled substances. The reasonable appearance of being under the influence of drugs, controlled substances or of other substance abuse shall be determined by personal observations of factors, including, but not limited to the appearance, behavior, speech or body odor, etc. of the student by district officials.

Refusal to Take Drug Test
If a student, when selected, refuses to take the drug test, the District will follow the same procedures that would ensue had the student taken the drug test and tested positive for drug use.

HOMELESS

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program
The main purpose of the Pennsylvania's Education for Children and Youth Experiencing Homelessness Program is to make sure homeless youth have access to free and appropriate public education while

removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. Recently included in the 2001 No Child Left Behind Act, it is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Examples of Homelessness

- Students staying with friends or family because they lost housing
- Students living in a shelter, including transitional programs
- Students staying in motels because their family cannot get their own home
- Students living on the streets, in a car, van, tent or other nonpermanent structure

Summary of Educational Rights for Homeless Students

- Choice to attend school of origin (when feasible), or school of current residence
- Immediate enrollment
- Assistance from school district in obtaining required documentation; i.e.: immunization records
- Prompt access to appropriate education services
- Transportation
- Free breakfast and lunch

How can you refer a student who you suspect may be homeless?

Contact Ms. Brooks, Elementary Guidance Counselor and Homeless Liaison or contact the student's guidance counselor or principal. Include the information you know that leads you to suspect the student may be homeless.

SCHOOL HEALTH SERVICES

Pursuant to the Family Education Rights and Privacy Act, student health records are deemed to be part of the educational record and the information contained therein cannot be released to anyone without your authorization except in limited circumstances.

A Certified School Nurse is employed by the District to assist in implementing the school health program which includes:

- Health record keeping
- Immunization compliance and communicable disease prevention
- Physical examination of newly enrolled K or 1, as well as grades 6 and 11.
- Dental check-up for newly enrolled K or 1, as well as grades 3 and 7.
- Hearing screening for grades K, 1, 2, 3, 7, 11, and students in special, ungraded classes.
- Height, weight, and vision screening for all grades that includes the Body Mass Index (BMI).
- Scoliosis examinations for all students in grades 6 and 7

- First aid and emergency service for school related injuries and illness
- School medical referrals for health care
- ✔ Inspection of children as necessary to lessen the spread of communicable conditions
- Communication with parents regarding anything affecting the health of the child
- Promotion of good health habits through health education.

Emergency cards are sent home at the beginning of the school year and must provide current information for parent/guardian contact and alternate contact in the event parents/guardians cannot be reached or are unavailable. The back side of this card contains medical information as well as parent/guardian consent to administer over-the-counter medications such as acetaminophen. No over-the-counter medicine will be given to a student who did not return a completed emergency card.

HEALTH EMERGENCIES

Every effort will be made to reach the parents/guardians in the event of a life-threatening health emergency. If unable to reach parents/guardians, students will be transported to the hospital by ambulance.

MEDICATIONS

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed or over-the-counter medication in accordance with the direction of a parent and licensed prescriber to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. Medications will be expected to be given BEFORE and AFTER school hours whenever possible.

Medications include those prescribed by a licensed prescriber and over-the-counter drugs as approved by the school physician such as acetaminophen, ibuprofen, antacid, soothing eye drops, topical analgesics/anti-itch lotion, and cough/throat lozenges.

All medications must be brought to the school nurse by parents/guardians in a properly labeled and original container. Medications brought to school in unmarked containers such as a baggie, is not permitted and cannot be accepted.

All medications must be administered by a licensed nurse and dispensed as ordered and in the manner prescribed by the licensed prescriber.

For those students who have emergency medications such as asthma rescue inhalers or EpiPen's for anaphylaxis, please see the section on Emergency Medication.

INDIVIDUAL MEDICATION ORDERS

If a physician requires prescription medication to be administered during the school day, a Consent and Authorization for Medication during School Hours form must be completed by the licensed prescriber and signed by the parent/guardian before medication can be given in school. A copy of this form is available in the office or from the school nurse.

Prescription medication brought to school MUST be in a properly labeled container from the prescriber or pharmacy. The label MUST include the student's name, physician's name, date of prescription, and the name of the medication, the dosage and the frequency of administration. NO medication will be administered from an unmarked container.

All medications brought to school must be kept in the nurse's office in a locked cabinet. Written documentation of the administration of medication will be kept by the school nurse.

EMERGENCY MEDICATION

Any student who requires a prescription emergency medication such as an asthma rescue inhaler or an epinephrine auto-injector (EpiPen), must have a parent/guardian consent and licensed prescriber order on file in the nurse's office. Students permitted to carry and self-administer as noted by their prescriber, cleared by the school nurse, and with parent/guardian consent, will be allowed to carry emergency medications with them throughout the school day and during school activities. If at any time a student violates the school's Possession/Use of Asthma Inhalers/Epinephrine Auto-injector policy (210.1), the privilege to carry and self-administer will not be permitted. Any student unable to carry or self-administer, will have immediate access to, and assistance with, its administration. Administration of emergency medication by trained staff is permitted. Students should keep an extra inhaler or EpiPen in the nurse's office as a spare.

Any student who self-administers their emergency medication must immediately notify the school nurse so they can be evaluated and the medication administration documented.

The parent/guardian relieves the school entity and/or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledge that the school entity bears no responsibility for ensuring that the medication is taken.

OVER-THE-COUNTER MEDICATION

No over-the-counter medication will be administered within the School District without parent/guardian signed consent. For long-term use of OTC medication, both parent/guardian consent AND your child's licensed prescriber's order must be completed and on file in the health office.

DISPOSAL OF INDIVIDUAL PRESCRIPTION MEDICATION

At the end of each school year, the parent/guardian must pick up unused medications. If the parent/guardian does not retrieve the medication at the end of the school year, the licensed nurse and one witness will dispose of the medication and document its disposal per the school's medication policy.

STUDENTS WHO ARE ILL

When should my child stay home from school?

The American Academy of Pediatrics recommends your child stay home from school when:

- An illness prevents the child from participating comfortably in activities
- An illness results in a need for care that is greater than staff can provide without compromising the health and safety of other students
- A sudden change in behavior including extreme fatigue, lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Temperature above 100°F and other signs/symptoms such as sore throat, rash, vomiting, diarrhea.
- Diarrhea - watery stools or decreased form of stool not associated with changes of diet.
- Blood or mucus in the stools
- Vomiting more than two times in the previous twenty-four hours
- Abdominal pain for more than two hours or intermittent pain with fever or other signs of illness
- Mouth sores with drooling unless the student's physician states the child is noninfectious
- Impetigo until treatment has been started
- Strep throat or other streptococcal infection until twenty-four hours after treatment has been started
- Scabies, until after treatment has been given
- Chickenpox (varicella), until all lesions have dried/crusted

Excluding students with mild illnesses is unlikely to reduce the spread of most infectious agents (germs) caused by bacteria, viruses, parasites and fungi. Most infections are spread by those who do not have symptoms as the germs usually spread before or after the illness when symptoms are not present. Exposure to mild infections actually helps the immune system develop in a healthy way. Since exclusion is unlikely to reduce the spread of disease, the most important reason for exclusion is the ability of the child to participate in activities and the staff to care for the child. The most effective way to prevent the transmission of germs is by proper hand washing and personal hygiene.

(AAP, 2015)

When should my child be sent home from school?

When a student becomes ill but does not require immediate medical help, a determination must be made regarding whether the student should be sent home. The school nurse will determine if the illness:

- Prevents the student from participating comfortably in activities
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
- Poses a risk of spread of harmful diseases to others

If any of these criteria are met the parent/guardian will be contacted. Please ensure you have a backup plan in the event you are unavailable.

CARE AND RELEASE OF SICK OR INJURED CHILDREN

Minor first aid and treatment for illness is provided as needed. If a student needs to be sent home or requires further treatment, the parent/guardian will be contacted and the student will be retained in

school under supervision until transportation arrangements can be made. The responsibility of transportation rests with the parents. NO STUDENT WILL BE RELEASED WITHOUT PROPER IDENTIFICATION PRESENTED TO SCHOOL

AUTHORITIES. Parents/guardians must provide the names and phone numbers of relatives or friends who may be called when they cannot be reached.

If a true emergency arises, the student will be taken to the hospital by ambulance. All efforts to contact the family will be continued.

SCHOOL IMMUNIZATION REQUIREMENTS

Pennsylvania State requires children in ALL GRADES (K-12) receive the following immunization for school attendance. Students who are not in compliance may be excluded from school per PA State School Health regulations.

K-6th grade
4 doses of tetanus – (1 dose on or after 4th birthday)
4 doses of diphtheria – (1 dose on or after 4th birthday)
4 doses of polio – (1 dose on or after 4th birthday)
2 doses of measles
2 doses of mumps
1 doses of rubella
3 doses of hepatitis B
2 doses of varicella (chickenpox) or evidence of immunity

Entering 7th grade
1 dose of tetanus and diphtheria (if 5 years have elapsed since last tetanus)
1 dose of meningococcal (MCV)

Entering 12th grade
A second dose of Meningococcal (MCV)

IMMUNIZATION EXEMPTION

PA school law permits immunization exemption for medical, religious, or strong moral beliefs. To be exempted, the parent/guardian must submit in writing a letter to the health office stating the reason for exemption. If your child is exempt from immunization, he/she may be removed from school during an outbreak. Pennsylvania's school immunization requirements can be found in 028 PA Code Chapter 23 School Immunization.

YOUR CHILD AND COMMUNICABLE DISEASES

Fortunately, many of the communicable diseases listed below have been controlled by childhood immunizations. In the event a child does contract one of the following diseases, school exclusion is mandatory and requires a physician's or health department clearance to return.

Diphtheria	Polio
Small Pox	Infectious Hepatitis
Meningitis	Rubella (German Measles)

COMMON COMMUNICABLE DISEASES SEEN IN SCHOOL

- *Respiratory streptococcal infections (strep throat) including scarlet fever or scarlatina*
  24 hours after antibiotic started student may return to school
- *Infectious conjunctivitis (pink eye)*
  After treatment is initiated and there is no drainage student may return to school
- *Ringworm*
  After treatment is initiated and lesions are covered (if dried they do not need covered) Student may return to school
- *Impetigo*
  24 hours after appropriate treatment student may return to school
- *Scabies*
  After appropriate treatment is completed student may return to school

For a complete list of communicable diseases and time out of school, please refer to 28 Pa Code §27.71 or call the health office at school.

HEAD LICE

Pediculosis Humanus Capitis, or head lice, are parasites of the human host. Lice are not able to hop, leap, or fly from person to person, rather they move from hair shaft to hair shaft. They do not survive for more than one or two days away from their food source (the human head). The adult louse will lay her egg (nit) on the hair shaft and when the new louse hatches, the empty shell is left behind. This is also referred to as a 'nit'.

Research has shown that:

- Head lice are not a health hazard and are not responsible for the spread of any disease.
- Head lice are the causes of much embarrassment and misunderstanding.
- Many unnecessary days of school are lost. Absenteeism is directly related to poor academic achievement.

LICE DO NOT TRANSMIT Communicable or Non-Communicable Diseases.

The need for head lice screening will be determined and performed by the school nurse only in the classroom or the health office. A student found to have head lice will be treated in a professional and confidential manner as not to embarrass or exclude them. According to the American Academy of Pediatrics, school wide head lice screening programs have not been proven to have a significant effect on the incidence of head lice in the school setting over time and are not cost effective. Therefore, school wide screenings will be substituted with individual head checks of suspected and reported cases of head lice.

The American Academy of Pediatrics and the National Association of School Nurses discourages “No Nit policies” because no child should miss unnecessary school time due to head lice.

If a student has active head lice, the parent/guardian will be notified and given instruction on how to treat their child and clean the environment. The student may remain in school until the end of the day and will be permitted to ride the bus home. If it is determined that your child is unable to remain in school until dismissal, they will be sent home. If the parent or guardian is unable to be reached, the child will be sent home with instructions. When the child returns to school the following day, they must go directly to the nurse for a re-check and admittance to school.

SCHOOL SAFETY

Glendale School District is committed to ensuring student and staff safety is a number one priority. Staff and students are trained in ALICE procedures, and ongoing training and preparation is to be expected.

ALICE is an acronym for five steps that can be utilized to increase the chance of survival in an active shooter situation. Alert, Lockdown, Inform, Counter, and Evacuate. These steps are not sequential, but are presented as options. The situation will determine what steps make sense to follow. A combination of these steps can be used to keep individuals safe and can be modified as the situation changes.

SCHOOL DRESS

Students should select their clothing with discretion and good taste, using common sense. Students are not permitted to wear the following during the school day or extra-curricular activities:

1. See-through blouses or shirts, miniskirts, clothing which allows the mid-section exposed, clothing which allows the shoulders exposed or PJ’s/lounge pants/clothing considered nightwear.
2. Jackets shall not be worn or carried to class during the school days.
3. Sandals without manufacturer's back straps, flip-flops, slides, or shower-type shoes are not permitted because of health regulations and possible injury to the student.
4. Hats, headwear or any type of head covering for boys or girls including wearing hoods up on your heads are not to be worn during the school day. All head garments including bandanas are to be removed upon entering the school.
5. Clothing may not be worn that depicts drugs, alcohol, tobacco, material of a specific or implied sexual content, messages that are obscene, vulgar or depict criminal, racist, hate or violent groups or activity.
6. Shorts may be worn but must be in good taste and be appropriate for the school situation. Shorts must be hemmed and be no shorter than the length of the middle finger with arms extended at your side. No cut offs, sweat cut offs or spandex shorts are acceptable.
7. Sleeveless shirts or tops may not be worn; no plunging necklines/exposed cleavage.
8. Tops referred to as “Cold Shoulders” are permitted with the following guidelines:
    a. Tops must have at least a 2-inch strap, spaghetti straps are unacceptable.
    b. No sleeve holes that extend below the elbow.
    c. There are to be **NO visible undergarments.**
    d. There are to be NO bare midriffs.
    e. There are to be NO plunging neck lines.

9. Students are not permitted to wear wallet chains or beads, wear large link chains anywhere, or wear studded bracelets or necklaces.
10. Piercings are permissible, but any that could create a safety issue are not permitted.
11. Pants, trousers and shorts must be worn no lower than the waist and be of such length and width as to be appropriate for school wearing. The width of the pant legs should not exceed the shoe. Students are permitted to wear jeans/pants/shorts with holes if the holes are below the length of the middle finger with arms extended at your side.
12. No spandex pants, leggings without a skirt or tight-fitting yoga pants without a covering that extends below the length of the middle finger with arms extended at your side.
13. Students should look and dress appropriately for school. Excessive make-up should be avoided.
14. Students are required to keep backpacks, gym bags and other similar items in their hall lockers during the school day.
15. Hairstyles should be appropriate for the school setting. No spiked hair.
16. No undergarments **shall** be visible with any clothing worn.
17. For safety reasons, students are not permitted to wear shoes with heels greater than 3" or shoes with more than a 3" difference between the sole and heel.
18. Immediate removal of item/change of clothes or student will be placed in ISS until dress meets school policy.
19. In cases of questionable apparel, the administration reserves the right to make final decisions on appropriateness of all apparel.

DETENTION

1. Students who are assigned detention will report on the assigned day. Detentions will be assigned at the discretion of the administration.
2. Detention shall begin promptly at 2:40 p.m. each day. Students must be in the assigned room and seated by this time. Those who do not report promptly will receive one additional night's detention assignment. Detention will last one- and one-half hours (1 ½) on Tuesday and Thursdays – from 2:40 p.m. until 4:10 p.m.
3. It will be the responsibility of each student to make arrangements for transportation at 4:10 p.m. The school district will not be responsible for providing transportation for students with detention assignments. Parents of students will be notified by mail when their son/daughter has been assigned detention and will need private transportation home.
4. **Detention assignments shall take precedence over all other after-school commitments.** Students with after school medical or dental appointments must make arrangements at least one day prior to the date of the appointment to be excused from detention. The days of detention missed must be made up the day the student returns to school.
5. Failure to report to detention will result in lunch detention equivalent to a 1 ½ hour detention.
6. Students will be expected to remain quiet, and to report with sufficient schoolwork to occupy the full 1 ½ hour period. Failure to remain quiet and working will result in an automatic one-day additional detention assignment.
7. All regulations regarding student conduct normally in effect at Glendale Junior-Senior High School will be in effect during detention. If any student demonstrates he/she is not willing to accept the regulations regarding behavior during detention, they shall be subject to suspension from school for a period of time to be determined by the School Administration and Board of Education. Detention owed will be made up following the suspension. Under extraordinary

circumstances permanent expulsion or recommendation for alternative school may be necessary.

8. Students should not request early dismissal on the days they are assigned to detention. Early dismissal will not be considered an excuse for not reporting to detention.
9. Students who are legally absent from school on the day they have been assigned to detention will report to detention the first day after they return to school, at the regular time. Those who are illegally absent on the day the detention assignment has been made will report the first day they return to school.
10. Students have two weeks (10 school days) to serve detention from the day the detention is assigned. If the detention is not served in the two-week time period, the student is prohibited from attending/participating in after school/evening activities or practices. Failure to serve a detention in the two-week period will result in lunch detention equivalent to the 1 ½ hour detention.

SUSPENSION

1. **In-school Suspension**: Exclusion from regular classes during the school day and loss of after school activity rights and privileges as a student for that day(s).
    - Students assigned to ISS must report by 7:45 a.m. with all necessary books and materials.
    - ISS students are permitted one a.m. and one p.m. restroom pass.
    - Administrative approval is required for an ISS student to attend a regular class.
    - Talking or sleeping will result in additional disciplinary consequences.
    - ISS students will eat lunch in the ISS room.
2. **Out-Of School Suspension:** Not only exclusion from school but also includes loss of rights and privileges as a student for those days.
3. **Expulsion**: Exclusion from school and all related school activities. This is for an indefinite period of time decided by the Glendale School Board. Students cannot be readmitted without school board action.
4. **Hearings:** Formal – before School Board or committee thereof. Informal – before the Principal.
5. All external suspensions include exclusion from extra-curricular activities for that particular suspension day.
6. Students placed in Alternative Education will be excluded from all regular school activities as policy pertains to expulsion.

SATURDAY DETENTION/ISS

1. Any student that accumulates over 17 points must serve all detentions and in school suspensions on Saturdays.
2. Detentions are 1 ½ hours long and will be served from 9:30 a.m. to 11:00 a.m.
3. Saturday ISS is five hours long and will be served from 8:00 a.m. to 1:00 p.m.
4. Students that fail to report to Saturday detention or ISS will automatically receive one day of Saturday ISS, five discipline points plus the original disciplinary consequences.

COMMUNITY SERVICE

The purpose of the Glendale School District School/Community Service Program is to reduce the number of points a student has accumulated in one school year. This program provides a mechanism in district policy to have points removed once they are accumulated. The following guidelines apply to this program:

1. The administration will subtract one point for every three hours of confirmed school/community service. This confirmation must be in writing from the contact person of the cooperating agency.
2. The student must demonstrate an attempt to modify their behavior.
3. A student would be eligible for the program if they have accumulated at least 15 points.
4. Parent and student would be required to attend a pre-service meeting, agree to the type of service and sign a release of liability form.
5. No hours will be credited until all paperwork is completed and retroactive hours will not be accepted.
6. Service work will be performed for non-profit organizations only. Errands or assistance to private individuals/businesses are not permitted.
7. A student is permitted to work off a maximum of 10 points in each school year.
8. Any student that had accumulated less than 15 points, but then commits a level 4 offense that automatically puts the point total over 25, that student would have a period of two weeks to begin the community service program before facing expulsion.
9. If a student continues a pattern of poor behavior, accumulates over 35 total points or violates any of these guidelines, the Administration reserves the right to transfer the student to an Alternative Education Program or recommend an expulsion hearing before the Board of Education. (**REFER TO DISCIPLINE CHART – PAGE 19**)

EVALUATION OF STUDENTS

Grading Scale:

A	92% - 100%
B	83% - 91%
C	76% - 82%
D	70% - 75%
F	0% - 69%

1. Teachers must supply information to students at the beginning of the school year about the grading policy (school) and their individual policy, course syllabus.

2. School policy includes:
   (A) Major exams (C) Class participation
   (B) Quizzes (D) Homework

   ****IMPORTANT** All teachers must use these four (4) items and must inform students how and what will be used in computing grades for their classes.**

3. Individual policies must include the above plus the following are optional:
   (A) Projects
   (B) Labs
   (C) Written reports
   (D) Worksheets
   (E) Other

4. Students who are legally absent must assume the responsibility to see that all work is made up after the absence. Students that are illegally absent MAY not be given the opportunity to make up missed work. The office will not handle any questions/conflicts concerning homework policy. Students will be given the same number of days to make up work that they are absent. Example: A student missed three (3) days, he/she will have three (3) days to make up the work.

5. The student attendance policy is also in effect. Recognizing the strong relationship between regular class attendance and learning, and supported by the Pennsylvania Public School Code, and in accordance with the Pennsylvania Department of Education's acknowledgement that school performance is a combination of achievement (grades earned) and effort (attendance), the Glendale School District requires minimum attendance as well as satisfactory academic performance to earn course credit. Regular class attendance is considered to be an integral part of the student's program of studies.

6. **All 7th and 8th grade students must report for finals and/or instruction. No 7th or 8th grade students can be exempted from a final.**
   Students in grades 9-12 may be exempted from end of year final exams if the following criteria are met.
   1. **No More than 10 total absences. (Does NOT include Doctor's Excuses)**
   2. **No More than 5 Disciplinary Points**
   3. **92% average for the course**

7. Computing grades:
   First Semester - 1st nine weeks + 2nd nine weeks divided by two = first semester average.
   Second Semester - 3rd nine weeks x 2 + 4th nine weeks x 2 + final exam divided by five = second semester average.
   Final Grade - 1st semester + 2nd semester divided by two = final grade

*Grade averages will be rounded off to the next whole number of .5 or more. The lowest grade that a teacher may use when computing the first quarter grade is a 50%. Second, third and fourth quarters may be recorded as the actual percentage earned.
*Ranking averages will not be rounded off.

HONOR ROLL

Grades 7, 8, 9, 10, 11, and 12 – A student must have an overall average of 90% and have no failing or incomplete grades in any course. Grades 9, 10, 11 and 12, all courses count towards honor roll but are weighted by credit. In 7th grade the following courses count toward honor roll: Geography, English, Pre-Algebra, Reading and Science. The following courses count toward honor roll for 8th grade: Algebra 1 or Keystone Algebra I, American/PA History, English, Reading and Science.

Principals Honor Roll – Same as above except students must have an overall average of 94%.

Class Rank System
The Class Rank System is used to establish the relative standing of students within their graduating class. Class rank is determined using a Grade Point Average (GPA) system that recognizes both the number of credits attempted and the level of rigor of the courses taken.

Grade Point Average and Course Weighting
Glendale Junior/Senior High School calculates GPA using a weighting system that recognizes the increased level of rigor and expectations associated with certain courses. The weighting system allows students who pursue more challenging coursework to receive appropriate recognition in the calculation of class rank.
The following course weights are used for **class ranking purposes only:**

- **Regular Courses**: 1.00
- **Honors Courses**: 1.07
- **Advanced Placement (AP) Courses**: 1.10
- **Dual Enrollment Courses**: 1.10

Honors Courses are designed to provide students with a more challenging and enriching academic experience. These courses offer increased rigor and opportunities for students to develop advanced critical thinking, analytical, and problem-solving skills.

Advanced Placement (AP) Courses are college-level courses designed for students seeking an additional academic challenge. AP courses offered at Glendale are weighted at 1.10 for class ranking purposes only. Students seeking college credit through an AP course must complete the culminating examination administered by the College Board. The cost of the AP examination is the responsibility of the student and/or family.

Dual Enrollment Courses provide students with the opportunity to earn college credit while completing high school coursework. Glendale Junior/Senior High School partners with local colleges to provide eligible students with these opportunities. Dual Enrollment courses are weighted at 1.10 for class ranking purposes only.
Students seeking college credit through Dual Enrollment must complete the required enrollment process directly through the college. Tuition, textbooks, course materials, and any other required expenses are the responsibility of the student and/or family unless otherwise covered through an approved scholarship or school program.

Coursework Taken Outside of Glendale
Students are encouraged to discuss any coursework they wish to complete outside of Glendale Junior/Senior High School with their school counselor or administration before enrolling. Outside coursework must receive prior approval in order to be considered for high school credit.
Coursework taken outside of Glendale Junior/Senior High School will only be included on a student's high school transcript under the following conditions:

1. The course must receive prior approval from the school before the student begins the course.
2. The course must fulfill a required high school graduation credit.
3. The course will be recorded on the transcript as Pass/Fail.
4. Coursework taken outside of Glendale will not be included in the calculation of class rank.
5. Outside coursework will not receive Honors, AP, Dual Enrollment, or other weighting for class rank purposes.

For purposes of calculating class rank, only **eight (8) credits earned through in-house coursework at Glendale Junior/Senior High School** will be used in the class rank calculation. Coursework completed beyond the eight (8) in-house credits, including approved coursework completed outside of Glendale, will not be used in determining class rank.
Any costs associated with coursework taken outside of the regular eight (8) in-house credits are the financial responsibility of the student and/or family, unless otherwise specifically approved or funded by the school or an applicable program.

Final Class Rank

Final class rank for graduating seniors will be determined at the conclusion of the senior year. Final class rank will be used in determining the Valedictorian, Salutatorian, and Honor Graduates.

In addition to meeting the applicable academic requirements:

- Valedictorian and Salutatorian: Students must have been full-time students continuously enrolled at Glendale Junior/Senior High School throughout their entire junior and senior years.

- Honor Graduates: Students must have been full-time students continuously enrolled at Glendale Junior/Senior High School throughout their entire senior year.

COURSE OFFERINGS

The Glendale Junior-Senior High School would offer students in grades 9 through 12 instruction in four curricula leading to graduation; namely honors, college prep, academic and vocation-technical. Each of the curricula has a specific purpose. It is to the student's advantage to choose one that is suited to your personal needs and abilities.

The Honors curriculum is designed to bring together our best and brightest students to provide them with a challenging and enriching curriculum.

Advanced Placement (AP) courses are offered for English and History. A student can qualify for one or both AP courses by meeting the following criteria:

- A 90% overall average
- A 94% average in English and/or History from 9th grade through the current academic year

To ensure course rigor students will be required to take the AP exam and are responsible for the testing fee. Students that do not fulfill the testing obligation will only receive one-half (1/2) credit for the course.

Dual Enrollment classes are offered to students that are interested in taking classes for college credit. These classes offer curriculum and credit from Penn Highlands Community College

All other classes are designed to prepare students for college, technical or trade school, enter the military or go directly into the workforce.

The Vocational-Technical curriculum is offered in conjunction with the Altoona Career and Technology Center. Students choosing this curriculum will obtain training in specific areas related to their career plan**.** ***VoTech eligibility: Students attending the GACTC are expected to stay on track for graduation. If a VoTech student fails one or more required courses, he/she will not be eligible to attend the GACTC until the course(s) are passed at an approved summer school program***.

Greater Altoona Career & Technology Center (GACTC)

Please visit the Greater Altoona Career & Technology Center (GACTC) website, www.gactc.edu, for current policies, procedures and up to date announcements including:

- How to apply to the GACTC
- GACTC Program Directory
- Faculty/Staff Directory
- GACTC Academic Calendar
- Scholarship Information and Applications

Other important parent and student resources are also available on the website including the most recent version of the GACTC Student/Parent Handbook. Please refer to the GACTC Student/Parent Handbook for information regarding but not limited to the following:

- Student Arrival and Dismissal Times/Instructions
- Absence Excuse Procedures
- Instructions for updating your contact information
- GACTC Infinite Campus Login for access to updated information on your student's academics and attendance

For more information please call the GACTC at 814-941-TECH.

BUSES

The transportation service provided by the district is a privilege which may be denied to students in violation of this policy. Junior-Senior high students are not permitted to ride an elementary bus home. Students are not permitted to stay for an activity and ride an elementary bus or bring a parental note to ride an elementary bus. The exception is students attending the GACTC.

1. **School Bus Disciplinary Policy: (This bus discipline policy serves as a guide for students, bus drivers and bus contractors. The administration reserves the right to apply school district discipline consequences when deemed appropriate.)**
    - All pupils are under the jurisdiction of the School Board at all times when riding school buses for any school sponsored activity, including extra-curricular activities.
    - All reports of violations must be submitted in writing on the approved Bus Conduct Report Form after being signed by the respective bus contractor.
    - The Glendale School District reserves the right to charge for repairs or file civil or criminal charges in addition to enforcing the discipline policy.
    - No food or drink will be consumed while the bus is in motion. This includes gum and candy. This is a State law violation.
    - Food and drink may be taken on the activity bus provided that the food and drink are retained by the chaperone until time of consumption.
2. Categories of Violations:

- **Step One Violations** include pushing, shoving, tussling at the bus stop or on the bus; aggravating other students; littering; not sitting in the assigned seat; using abusive or obscene language and gestures toward other students riding on the bus or on school property; putting head or arms out of windows; shouting out of windows or doors; standing or moving about while the bus is in motion.
- **Step Two Violations** include fighting; using abusive or obscene language or gestures toward those in authority and/or the general public; vandalism; insubordination; throwing objects within or at the bus or out of the windows or doors; misbehavior that disturbs the driver (yelling, pounding on seats or windows, stomping on the floor, etc.); smoking or chewing tobacco.
- **Step Three Violations** include consumption, possession, or being under the influence of alcohol or drugs; opening the emergency door except in cases of emergency; tampering with the bus controls; physical assault of the driver including throwing objects at the driver and possession of weapons.

3. Penalties:
   All bus discipline will be handled through our school discipline policy. Additionally, students will be suspended from their bus privileges as stated below.
   - **First Offense – Step Two Violation** will result in a suspension of the student's bus riding privileges for a period of three (3) school days.
   - **First Offense – Step Three Violation** will result in a suspension of the student's bus riding privileges for a period of one calendar year.
   - **Second and Third Offense – Step One Violation** - Three (3) days bus suspension
   - **Fourth Offense – Step One Violation** – Ten (10) day bus suspension.
   - **Second Offense – Step Two Violation** will result in a suspension of the student's bus riding privileges for a period of ten (10) school days.
   - **Third Offense – Step Two Violation and Fifth Offense Step One Violation** will result in a suspension of the student's bus riding privileges for **one** calendar year.

GACTC BUS POINTS/RULES

1. If a student receives a bus misconduct and it is a step one violation, he/she will receive one point, one night detention and will be suspended from the GACTC bus for one school day.
2. A step two violation will result in two points, one-night detention and a two-day suspension from the GACTC bus.
3. Once a student receives 5 points, he/she will be suspended from the GACTC bus for 5 school days. 6 points will be an additional week off the GACTC bus.
4. Once a student receives 7 points for misconduct on the GACTC bus, his/her riding privileges to GACTC are terminated for the school year.
5. A step 3 violation will result in immediate suspension of bus privileges for the remainder of the year.
6. Students that miss the GACTC bus will remain in school and be assigned ISS for the p.m. of that day and a.m. of the following day.

GRADUATION/PROMOTION REQUIREMENTS

1. To be eligible for graduation, a student must earn 25.25 Academic credits **and complete 10 hours of community service, receive a passing grade on their senior project and beginning with the Class of 2020 pass the appropriate Keystone Exams or receive a passing grade on the project-based assessment.**
2. For graduation, all students must earn the following number of minimum credits in each area: English – 4 credits, Mathematics (these are required) Algebra I, Algebra II and Geometry/Science (these are required) Biology, Environmental Science – total of 7, either combination of 4 and 3, Social Studies – (these are required) Civics, US History and World History - 3 credits, Health and Physical Education - 2.25 credits, and elective courses – 9 credits.
3. Promotion requirements to the next grade level are from grade 9 to 10 – 6.0 credits: from grade 10 to 11 – 13 credits, from grade 11 to 12 – 19.0 credits and for graduation – 25.25 credits. Student placement in grade level and homeroom is based on credits accumulated.
4. Students in grades 7 and 8 will be required to repeat the entire grade if they fail: **Math 7 or Math 8 or if the student fails two major subjects or one major and two minors are failed, or three minor subjects are failed.**
5. Schedule changes must be made prior to the start of the school year. Students/parents will be notified during the summer of the time period for schedule changes.
6. The following courses will be weighted: AP English and AP History (1.1 credits); Physics A, Chemistry A, Calculus, 11th Grade Pre-Calculus and World History A (all 1.05 credits).

Stipulations for Eligibility to Participate in Commencement Ceremony

1. All students must have earned the required number of credits and passed all required courses for graduation, complete 10 hours of pre-approved community service (starting in grade 11) by the end of the 3rd nine weeks, receive a passing grade on their senior project and receive appropriate scores on the Keystone Exams.
2. All students must pay any outstanding financial obligations. Senior debts paid after May 1st must be paid in cash or diploma will be held until the check clears.
3. All students must have completed serving all time for disciplinary infractions of the school policy.
4. Any senior that does not display appropriate dress/behavior during graduation practice or the ceremony may be eliminated from the ceremony or have their diplomas held until disciplinary consequences are served.
5. Any student caught using alcoholic beverages or any other controlled substance while on the senior class trip will not be permitted to participate in the commencement ceremony.
6. Students who submit verifiable medical documentation indicating a legitimate need for extended opportunities to complete courses required for graduation will be given the opportunity to participate in the commencement ceremony. The participation will be contingent on a written signed agreement indicating a timely schedule to complete requirements.
7. A determination will be made by the high school principal and the guidance counselor as to which students are eligible to graduate based on grades earned at the end of the third nine weeks marking period. A student who is failing a required course(s) for graduation or a course(s) needed to earn the minimum number of credits for graduation will not be listed as a potential graduate and will not have his/her name listed in the commencement program. Those students who ultimately complete all requirements for graduation by the end of the

fourth nine weeks marking period will be eligible to participate in commencement, but may not have their names listed in the commencement program.

8. Seniors will be advised that their participation in the graduation ceremonies is contingent on adherence to the policies and student behavior guidelines of the Glendale School District. Those who are unwilling to follow these policies/guidelines may forfeit their opportunity to participate in graduation. All policies and student behavior guidelines to the Glendale School District will be applicable to senior students who plan to participate in graduation ceremonies.
9. Students who participate in graduation ceremonies will not receive their actual Glendale High School Diploma in the diploma presentation portion of graduation. Any student that does not display appropriate dress, who is disruptive, insubordinate, or is guilty of the violation of any Glendale School District student behavior policy or guideline will not receive their diploma the night of the graduation ceremony. The administration will assign the appropriate discipline as required by the places/guidelines of the Glendale School District. Students will receive their diploma subsequent to the successful completion of the assigned student discipline. Student discipline will be assigned following the end of the regular school year and must be completed in order to allow the student to receive their Glendale High School Diploma.
10. Graduation is a FORMAL affair. Proper dress is required! Ladies should wear a light-colored dress or skirt and blouse. Gentlemen should wear a dress shirt, dress pants, and necktie. Both should wear dress shoes. NO BLUE JEANS, SHORTS, WORKBOOTS, COWBOY BOOTS or SNEAKERS. Please remember that ALL other guidelines of the district dress code also apply. The administration and advisors reserve the right to deny participation for anyone improperly attired!

EXTRA CURRICULAR ACTIVITIES

Extracurricular shall be defined as an activity at a school pursued in addition to the normal course of study. Extracurricular activities include sports, drama, music, band, marching band, etc. Extracurricular does not include a band or chorus concert that takes place here at Glendale for the purposes of a grade.

1. All students must be present for the entire school day's classes *(***arrive before 8:15 a.m. or leave school after 2:00 p.m.)*** to participate in, practice for or attend any and all extra-curricular activities unless excused for the following reasons: (1) a medical or dental appointment substantiated by an appointment card and a note from the parents; (2) a court subpoena; (3) religious holidays; (4) the death of a family member. If this rule is violated, the student will receive one week suspension from practice, participation and/or attending extra-curricular activities.
2. In order to participate in any extra-curricular activities, the student may not fail more than one (1) subject or that student will be ineligible for two weeks. A student that fails more than one subject at the end of the 2nd, 3rd or 4th nine weeks will be ineligible for the next 15 school days from the date report cards are issued. A student failing more than one subject at the end of the 1st 9 weeks will be ineligible for the first 15 school days of the winter sports season.
3. Any student who receives an out of school suspension or in school suspension will not be permitted to practice or participate in or attend any extra-curricular activities on the day the

suspension is served. If this rule is violated, the student will receive a one-week suspension from practice, participation, and/or attending extra-curricular activities.

4. Students who go to an extra-curricular activity on a bus, must ride the bus home or with their parent or guardian. The parent or guardian must see the coach or sponsor personally with a request in writing to have their son/daughter leave with them. Students are not permitted to leave with anyone other than a parent or guardian.
5. It shall be the policy of the Glendale School District that whenever students are transported by bus to and from extra-curricular activities such as sporting events, parades, and field trips that students will embark and disembark at the school or bus garage. No student is permitted to be discharged en route for any reason. It is the responsibility of the person in charge, i.e. the head coach or his assistant, band director, or teacher in charge to remain at the school after the return of buses until every student is safely on their way home and the facilities are secure. In all cases, the person in charge will be the last to leave the school. No student shall be left at the school without supervision.
6. Student spectators should not arrive on school grounds more than thirty (30) minutes prior to any activity unless accompanied by a parent/guardian.
7. All student participants/spectators must leave school grounds/building within thirty (30) minutes of the completion of the activity or bus arrival at Glendale.
8. Student spectators responsible for unacceptable behavior at extra-curricular activities may be subject to school discipline guidelines as well as the loss of the privilege to attend all extra-curricular activities for a period of time based on the following guidelines:
   - Unsportsmanlike/inappropriate conduct, loitering before or after events (excluded 2-3 weeks)
   - Disorderly conduct (excluded 10 weeks, legal action)
   - Fighting (excluded 20 weeks, legal action)

   The items outlined in #8 are not intended to apply to student athletes in season.

9. Students are not permitted to have or consume food/snacks/drinks in the gym, auditorium or any carpeted areas of the hallways during any activity/practice/game.

10. After 20 calendar days of a $50 or more negative balance, a letter will be sent to parents and the student will no longer be permitted to participate in extra-curricular activities or march in graduation until the balance is paid in full.

11. Students involved in extra-curricular activities are subject to all school policies/procedures as well as specific policies/procedures for that extra-curricular activity. **All students in grades 9-12, and parents must complete and sign the permission to test form in compliance with the Glendale School District Drug Testing Policy.** (Page 17)

TELEPHONE/CELL PHONES/ELECTRONIC DEVICES

Telephones are for emergencies only and should not interrupt scheduled classes. If the telephone must be used during school hours, it must be used before or after school or during the student's lunch.

1. Classroom telephones are not to be used by students to make personal phone calls.

2. Students are not to call home and have someone come for them without nurse/administrative authorization.
3. Please advise parents/guardians/friends not to call and ask to speak with you – only in case of emergency.
4. Students are not permitted to carry cell phones/pagers/other electronic/communication/ entertainment devices during the school day. *If a student has a rectangularly shaped object on their person, teachers must ask to see it and discipline according to page 19 if warranted.*
5. Students must keep cell phones/pagers/other electronic communication/entertainment devices turned off and stored in their hall lockers during the school day (7:40 a.m. to 2:35 p.m.)
6. The policy restrictions regarding cell phones/pagers/other electronic communication/entertainment devices are in effect in the school building, anywhere on school grounds.
7. Inappropriate use of a cell phones/pagers/other electronic communication/ entertainment devices on a school sponsored field trip will be subject to the rule set forth by the school administration.

DIRECTIONS FOR FIRE DRILLS

Every room has a fire exit plan posted along with an alternate route. Teachers and students should be familiar with the appropriate exit for each room.

NOTE: When halls are cleared, teachers in Room 217 and 220 will turn off the lights in the hall and close the fire doors. When the halls are cleared, teachers in Room 155, 139, and 156 will turn off the lights in the hall and close the fire doors.

ADDITIONAL INSTRUCTIONS:

1. Close all windows.
2. Turn off all lights in classrooms.
3. Close doors to rooms after leaving. Doors should remain unlocked.
4. Keep completely silent. There may be additional instructions from the public address system.
5. Be prepared to avoid obstacles and to choose an alternative route.
6. Traffic shall be limited to two lanes on stairways.
7. Students should walk briskly but not run or jump.
8. All students and personnel shall go far enough away from the two buildings to insure safety and to permit movement of all emergency vehicles.
9. **Teachers – be sure to take your attendance register and class book with you**.
10. Students should stay with their class.

VISITORS

The normal operation of school cannot tolerate unexpected and unwarranted interruptions in order to maintain an efficient and secure learning process. Therefore, the following rules and regulations apply to all visitors to any of the district's schools:

1. All visitors must register in the high school office and receive a visitor's pass.

2. Each school is to maintain an appropriate log to record all visitors on a daily basis.
3. If possible, the person to whom the visitor wishes to speak should come to a designated waiting area to meet with the visitor or visitors.
4. Extended time visitors (over 5 minutes) are not permitted during the first two weeks of the school year or during final exams.
5. Visitors/former students wishing to visit with faculty can visit after 2:44 p.m.
6. Students should constantly be on the alert for strangers seen in the building and they should not hesitate to report these people to the proper authorities.
7. Visitors are not permitted to eat lunch in the cafeteria with students. (Exception: Administrative approved special event.)

STUDENT RIGHTS AND RESPONSIBILITIES

This policy sets forth guidelines by which student rights are to be determined, consistent with laws. (Title 22, PA Code 12.2)

1. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and department of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.
2. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
3. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
4. Students should express their ideas and opinions in a respectful manner.

5. It is the responsibility of the students to conform with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

- Report accurately and not use indecent or obscene language in student newspapers or publications.

MORNING EXERCISES AND ANNOUNCEMENTS

Morning exercises will be conducted daily beginning at 7:40 a.m. The national anthem, flag salute, morning announcements and attendance will be the procedure each morning. During this period students refrain from talking and be seated in his/her assigned seat when the bell rings at 7:40 a.m.

VIDEO SURVEILLANCE

The Glendale Junior-Senior High School and school grounds shall use 24-hour video surveillance cameras to insure the discipline, health, welfare and safety of students and staff (District Policy 810.01).

CAFETERIA

The cafeteria is operated for the convenience of the students. Students using the cafeteria are expected to conduct themselves in an appropriate and reasonable manner. The cafeteria serves as a dining room and students are expected to observe the proper standards of cleanliness and courtesy.

1. All food/drinks/snacks must be consumed in the cafeteria and not carried to other parts of the building.
2. Students are not permitted to leave the cafeteria without permission. Students need verbal permission to leave the cafeteria to use the restroom or go to the office and a signed pass to go anywhere else in the building.
3. Students will use the restrooms near the cafeteria while at lunch.
4. Ala carte line will close five minutes before dismissal from lunch.

WEATHER DELAY/CANCELLATION

When school is delayed or cancelled due to weather conditions or emergencies, students/parents will be notified through the district emergency phone notification system. The information is also available on our website *www.gsd1.org* or announcements will be made over the following stations:

TV		**RADIO**	
WJAC-TV	Johnstown	WOKW	Clearfield
WTAJ-TV	Altoona	WKYE/WJAC	Johnstown
WWCP FOX 8	Johnstown	WFBG/FROGGIE	Altoona
		WVAM/WPRR	Altoona

FAMILY EDUCATIONAL TRIPS

Parents who are planning to take their children on an educational trip during the time school is in session may request an excused absence for the students. A maximum of five (5) days may be used in one school year. 4H activities are considered educational trips. A complete copy of District Policy 204.1 Family Education Trips and an "Educational Trip Request" form are available in the high school office. Submit the completed form to the principal's office at least five (5) days prior to the scheduled trip. The family educational trip excused absences are applied to the 10 permitted days of excused absence. Trips will not be approved during finals week. Students that do not have the necessary number of parental excuse days remaining will not be approved for an educational trip and the days absent will be recorded as unexcused.

FIELD TRIPS

Students attending field trips are required to obtain, complete and return the proper field trip permission form to the teacher/advisor. Field trips both local and distant are a valuable part and worthwhile extension of any educational program. Students are reminded that they are representatives of Glendale Junior-Senior High School, should dress and act accordingly and that all district policies and regulations apply to field trips as well as any additional club/class/sport/activity regulations set forth by that advisor. NOTE: Students will be denied the privilege of participating in Glendale School District or GACTC field trips if they fail to meet their responsibilities in areas such as:

1. Attendance – accumulate in excess of ten (10) parental absences and/or an excess of three (3) unexcused absences and/or an excess of 25 total absences (includes doctors)
2. Academic – failing grades in **2** subjects for the year and/or current marking period.
3. Behavior – a pattern of misconduct (excess of 15 points) and/or a Level IV discipline infraction or higher. Note: If a student has earned 16 points or more, they are not eligible to participate in a field trip **even if they worked points off through community service.** A field trip is a privileged activity.
4. Financial – outstanding debts owed to school

HOMESCHOOLING

The Superintendent shall approve a program of home instruction in compliance with 13-1327.1 of the PA Statutes, permitting a student to study at home when all district and state regulations are satisfied. A student that begins home schooling at any time during the school year will be required to remain in that program until the end of that school year.

PROCEDURAL DUE PROCESS

1. Section 1317 and 1318 of the public-school code authorize school officials to discipline students for misbehavior during the time they are attending school, as well the time spent coming and going to school.

2. A student must be provided an informal conference with a school official before being temporarily excluded from school (1-3 days).
3. A student and his/her parent/guardian are entitled to an informal hearing with the appropriate administrator if that student's suspension exceeds three days.

STUDENT COMPLAINT PROCESS

The Glendale School Board recognizes the need for grievance procedure for student complaints. In addition, the School Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures provided.

For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

All student complaints must be filed according to Board Policy No. 219. Any student wishing to file a student complaint should request a copy of this policy.

STUDENT'S ACCEPTABLE USE POLICY OF THE COMPUTER NETWORKS

Purpose: All use of the Internet and computer network must be in support of education and research and consistent with the purposes and policies of the Glendale School District.

The Network will be used to support the district's curriculum, the educational community, projects between schools, communications and research for district students, teachers and administrators.

Authority: The Glendale School District reserves the right to log, limit, and monitor computer and Internet use and to monitor fileserver space utilization by all District users and other outside users. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. The district reserves the right to regulate all aspects of network activity.

Procedures: The Glendale School District and its employees make no guarantees of any kind, whether expressed or implied, for the service it is providing. The Glendale School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Glendale School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Only the authorized owner of the account will use computer network accounts for its authorized purpose. Network users shall respect the privacy of other users on the system. Network use by individuals not employed by the Glendale School District will be supervised by district personnel at all times.

Privilege: The use of the computer network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each student who receives an account will be instructed by a Glendale School District faculty member pertaining to the proper use of the computer network and Internet.

Prohibitions: The use of the Glendale School District computer network resources for illegal, inappropriate or unethical purposes by students is prohibited. Prohibitions include but are not limited to:

1. Use of the computer network resources for commercial or for -profit purposes.
2. Use of the network for product advertisement or political lobbying.
3. Allowing any other person to use their password or share their account (teachers may not allow students to use their accounts).
4. Unauthorized downloading or loading and/or use of games, programs, files, or other electronic media.
5. Unauthorized installation, distribution, reproduction, or use of copyrighted software/materials on Glendale School District computers.
6. Use of the network, which results in any copyright violation.
7. Use of school technology or the network for fraudulent communications or modification of materials in violation of law, such actions will be referred to appropriate authorities.
8. Use of the network to facilitate illegal activity.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system; (virus)
10. Use of hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.
11. Use of the network to access or transmit obscene or pornographic material.
12. Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users.
13. Use of the network to misrepresent other users on the network.
14. Disruption, abuse, or destruction of hardware, software or the work of others in any way.
15. Unauthorized use of chat rooms (pre-approval of curriculum appropriate chat rooms are required by the principal).
16. Circumventing system security, guessing passwords, or in any way gaining unauthorized access to local or network resources.
17. The unauthorized transmission of student or employee information outside the Glendale School District network.
18. Use of school digital photographs for personal use.
19. The use of the network to misrepresent other users on the network.
20. The use of home personal accounts (e-mail) to access information on the school network.

Consequences of Inappropriate Use:

- The network user shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts and will be required to repair the hardware and/or software at his/her expense and all appropriate disciplinary consequences will be applied.
- Failure to follow the procedures and prohibitions of the Acceptable Use Policy may result in the loss of the privilege of access to the computer network and/or Internet and you will be subject to all disciplinary consequences outlined in the discipline policy.
- Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution, including the state police.

The complete Internet Acceptable Use Policy is available from the Technology Office.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Notice to Parents

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

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

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.
Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Director, Central Intermediate Unit
10, 200 Shady Lane, Suite 100, Philipsburg, PA 16866.

Consent

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

Program Development

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

Confidentiality of Information

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

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

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

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

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

INTERMEDIATE UNIT OFFICE

Central Intermediate Unit 10
200 Shady Lane, Suite 100
Philipsburg, PA. 16866
Mrs. Erin Cernuska Director of Special Education
(814) 422-4111

School District:
Glendale Area School District
1466 Beaver Valley Road Flinton, PA 16640
Mrs. Scheel, Contact Person 814-687-5038
kscheel@gsd1.org

PHYSICAL EDUCATION PROGRAM OVERVIEW

Each student at our school has the right and need to participate in a quality physical education program. The Physical Education program at ***Glendale Jr./Sr. High School*** includes a variety of physical, mental and motor activities designed to assist each student in becoming a physically educated person. A physically educated person is one who

HAS LEARNED SKILLS necessary to perform a variety of physical activities,
IS PHYSICALLY FIT, as measured by physical fitness test,
PARTICIPATES REGULARLY IN PHYSICAL ACTIVITY, and
VALUES PHYSICAL ACTIVITY and its contribution to a healthful lifestyle.

The physical education program at ***Glendale*** is designed to benefit everyone from the physically gifted to those who have permanent or short-term disabilities. The physical education program at ***Glendale*** focuses on students:

- being physically active at a moderate to vigorous intensity level;
- learning basic motor and manipulative skills; and
- participating in small group games in which every student is involved.

In the physical education setting, all students will be provided with the opportunities for enjoyment, challenge, self-expression, and social interaction which can lead to a healthier, happy life and which are important in the total education of the child.

The program at ***Glendale*** includes learning movement concepts, engaging in movement experiences, developing motor skills, and participation in lead-up games designed to enhance the cognitive, motor, and physical fitness development of every child.

Throughout the year, activities are presented that allow students the opportunity to grow physically and emotionally through movement.

The Physical Education program at ***Glendale*** is a reflection of the National Association of Sports and Physical Education National Standards. The States' Standard Course of Study identifies the minimum competencies students should know and be able to demonstrate proficiently by the end of each grade level. It is these minimum competencies on which a grade will be awarded to the student based on best assessment practices.

APPROPRIATE PHYSICAL EDUCATION CLOTHING

All students are expected to change into the school uniform for the physical education class. The reasons for "dressing out" include increasing their ability to move, being active without regard for damage to the clothes they are wearing and not soiling their school clothes with perspiration or dirt.

"Dressing Out" means wearing socks and tied athletic sneakers, T-shirts with sleeves and no tears, athletic shorts (no jeans or cargo pants), sweatshirt/pants, or cold weather clothing, and a towel. Sport sandals, flip flops, boots or jewelry are not allowed as they may become a hazard to the student or his or her classmates.

Students are provided with a locker and only a school issued lock is permitted on the lockers. The locker room is to be used only during the physical education class period. Showers are available and can be used as determined by the individual student. Students are expected to clean these clothing items weekly or whenever soiled from perspiration or dirty from being worn while on the floor or ground.

CLASS PARTICIPATION

Everyone is expected to participate in the physical education program. Because of the potential health benefits, students need to be physically active on a daily basis for at least thirty minutes. If they miss participating in the physical education class, they will miss this opportunity and it may affect their health.

Notes from parents or medical personnel are required if a student is temporarily injured or ill. A note from home will excuse a student from active participation for one day based on the reasoning**.**

All classes missed for any reason should be made up within three days of the missed class during activity period (report to the gymnasium by 8 a.m.) or after school in the cardio room and/or weight room.
Classes that can be made up: Excused Absences - School Activities, Doctor's Excuse, Suspension
Classes that cannot be made up: Unexcused Absences - Skipped Classes, waiting more than 3 days to make up the class.

MODIFIED OR ALTERNATIVE PROGRAM ACTIVITIES

If a student fails to dress properly for class, he/she will either participate fully in the regularly scheduled program or in one or more of a series of Alternative Activities. These activities will be beneficial to the student and will be chosen for them based on their needs. They may include written assignments to be completed in class time or modified physical activities that would not be contra-indicated to the student's excuse.

If a student has a note excusing them from participation in the regular program, they will also participate in an Alternative Activity. This activity will be determined by the teacher and be relative to the course offering of the program scheduled for that day.

A doctor's note is required to excuse a student for an extended period of time. **A follow up letter will be sent to the child' s physician outlining adapted physical education activities that are available to the student. The doctor will be able to indicate on the form those activities which are indicated or contra-indicated for the child's participation. Contact your physical education teacher for specific information regarding the alternative or adapted programs. The adapted forms are available in the student handbook, the high school office, the nurse's office and/or from the physical education teachers.**

GRADING SYSTEM- Grading will be based on a total point system.
Uniform- 4 points each class
Participation- 6 points each class
Fitness Tests- 10 to 25 points plus possible bonus points
Skills Tests- 10 to 20 points

CLASS RULES AND DISCIPLINE STRATEGIES

Rules are made and enforced for the safety and wellbeing of the whole class. Rules for the gymnasium are an extension of the greater set of rules for the school. Time will be spent early and often with the whole class to explain class rules.

The class rules are posted in the gymnasium and/or locker room and are to be followed while in the physical education setting.

ALTERNATIVE PHYSICAL EDUCATION PROGRAM

Glendale Jr./Sr. High School, 1466 Beaver Valley Road, Flinton, PA 16640

To: Dr. _____ Date: _____

Ref: Patient's Name: _____ Grade: _____

On _____ we received a note excusing the above-mentioned student from participation in the physical education program at our school. Due to the health benefits derived from being physically active at least 30 minutes a day at school, we offer an ***Alternative Physical Education Program*** designed to meet the unique needs of those with temporary disabilities.

We would appreciate your cooperation in helping us to develop this program of activities by indicating which of the following activities are appropriate for the student's participation.

Fitness Activities

__walking __jogging __stretching activities
__aerobic activities __stationary bike __stair climber
__circuit training __weightlifting __rope jumping
__tag games __other: _____

Skill Development Activities while on the sideline with or without a partner:

__throwing and catching __striking with an implement __kicking and trapping
__ juggling __throwing for accuracy__ kicking for accuracy
__Other: _____

Game Play:

__Pickle ball __Table tennis __Badminton __Flag Football
__Hockey __Soccer __Softball __Volleyball
__Basketball __Kickball __Frisbee __ Flicker ball
__Other: _____

Non-Active Class Activities

__referee games __score keeper/ timer __equipment placement/pickup
__study of game rules / reading assignment/written report

This is to certify that I have examined the above-mentioned student on (date) _____. I recommend that he/she participate in the above checked activities for a period of _____ weeks while recovering from his/her temporary disability. The patient will be re-evaluated in _____ week(s) at which time I will update the assessment for participation.

Signature: _____ Date: _____
Comments:
_____
_____
_____
_____

TITLE IX NOTIFICATION

As required by federal laws and regulations, the Pennsylvania Department of Education, and the U.S. Department of Education, OCR, the Glendale School District recognizes its responsibility to all students and employees and hereby affirms that all educational programs, activities and employment practices will be handled without discrimination based on sex, race, color, religion, national origin or disability. For information regarding Civil Rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact Rick Kozak, Principal, Title IX Section 504 Coordinator for Glendale School District, 1466 Beaver Valley Road, Flinton, PA 16640-9496 @ (814)687-4261.

ANY SCHOOL POLICY OR PENALTY MAY BE CHANGED AT THE DISCRETION OF THE SCHOOL ADMINISTRATION TO EFFECTIVELY RUN THE SCHOOL