STUDENT/PARENT/GUARDIAN
MIDDLE/HIGH SCHOOL
HANDBOOK

2026-2027
TUSSEY MOUNTAIN
SCHOOL DISTRICT

"The continuing mission of the Tussey Mountain School District is to provide a safe, stimulating, and challenging environment where every person has an equal opportunity to attain the knowledge and skills necessary to become lifelong learners who contribute positively to society."

TUSSEY MOUNTAIN SCHOOL DISTRICT WEBSITE:
www.tmsd.net
Parents can view their child's grades by clicking on the "Sapphire" link.

Policies referenced in this handbook may be found in their entirety by accessing the district's website at www.tmsd.net, clicking on "district information" and then the "Board Policies" link.

Tussey Mountain Middle/High School
(814) 635-2975
199 Front Street
Saxton, PA 16678

Superintendent's Office
(814) 635-3670

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ABOUT THE DISTRICT

PURPOSE

The purpose of this handbook is to provide information to parents and interested community members regarding the rules, regulations and functioning of the Tussey Mountain School District.

Dear Parents/Guardians:

The Tussey Mountain Board of Education and administration desire to provide the best possible education for the students of our district. To help with these efforts, we solicit the cooperation and support of parents and residents of the school district. Parents must be informed of school policies and procedures that affect their child in order that the school can operate efficiently and effectively. Included in this handbook are some of these policies and procedures.

MISSION STATEMENT

The continuing mission of the Tussey Mountain School District is to provide a safe, stimulating and challenging environment where every person has an equal opportunity to attain the knowledge and skills necessary to become lifelong learners who contribute positively to society.

THE VISION

United in purpose and working together, we create an outstanding environment where all children and teachers are excited to come to school, learn and strive for excellence.

RIGHT TO KNOW POLICY STATEMENT

Being a responsible employer identified as a non-manufacturing company, the Tussey Mountain School District has established procedures and completed the preliminary phases of the Right to Know Law as of December 1, 1986. Additionally, it is the intention of the district to conform to the remaining aspects of the law within the time frame established by the State of Pennsylvania, thereby creating as safe a working environment as possible for its employees. Any complaints or inquiries regarding the policies should be directed to the Superintendent's Office.

NON-DISCRIMINATION POLICY

It is the policy of the Tussey Mountain School District, Bedford and Huntingdon Counties, Pennsylvania, not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, national origin, handicap, gender, or age in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and Section 504 of the Rehabilitation Act of 1973. For information concerning rights or grievance procedures, contact the Title IX/Section 504 Coordinator: Ms. Denelle Diehl, Director of Education, Tussey Mountain School District, Saxton, PA 16678 - (814) 635-3670.

BOARD OF EDUCATION

An elected Board of Education, as prescribed by state law, is responsible for the educational system. The School Board formulates policy and grants to a Superintendent of Schools the administrative and executive powers to execute policy. Public meetings of the Board of Education are held at **7:00 p.m.** on the second Monday of each month in the Boardroom of the Tussey Mountain High School, unless otherwise specified. Residents are urged to attend meetings in an effort to be better informed about the district.

The Tussey Mountain School District maintains and operates an educational program (K-12) in two schools with a population of approximately 950 students. The district educational program meets requirements mandated by the State Board of Education and the local Board of Education. Additionally, in accordance with district philosophy, the program reflects an extended effort to provide for all students a range of curricular and extracurricular opportunities.

ADMINISTRATION

An administrative staff, headed by the Superintendent of Schools, implements the educational efforts of the total school district. A professional staff of approximately 85 is directly involved in the instructional phase of the program. Specialized professional personnel are available within the district to provide library, guidance, health, and other related services. Additionally, the resources of Intermediate Unit 08 provide other educational services to the district.

Administration Members

Superintendent of Schools	Dr. Jerry Shoemake
Director of Education/Special Education	Dr. Denelle Diehl
School Psychologist	Ms. Melinda Stodart
High School Principal/LEA Homelessness Liaison	Mr. Matthew McCahan
Middle School Principal	Ms. Brooke Kurtz
Elementary Principal	Mr. Wayland Heath
School Social Worker	Mrs. Robin Neville

IN LOCO PARENTIS

Section 1317 of the Pennsylvania Code states that "every teacher, vice-principal, and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

SCHOOL CALENDAR 2026-2027

August 14, 2026	Flex-Day/Professional Development Day
August 17, 2026	Professional Development Day
August 18, 2026	Professional Development Day
August 19, 2026	First Student Day
September 7, 2026	Labor Day (No School)
October 16, 2026	Professional Development Day
October 22, 2026	End of Marking Period 1
October 23, 2026	Early Dismissal
November 11, 2026	Veteran's Day (No School)
November 24, 2026	Act 80 Day (No School for Students)
November 25-30, 2026	Thanksgiving Break (No School)
December 22, 2026	Early Dismissal
December 23-31 2026	Christmas Break (No School)
January 1, 2027	New Year's Day (No School)
January 12, 2027	End of Marking Period 2
January 15, 2027	Early Dismissal
January 18, 2027	MLK Day (Make-Up Day)
January 29, 2027	Professional Development Day (No School for Students)
February 12, 2027	Winter Break (Make-Up Day)
February 15, 2027	Presidents' Day (Make-Up Day)
March 5, 2027	Act 80 Day (No School for Students)
March 19, 2027	Early Dismissal
March 22, 2027	End of Marking Period 3
March 25, 2027	Spring Break (Make-Up Day)
March 26, 2027	Good Friday (No School)
March 29, 2027	Spring Break (Make-Up Day)
April 26-30, 2027	PSSA ELA Testing Window
May 3-7, 2027	PSSA Math & Science Testing Window
May 27, 2027	Last Student Day (Early Dismissal)

It should be noted that the Tussey Mountain School Board can adjust the calendar over the course of the school year. All dates listed as make up days may be used as such depending upon the circumstances at the time based upon the type of weather and/or other emergencies that the district may experience or have. It may be necessary depending upon circumstances for the Board to add days to the calendar, along with or instead of using some days that are listed as

make up days.

The Tussey Mountain School District also reserves the right to use flexible (i.e. virtual) instruction days under the guidelines established by the Pennsylvania Department of Education and at the discretion of the superintendent.

Regular Bell Schedule

Middle School	Grades 5, 6, 7, 8	High School	Grades 9, 10, 11, 12
Doors Open: 7:43			
Homeroom	7:53-8:03	**Homeroom**	7:53-8:03
1	8:06-8:43	**1**	8:06-8:43
2	8:46-9:23	**2**	8:46-9:23
3	9:26-10:03	**3**	9:26-10:03
4	10:06-10:43	**4**	10:06-10:43
A	10:46-11:16	**5**	10:46-11:23
B	11:19-11:49	**6**	11:26-12:03
7	11:52-12:29	**C**	12:06-12:36
8	12:32-1:09	**D**	12:39-1:09
9	1:12-1:49	**9**	1:12-1:49
10	1:52-2:29	**10**	1:52-2:29
Dismissal	2:30-2:35	**Dismissal**	2:30-2:35

Lunch A: Grades 5 & 7
Lunch B: Grades 6 & 8 & Vo-Tech
Lunch C: Grades 9 & 10
Lunch D: Grades 11 & 12

Two Hour Delayed Start/School Closing Procedures

The Tussey Mountain School District will be using One Call phone notification for school delays and/or cancellations. Notification will be based on the phone numbers provided in Sapphire.

Delays and/or closings for the Tussey Mountain School District due to weather or other emergencies will also be available on the following TV and radio stations:

TV	WJAC – Johnstown	WTAJ – Altoona
Radio	WFBG 1290 AM – Altoona	WFGY 98.1 FM – Altoona
	WAYC – Bedford	WSKE – Everett
	WALY	WKYE
	WVAM	

DELAYS AND CLOSINGS WILL BE POSTED ON THE DISTRICT WEBSITE:
www.tmsd.net

We ask for your cooperation in seeing that someone is available to either send your child off in the morning and/or receive your child in the afternoon, should delayed starts or early releases be utilized. When school is delayed by TWO HOURS, breakfast will be served and Pre-School will be in session.

Communication Reports To Parents (Progress Reports/Report Cards)

Progress Reports - Progress reports will be issued at the point in time when the teacher feels that the student is in danger of failing, approximately halfway through the marking period. The purpose of the progress report is to notify parents of problems relating to the student's academic progress and parents are encouraged to contact their child's teacher if they have any questions concerning their child's educational growth.

Report Cards - The entire school district is on a quarterly reporting period. Every nine (9) weeks, parents and students are advised of pupil progress. Approximately one week following the conclusion of a nine-week period, parents/guardians can expect report cards to be brought home. The following is a list of the last day for each marking period:

1st Marking Period Ends	October 22, 2026
2nd Marking Period Ends	January 12, 2027
3rd Marking Period Ends	March 22, 2027
4th Marking Period Ends	May 27, 2027

The above are considered tentative dates as weather related school cancellations can affect the school schedule.

Sapphire

Parents may also access the Sapphire System to review their child's progress. **Sapphire can be accessed on the district website: www.tmsd.net. Parents in need of a password to access Sapphire should contact wgates@tmsd.net.**

VISITORS REPORT TO OFFICE

Parents/guardians and/or visitors are reminded that they must check in at the office of any of the district's buildings upon arrival. Visitors should have a valid driver's license. Also, all guests are required to sign in at each office and to display a visitor's badge. If parents/guardians/ visitors do not check in at the office, trespassing charges could be filed.

ATTENDANCE - A COOPERATIVE EFFORT

The benefits that students accrue as a result of the educational process are, in part, predicated on attendance. The school district acknowledges its responsibility to provide a meaningful education for all students and respectfully requests that parents and students cooperate with the schools with regard to the attendance policy. Certainly, it is recognized that there are situations that will cause students to arrive late to school or to request early dismissal. However, these situations should be minimized, so as to avoid any unnecessary disruption to the learning process.

Parents should be aware that no student will be excused to leave school with anyone except a parent/guardian. Exceptions will be made only if the parent/guardian specifies in writing or contacts the office by telephone to authorize another person. Notes are encouraged; phone calls are discouraged except in cases of emergencies.

Act 16 of 2019 changes the definition of compulsory school age to "the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved institution

Effective with the 2020-2021 school year, a child must comply with compulsory attendance requirements from age 6 to age 18. The term "compulsory attendance" refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught.

Families of truant students may be fined up to $300 per day for the first offense, $500 for the second offense per day, and $750 per day for the third offense. Parents of truant students may also be required to attend mandatory parenting classes. Truant students who have not received driver's permits could have them delayed by ninety (90) days. Those who already have driver's licenses could have them revoked for ninety (90) days.

The following are the Tussey Mountain High School's Tardy/Absence Guidelines:

- 7:35 A.M. - 3:05 P.M. Teacher School Day
- 7:53 A.M. Student Starting Time
- 7:53 A.M. - 10:20 A.M. Tardy
- 10:21 A.M. - 1:00 P.M. Absent One-Half Day

A child is habitually truant if the child is subject to compulsory school attendance and has incurred six or more school days of unexcused absences during the current school year. A conviction for violating compulsory attendance laws is not necessary for a child to be habitually truant.

Habitually truant students may not transfer during the school year to a cyber charter school unless a judge determines that the transfer is in the best interest of the child. The district will extend opportunities for parents and families to assist a student in returning to compliant compulsory school attendance, and opportunities for further academic recovery.

In the event of student absence, students are expected to furnish an excuse to the front office within three (3) days of returning to school. Parents may provide excuses for the following reasons: student illness, death in immediate family, family emergencies, and other extenuating circumstances. Failure to provide an excuse to the office within three (3) days of the absence will result in the absence being marked as unlawful. Unlawful absences due to late excuses can be re-coded at the discretion of the building principal with consideration of all extenuating factors. Parents may furnish a parental excuse for up to ten (10) days of absences.

Medical excuses must be provided by the following professionals for extended absences (more than three consecutive days): Medical Doctor, Doctor of Osteopathy, Certified Nurse Practitioner, and Physician's Assistants.

Other medical professionals may provide excuses when providing same-day, face-to-face services, such as mental health professionals, counselors, physical therapists, occupational therapists, speech-language pathologists, optometrists, dentists, and orthodontists. Medical excuses from these providers must also be provided to the school office within three (3) days of the absences. Failure to provide excuses will result in absences being recorded as unlawful.

Students may also have teletherapy or telemedicine appointments excused, with prior written notice provided to the building principal in advance of the appointment.

To help facilitate good attendance, you may be notified via phone when your student is absent. Additionally, in accordance with these attendance procedures, parents will be notified via US mail of attendance issues under the following circumstances:

- When students accumulate two (2) days of unlawful absences
- When students accumulate five (5) days of absence for any reason
- Students will have the opportunity to remove an illegal absence by staying two academic detentions. Work missed can be made up for 80% of the original grade.
    - This will be limited to two unlawful days.

The purpose of this notification is to facilitate communication between families and improve student attendance. If attendance fails to improve a School Attendance Improvement Planning (SAIP) Meeting will be scheduled under the following circumstances:

- When a student accumulates three (3) days of unlawful absences
- When a student accumulates eleven (11) days of absence for any reason

The Tussey Mountain School District reserves the right to enact the following consequences, if the aforementioned procedures do not improve student attendance:

- Assignment of 4:00 or 5:45 After School Detention/Compensatory Educational Services at the discretion of Tussey Mountain School District administration for each unlawful absence

- Referral to District Magistrate/Children and Youth Services following the SAIP Meeting

Excuse for Early Release/Late Start

If a student wishes to be excused early, he/she must present to the attendance secretary a written request from his/her parent or guardian, stating the reason for early dismissal. At the discretion of the principal, permission may or may not be granted.

A student may be tardy three times during the school year and be excused by a note from that child's parent or guardian. However, on the fourth occasion and with each occurrence thereafter, the tardy will be deemed unexcused. Students in excess of five (5) unexcused tardies are subject to detention as per the discipline policy.

Students must be present in school at least half a day in order to be eligible to participate in after-school or evening extra-curricular activities. This includes all athletic or other organized activities either as a participant or spectator.

Assignment of Make-Up Work

Assignments missed for unexcused absences will not be permitted to be made up, and students will incur a "0" for said assignment(s). Students may make-up assignments from lawfully excused days. Students will have the number of days absent to make up assignments (i.e. if a student misses two excused days he/she will have two days to complete missing assignments). Please note that for absences occurring near the end of the marking period, this may delay the release of his/her report card.

Trips During the School Year

District officials ask that if parents are going to take their children on educational trips during the school year that they attempt to schedule the trips during the days school is not in session. Should this not be possible, the parent will need to fill out the educational trip form for approval for the student's release from school to go on a trip. The form can be found at www.tmsd.net. Select your child's school (Elementary/Middle/High). Select "Menu," then "Parents and Students."

All requests must be submitted at least five (5) days in advance of the trip and be limited to five (5) school days. This will provide sufficient time for the student's teachers to prepare alternate assignments/homework to cover the days of absence. Parents are encouraged not to schedule trips during the last ten (10) days of the school year. Approved Educational Field Trips count toward parentally excused absences. **Educational trips will NOT be approved during the state testing window or during finals.** Students on the academic ineligibility list will NOT be approved to attend an educational trip. Students may be required to provide a summary of their educational field trip experiences.

Students in grades 11 and 12 are also awarded two (2) days to visit and explore post-secondary institutions. Students are awarded two (2) days during their junior year and two (2) days during their senior year. Students must pick up the School Visitation Form in the guidance office for the visit and submit the completed form to the attendance secretary within five (5) days of the trip. Failure to submit this form will result in the absence being marked unexcused. If a student requires additional days to attend college visits, a formal request must be submitted via letter to the high school principal in advance of the visit for approval.

Homebound Education

Students who have an extended illness, at a physician's request, can be placed on homebound education for a duration not to exceed six (6) months. The district will provide an instructor to visit the home for five (5) hours a week. To request more information about homebound education, please contact the Director of Education.

Policy on Students Withdrawing and Re-Entering School

If a student 18 years of age or older decides to withdraw from Tussey Mountain High School, the student will not be permitted to re-enroll until the following academic year. Any student over the age of 18 who is absent without any contact with the school for ten (10) or more days will be dropped out as per Pennsylvania law. They will not be permitted to re-enroll until fall of the next academic year.

The administration will be responsible to document efforts attempted to keep the student in school. However, in the event the student decides to withdraw, the administration will provide information and options on programs available to school dropouts. The student will be given credit for any semester courses that were successfully completed prior to withdrawing from high school.

CUSTODY DOCUMENTATION

Any Custody documentation/changes must be filed annually with the principal's office.

AFFIDAVIT OF RESIDENCE

If a student resides with you and is not your natural son or daughter, an Affidavit of Residence Form must be filled out each year prior to the first day of school. If the student's living condition changes in the middle of the school year, please contact the guidance office.

SCHOOL INSURANCE

The Tussey Mountain School District is questioned from time to time whether or not the school district has insurance on students attending our schools. Attending school and becoming injured is no more unusual than being injured in the student's own home, at the home of a friend, or in play elsewhere. This comparison is made with the assumption that the mentioned areas, namely the home, the home of a friend, and the play areas, are reasonably free of hazards.

An area frequently questioned around school is the required physical education classes. Out of school, most students become involved in non-supervised play with friends and the possibility of accidental injury does exist. In the school physical education classes, we feel the chance of accidental injury is reduced because the activity is supervised and the class area is reasonably safe.

Law does not mandate insurance coverage be provided for payment of student injuries.

Providing this coverage for all students would be quite expensive for the district.
The Tussey Mountain School District offers a wide selection of extra-curricular activities for students. Outside organizations and individual persons sponsor activities using school facilities for both adults and students. It is the intent of this communication to inform all persons with interest in these day and evening activities as sponsors, parents, or participants that the **Tussey Mountain School District does not carry any insurance that would pay medical and/or death benefits to or on behalf of participants. This also applies to students injured during regular school classes who do not carry individual school insurance.**
Parents' personal medical insurance covers injury of children. Students who want to be involved in athletics must show proof of this insurance before they are allowed to participate.
If you do not have family insurance coverage, please contact the school social worker to discuss available options.

Locker/Desk Theft Insurance

The school district insurance adjuster has made a policy statement regarding the school's liability in the case of locker/desk theft. Items left in lockers/desks are not in the "care, custody or control" of the school and therefore, are not a covered loss. **Students are advised not to keep items of value in their lockers/desk.**

CAFETERIA AND FOOD SERVICE

All students **at** both the elementary and the secondary schools are eligible to receive a **FREE** breakfast and lunch each day, through the Community Eligibility Provision (CEP) program.

No further action is required of you.. **ALL** Tussey Mountain students are eligible to participate in this program without paying a fee or submitting a free/reduced application.

Students may continue to use their cafeteria account for ala carte purchases. Students **must** have money in their account to make additional purchases.

MANAGE YOUR CHILD'S CAFETERIA ACCOUNT ONLINE

Balance, activity and payment information is available online at www.schoolcafe.com

You must log on to www.schoolcafe.com and register in order to view or manage your child/children's account(s). Information is updated daily.

Questions concerning the cafeteria accounts should be directed to the Cafeteria Secretary, Daisy Coffman at 814-635-2975 Ext. 1189 or the Food Service Director, Angel Wilkins at 814-635- 2975 Ext. 1175. Other questions concerning the menus, cafeteria operations, etc. should be directed to the Food Service director, Angel Wilkins at 814-635-2975 Ext. 1175.

All Tussey Mountain School's serve the National School Breakfast and Lunch patterns as required by the U.S. Department of Agriculture. The breakfast supplies 5 daily nutritional requirements. They are meat, vegetables, fruit, grain and dairy. Two of these nutritional requirements make a meal. The lunch supplies 5 daily nutritional requirements also. They are meat, vegetables, fruit, grain, and dairy. Three of these nutritional requirements make a meal.

CAFETERIA PRICES			
Breakfast Prices:		Lunch Prices:	
1. First Breakfast	**Free**	1. First Lunch	**Free**
2. Secondary Breakfast	$2.00	2. Secondary Lunch	$2.50
3. Adult Breakfast	$3.05	3. Adult Lunch	$5.05

DELINQUENT ACCOUNT PROCEDURES

The Tussey Mountain School District's procedure regarding delinquent cafeteria accounts is as follows:

Students may not charge 2nd meals/ala carte items with a negative balance

- Until the student's account is brought up to date, he/she will be on a cash only status.
- Students will remain on cash only status until such time as that student's account has a positive balance.
- Students with account balances of greater than $20.00 will have a letter/email sent to their parent/guardian from the school district indicating that if payment is not made within 14 days, the account may be turned over to the District Magistrate's office for collection. Any further costs incurred by this action will be the responsibility of the parent/guardian.

Non-discrimination Statement:

This explains what to do if you believe you have been treated unfairly: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. **To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866)635,9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider employer**. The Tussey Mountain

School district cafeterias utilize a POS (Point of Sale) System at all locations. Confidentiality of paid/free/reduced student meals is excellent. Accountability of students' purchases/payments and balances has never been more accessible. Student cafeteria accounts should always have a positive balance. No a la carte charges will be permitted unless there is money in the account. Payments are preferred by check rather than cash and are to be in a cafeteria envelope or an envelope with the following information on the outside: (student name, amount enclosed, date, grade level).

Questions concerning the cafeteria accounts should be directed to the Cafeteria Secretary, Daisy Coffman Ext. 1189 at the high school. Other Questions concerning menus, cafeteria operations, etc. should be referenced to the head cook or the food service director.

All cafeterias serve the National School Lunch and Breakfast Patterns as required by the U.S. Department of Agriculture. The lunch supplies five (5) daily nutritional requirements. They are meat, vegetables, fruit, grain and dairy. Three of these nutritional requirements make a meal. The breakfast supplies five (5) daily nutritional requirements also. They are meat, vegetables, fruit, grain and dairy. Two of these nutritional requirements make a meal. Cheese sticks and yogurt are now considered meat not dairy. The high school offers a choice of two lunch patterns plus the a la carte. The middle/high school has also started a grab-n-go breakfast.

MIDDLE/HIGH SCHOOL SPECIAL SERVICES DEPARTMENT

- Ms. Melinda Stodart, School Psychologist
- Mrs. Abbey Schield, High School Counselor (Grades 9-12)
- Ms. Taylor Shoemaker, Middle School Counselor (Grades 5-8)
- Mrs. Robin Neville, School Social Worker
- Mrs. Wendy Gates, Guidance Secretary

School Counseling Services

School Counselors provide a comprehensive counseling program to address the academic, career, and social-emotional development of all students to become lifelong learners. The goal of this program will be achieved in collaboration with students, parents, educators of the district, business and community organizations, and post-secondary educational institutions. Secondary school counselors help students develop the required individualized academic plans and career portfolios as outlined in the *Academic Standards for Career Education and Work*. The Tussey Mountain School Counseling program will provide equal access for all students seeking social-emotional, career, and academic assistance through direct and indirect services in the form of classroom lessons, individual, and small group counseling.

Health Services

Health services, which are provided throughout the district, include the employment of a professional staff of two full-time school nurses. Additionally professional relationships have been established with several doctors, dentists and community health agencies to provide all services necessary to meet the requirements of the Pennsylvania Department of Education and the Department of Health.

School Nurses and Physicians

Certified School Nurses:
Mrs. Jennifer Akers, RN, Elementary
Mrs. Elizabeth Fisher, CSN, Middle/High School

Doctor: Dr. Stacey Bowser (District)

Dentist: Dr. John Snyder (Middle/High School)

It should be noted that Tussey Mountain School District staff are not required to administer medication. The school nurses will administer medication at the schools at mid-day. Parents should make arrangements to time the administering of medication so that, if possible, this would take place outside the school day. If this is not possible then the medication would be given at or near the noon hour.

****ATTENTION PARENTS****

Parents will be notified by the school nurse of their child's height, weight, BMI (Body Mass Index) and BMI percentile. The BMI percentile indicates whether your child is underweight, at an acceptable weight, at risk for overweight or overweight. This data is required to be given to parents by standards set by the Department of Health in conjunction with obesity prevention initiatives. If you have any questions, please feel free to call Mrs. Jennifer Akers, Elementary School Nurse or Mrs. Elizabeth Fisher, High School Nurse.

Tussey Mountain School District Medication Policy Summary

The Tussey Mountain School District recognizes that parents have the primary responsibility for the health of their children. The district recommends that medication be given in the home. Parents should discuss with the child's physician ways to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely **must** be given during school hours, it can be supervised or administered at certain times.

Before school personnel can dispense medication, the following conditions must have been met:

1. All medication sent into school to be administered **MUST** be prescribed by your physician except for Aspirin, Acetaminophen (i.e. Tylenol) or Ibuprofen (i.e. Motrin, Advil). These are the **only** non-prescription medications that will be given at school without a doctor's note. A parent note must be sent for these medications to be administered.
2. A **parent note** must accompany all medication along with a **physician note**.
3. Medication must be sent to school in the original container. The child's name must be on the bottle.
4. The parent should bring medication for the duration of the treatment to school unless other arrangements are made with the nurse.
5. All medication and notes must be turned into the nurse's office upon arrival at school.

6. Parents should bring medication to school. **Medications will not be sent home with students**.
7. If medication is brought to school without a permission note or form, a school employee cannot give this medication at school.
8. Students who need to use an inhaler at school may carry the inhaler with them during the school day if they meet school criteria and have the appropriate documentation on file in the nurse's office.
9. Diphenhydramine HCL (i.e. Benadryl) may be given for emergency allergic reactions (such as insect bites/bee stings) with a parent note only, but it is encouraged that a physician's note be turned in also.
10. If the nurse is unavailable to give medication, medication will be given by the principal's designee.
11. Parents may come to school and administer their child's medications at any time.
12. Epi-pens may be administered under emergency situations - refer to the First-Aid Policy for guidelines.

Pennsylvania School Immunization Requirements

Pennsylvania's School Immunization Requirements can be found in 28 PA. CODE CH.23 (School Immunization)

ALL students grades K-12 will be required to have **four** doses of Polio. (The final dose in the series should be administered on or after the 4th birthday and at least 6 months after the previous dose). Students over the age of 18 are exempt.

Students in grade 7 will be required to have a Tdap (if 5 years has expired since the last Tdap) and a MCV.

Students in grade 12 will be required to have a 2nd MCV.

Students entering Kindergarten will be required to have MMRV (measles, mumps, rubella, varicella) booster entering Kindergarten or if transferred from out of state and your child does not have the second booster.

Documentation must be provided to your child's school nurse. If your child does not have all the doses listed above, the child **MUST** provide a medical plan card within the first **FIVE** days of school or they will be excluded. If you have any questions regarding these new changes, please contact Mrs. Jennifer Akers at jakers@tmsd.net.

Children IN ALL GRADES need the following vaccines:

- 4 doses of tetanus* (1 dose on or after the 4th birthday)
- 4 doses of diphtheria* (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B (1 dose on or after 6 months of age)
- 2 doses of varicella (chickenpox) vaccine or history of disease

In addition Children ENTERING 7TH GRADE also need the following vaccines:

- 1 dose of Tdap (Tetanus and diphtheria toxoid and acellular pertussis vaccine)
- 1 dose of MCV (Meningococcal Conjugate Vaccine)

*Usually given as DTP or DTaP or DT or Td
**Usually given as MMR
These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak. Contact your health care provider or 1-877-PA HEALTH for more information.

Busing/Transportation Policy/Procedures

Middle and High school students will not be permitted in the building until 7:43 AM.

Under **NO CIRCUMSTANCES** will drivers be permitted to drive through, drop off or pick up in the **BUS LOADING ZONE** in the front of the high school building from 7:30 through 7:50 A.M. and 2:15 through 2:45 P.M.

Parents/guardians dropping off students in the morning MUST USE the student parking lot circle near the football field. Parents/guardians picking up students in the afternoon MUST USE the parking area near the tennis courts. AT NO TIME may any driver enter the bus loading zone during the posted times. For those students who would be picked up by someone other than a parent, a letter must be submitted to the principal noting the person designated with the parent's permission for this person to transport the student.

REMINDER: THE MIDDLE/HIGH SCHOOL DRIVE IS A ONE-WAY THOROUGHFARE!!

Bus Zone Policy

There will be no parking or student drop-off/pick-up in student bus zones permitted during posted times.

Bus Routes

Routes are carefully planned to provide safe busing and stopping for each student. If there are any questions or concerns regarding transportation, please contact Transportation Coordinator, Emily Mervin at (814) 635-3670 extension 1169.

Bus Regulations

Riding the school bus is a privilege, which may be denied if a student does not conduct himself/herself properly. When a bus incident is reported to the administration, the parent will receive a bus conduct report form, which indicates the nature of the incident and the action taken. Depending upon the severity and the frequency of the offense(s), students may be warned or suspended from bus riding privileges and the infraction dealt with under the discipline policy. If a student loses his/her bus privileges, it is the responsibility of the family to

provide reliable transportation to school. Failure to do so could result in truancy measures.

Below is a listing of some rules that students are expected to follow:

- Observe the same conduct as in the classroom.
- Be courteous, using no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Tobacco/vaping products are prohibited.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Bus drivers are authorized to assign seats.

Parents/guardians are required to provide a written note to the office of the building principal if the child is not to return home via the assigned bus on a given day. Written notes are encouraged and phone calls are discouraged except in cases of emergencies.

SURVEILLANCE CAMERAS MAY BE UTILIZED ON EACH DISTRICT BUS.

Bus Departure Times

Middle/High School **2:35 PM and 6:00 PM**

An extended detention hall has been instituted for remedial and disciplinary reasons. The period will last from 2:30 P.M. until 6:00 P.M., when the activity bus departs the school. Students may be required by the administration to remain in school during this time.

Use of Student Vehicles

For the safety of all, parents and students must be aware of the following: Students must secure a parking permit from the High School Principal to park on the school campus. *A* $20.00 fee will be charged for the parking pass hanger. Permits are generally issued according to the individual's need and the availability of parking spaces and must be obtained one day prior to the day he or she will be driving. STUDENTS WILL BE GIVEN AN ASSIGNED PARKING LOT NUMBERED SPOT FOR THE DURATION OF THE YEAR.

Additionally, in order for a parking space to be assigned, the parent must consent to the possible search of the authorized vehicle when it is parked on school property.

A student will lose the parking privilege as a result of a disciplinary measure involving the use of a motor vehicle. Students may not transport other students unless they have approval from the parents/guardians and Principal's Office.

The parking lot is under the control of the school. Each student granted a parking space will prominently display the parking permit on the vehicle designated. Before a permit to park can be issued, the parent and the student must agree that THE AUTHORIZED VEHICLE WILL NOT BE USED TO STORE CONTRABAND OF ANY KIND OR USE THE LOT IN ANY WAY THAT WILL VIOLATE THE SCHOOL DISTRICT CODE OF CONDUCT OR CRIMINAL LAW. Student drivers must secure a parking permit and must park in the Gym Parking Lot. Student drivers must enter and exit using the roadway beside the bleachers. **Once in the building, students will not be permitted to exit the building to return to their vehicle.**

Tussey Mountain High School Driving Application (Sample)

The Tussey Mountain School Board has directed that students attending Tussey Mountain High School are not permitted to drive a private vehicle to school without the prior permission of the high school principal.

Permission may be granted to park in the school lot when it is necessary to drive to a dental or doctor's appointment. The student must secure the permission of the High School Principal at least one day in advance. If other needs occur, please issue a written request stating the reason for the use of the vehicle.

Name: Today's Date:
Age:
Driver's License #: Car (Make & Model):
Year: Color:
Will you be Driving Alone? YES NO (Circle One)

If no, list the names of the people riding with you. Students listed who are not members of your family must have their parent/guardian sign before permission can be granted.

Student's Name (Maximum 3) Their Parent's Signature Your Parent's Signature

1.)
2.)
3.)

Your purpose for driving to school. Please be specific:

Parking Lot Release:

We, hereby agree to the below stated terms and responsibilities in connection with obtaining authorization to use the school parking facilities.

We understand that the parking lot is under the control of the school. The student will prominently display the parking permit on the vehicle designated for access below. We agree that **THE AUTHORIZED VEHICLE WILL NOT BE USED TO STORE CONTRABAND OF ANY KIND OR USE THE LOT IN ANY WAY THAT WILL VIOLATE THE SCHOOL DISTRICT CODE OF CONDUCT OR CRIMINAL LAW.**

We hereby understand and give Tussey Mountain School District our consent to search the authorized vehicle when it is parked on school property.

Parent's Signature: Student's Signature:

Student Vehicle Search Policy

A. All vehicles driven by a student and parked in the school district's parking lots must be registered on the Tussey Mountain School District Parking Permit Registration Form. A maximum of one (1) vehicle may be registered to one permit. Students are permitted to park their vehicles on school property as a matter of privilege, not of right.

B. The district retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on district property, including by means of sniff dog searches. Such patrols and exterior inspections may be conducted without notice, without student consent, and without a search warrant.

C. The interiors of student vehicles may be inspected whenever school district officials have reasonable suspicion to believe that illegal, unauthorized contraband or otherwise prohibited materials are contained inside or in the event such materials are in plain view upon inspection of the vehicle's exterior.

When the district wishes to inspect the interior of a student's vehicle, the following guidelines are to be followed:

1. When a school district official has reasonable suspicion or has made observations in plain view, the student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the student vehicle contains material, which poses an immediate threat to the health, safety or welfare of the students or school employees, the student vehicle may be searched without prior warning or presence of the student.
2. Searches of student vehicles may be conducted by law enforcement officials where there is a clear and immediate threat to the health, safety or welfare of other students or school employees, or upon properly executed search warrants presented to school district officials, or the intelligently or voluntarily given consent of the student.
3. Where the interior of a student vehicle has been subject to a search, the parents of the student shall be notified as soon as practicable after the search has been conducted.
4. In the event a school district official conducts a search of the interior of a student's vehicle for reasonable suspicion, a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including all witnesses present and the result of the search.
5. In the event the student refuses to permit a search of the student vehicle after the school district finds reasonable suspicion for the interior search, the student shall be subject to discipline under the district's School Code of Conduct, and the district reserves the right to immediately notify the student's parents and/or proceed to contact law enforcement authorities for the obtaining of a search warrant for the search of the interior of the vehicle.
6. If the results of the search present evidence of drug or alcohol possession, theft of school district equipment or supplies, or possession of a weapon, the student in control of the vehicle will be appropriately disciplined under the district's Student Code of Conduct and/or appropriately referred to civil or criminal authorities for prosecution.
7. Parking lots will be appropriately posted to notify drivers who use the surrounding school lots that a vehicle search policy is enforced.

PRESCRIBED CURRICULUM, POLICIES & PROCEDURES

Pennsylvania System of School Assessment

Tussey Mountain will participate in the Pennsylvania System of School Assessment (PSSA) for 2026-2027. Students in grades five, six, seven, and eight will take the reading and mathematics tests and will produce a writing sample as part of the reading test. Students in grades five and eight will take the science test also. The instructional schedule is modified to meet testing needs. Again, results will be reported at the school and district level. Questions and inquiries regarding the PSSA program and policies should be addressed to the School Assessment Coordinator (Middle School Principal) or District Assessment Coordinator (Director of Education).

Pennsylvania Keystone Exams

For the 2026-2027 school year, all students upon completion of Algebra I, Biology and English 10 will participate in the Pennsylvania Keystone Examinations. Students who do not score Proficient or Advanced will have the option of re-taking the Keystone through eleventh grade. Questions and inquiries regarding the Keystone Assessment and policies should be addressed to the School Assessment Coordinator (High School Principal) or District Assessment Coordinator (Director of Education). Additional information regarding Keystone scores with regard to graduation requirements can be found in the Graduation Requirements section of this handbook.

National Occupational Competency Testing Institute (NOCTI)

High school students enrolled in a career and technical education program are required to participate in a NOCTI Exam in the spring of their senior year. The NOCTI Exam consists of two components: a written exam and a performance exam. Students achieving a competent score receive a certificate from the state.

Secondary Drop/Add Course Policy

If a student or parent is requesting a schedule change, the following criteria must be met:

A. A course may only be added to a student's schedule:
   1. During the first 5 days of the school year for a full year course or a first semester course.
   2. During the first 5 days of the second semester for a second semester course.

B. A student may drop a course during the first 5 days of the school year for a full year course or a first semester course and also, during the 5 days of the second semester for a second semester course. At the end of the first semester, a student may drop a course that is not required for graduation as determined by the principal and school counselor with input from the teacher. The student must be failing the course. If a student elects to drop a course, it will be listed on the student's transcript as 0 credit with a failing

grade of 65%. If a student's average is above 65%, that particular grade will be listed. The student must have parental permission to drop a course.*

C. If there is a student medical concern, the principal, in consultation with the teacher of the course, parent and school counselor may authorize the dropping of a course when deemed appropriate with an excuse from the physician.

D. Students will need to maintain a schedule of a minimum of 6.5 credits or more.

*In the event the student does not complete the requirements of the course, puts forth little effort in the course, and creates disciplinary concerns, the student will receive his/her actual grade achieved in the course, which may be less than a 65%.

A student's schedule may be changed, at any point during the school year by Tussey Mountain Administration and/or Special Service Staff to facilitate academic improvement. Families will be notified of any said schedule changes.

Eligibility For ExtraCurricular Activities (Including: Athletics, Band, Field Trips, Etc.)

Students who are participating in extracurricular activities (including athletics, band, field trips, etc.) will maintain academic eligibility within the classroom. Eligibility will be determined as follows:

A. Students may not fail more than one course per week during the eligibility period.
B. Courses with credit value less than one (i.e. Physical Education) will be considered a one credit course for the purposes of determining eligibility.
C. The eligibility list will be determined from grades reported by the faculty each Tuesday at 1:00 p.m. Students failing more than one subject will be notified that they are in danger of being ineligible at that time. They will have until Friday of that week to bring their grades up. Any student still failing more than one subject Friday at noon will be declared ineligible.
D. The period of ineligibility begins at 12:01 a.m. on the Sunday following the Friday eligibility run. The ineligibility period ends at 11:59 p.m. on the following Saturday.

Remediation Opportunity

Students will be informed of their ineligibility after the Tuesday eligibility run. Each ineligible student will have the opportunity to remediate and become eligible through the following:

A. Each ineligible student will be informed of their ineligibility and presented with a form.
B. This form must be presented to the teacher of the course being failed. During interventions, ineligible students will report to the teacher of the course that they are failing to receive instruction/remediation, make up missing assignments, complete tests, etc. If the ineligible student completes the missing work by Friday prior to homeroom period, the teacher will adjust the grade to reflect the student's efforts and sign the grade form which the student will return to the office.

C. Students who were listed as ineligible on Tuesday are subject to an additional grade check at 12:00 noon on Friday of the same week. The principal will determine who is now eligible from the signed teacher forms that have been returned.
D. The principal or athletic director will inform those affected of their eligibility status. Coaches will be informed of those ineligible by the athletic director.

Secondary Grade Scale

A	**93%-100%**
B	**85%-92%**
C	**78%-84%**
D	**70%-77%**
F	**69% and below**

High School Promotion & Graduation Policy

Every student in grades nine through twelve must pass at least the following credits to graduate.

Units of Credit	Course Title
4	English
3-4	Mathematics
3-4	Science
3	Social Studies
2	Arts or Humanities
½	Steps to Success
1 1/2	Physical Education
1/2	Health
7	Student selects 7 additional courses from among those approved for credit toward graduation by the school district, including approved vocational education courses

Students must pass Algebra I, Biology and English 10.

A student must accumulate a minimum of twenty-six (26) units of credit in grades nine through twelve to graduate from Tussey Mountain High School.

Grade level placements will be dependent upon the total accumulation of credits and the accumulation of credits in specific areas. Students may be retained at the discretion of Tussey Mountain Administration if two core subjects (English, Math, Science, and Social Studies) are failed OR a student is not demonstrating an appropriate number of credits for promotion.

Middle School Promotion Policy

Students in grades 5 through 8 who fail two academic core subjects (English, Math, Science and Social Studies) could be retained or repeat courses depending on successful completion of summer school.

Retention of students with exceptional needs will only occur in conjunction with the Director of Education, School Psychologist, and other members of the IEP team.

Final Exam Policy

Final exams/projects will be administered in each full year and semester course. The final exam will be comprehensive and reflect an understanding of a majority of the course content. Due to the nature of certain courses, a final project may be used in place of a final exam. Final exams must be approved by the building principal and copies of the exam will be kept on file in the high school office. No students will be exempt from the final exam unless approved by the administration.

Students in special circumstances (such as students with disabilities, gifted students or students experiencing homelessness/educational instability) may be awarded academic credit by demonstrating proficiency on a cumulative final examination as determined by the educational team.

Honor Roll Guidelines

The Honor Roll and High Honor Roll is developed at the conclusion of each nine-week period. For a student to be on Honor Roll, he/she must have a numerical average of 85% or better. A High Honor roll list is also noted to reflect those students who have a numerical average of 93% or better.

Honor/High Honor Roll Requirements:

Types of graded courses considered:

- Active courses on the student's schedule
- Dropped courses are NOT considered
- Dropped with Grade courses are NOT considered

The Grades ruleset will have each rule tested in order against each course grade. If a rule is found to be true then the action of the rule is applied and no further rules in this set are processed:

1. Disqualified if receiving any number of I's
2. Disqualified if receiving any number of NC's
3. Any number of O's and any numeric grade is allowed
4. Any number of S's and any numeric grade is allowed
5. Disqualified if receiving any number of N's
6. Disqualified if receiving any number of U's
7. Disqualified if receiving any number of numeric grades that are greater than or equal to 0 and less than 78%

Weighted Grades

Several courses at the high school level will count more toward GPA than others due to the difficulty of the course and the extra student work required for success. The following courses will count 1.15 times that of a regular course (1.0) for successful completion:

- Accelerated English 12
- Calculus
- Anatomy & Physiology
- ACM Psychology
- Accelerated English 11
- ACM Sociology
- Chemistry II
- Introduction to Statistics
- Accelerated History
- Computer Technology I
- Computer Technology II
- Accelerated English 10
- ACM Music Appreciation
- ACM History
- French IV
- History 20
- History 21
- Any additional courses offered during the school year which are deemed "Dual Enrollment Courses"

Policy for Incomplete Grades

Students will have ten (10) school days immediately following the conclusion of a grading period to complete their required work if and only if their lack of work during the grading period was due to legitimate reasons. Following the tenth school day after a grading period, teachers will be required to indicate a numerical grade for those students who received incomplete on their report cards. If work is not completed at the end of the allotted period of time, teachers may determine an average by either entering zeros for the incomplete work or by waiving the obligation for the work. The ten day make-up period may be extended for an individual if the administration determines that the particulars of a case warrant the extension. An "incomplete" may not be given for a grade during the final marking period of any year unless prior approval has been granted by the administration and definite arrangements have been made for the work to be completed.

Summer School Guidelines

Students may elect to take summer school (if they have achieved at least 60% in the failed subject) to make up for failed credits in English, Mathematics, Science, and Social Studies.

The Tussey Mountain School District attempts to offer instruction each summer in the areas of:

English, Mathematics, Science, and Social Studies depending upon the availability of certified teachers and the need for the course. Specific courses are offered to those students who have previously failed the course and need the course for either promotion or graduation.

- Students must be on time. All make-up time must be completed by the last scheduled day of summer school.
- Summer school credit should be recorded as "P" or "F" on the permanent record cards.
- Only certified teachers will be used as instructors for summer school courses.
- The faculty and students should be made aware from the start of school that a minimum grade of sixty percent (60%) must be achieved in a course in order for the student to be allowed to retake the course in summer school, except at the discretion of the principal.
- A student must have prior written approval from the principal's office before taking a course for credit during the summer at a school other than Tussey Mountain.

If a student does not successfully complete Summer Academy, the student could be required to repeat the course and/or be retained the following year at the building principal's discretion.

Graduation Eligibility/Participation and Requirements

The Board will acknowledge each student's successful completion of the graduation requirements students must achieve by awarding diplomas and certificates at graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Comprehensive Plan. Student participation in commencement ceremonies will be limited to those students who have fully completed these graduation requirements prior to the ceremonies and who have successfully achieved the standards required by the State of Pennsylvania.
The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services. The student may receive a high school diploma when he/she completes his/her Individualized Education Plan (IEP).

A list of all candidates for the award of a diploma shall be submitted to the Board of Education for its approval. A requirement for a diploma shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards. Students who do not meet these requirements at the time of commencement ceremonies shall be afforded the opportunity to complete one class credit requirement and/or other required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, prior to the end of the school calendar year (June 30). Upon successful completion, within the specified time, a diploma will be awarded.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

To graduate from Tussey Mountain High School, a senior must have accumulated a total of twenty-six (26) units of credit, including four (4) credits of English, three through 4 (3-4) credits each of Mathematics and Science, three (3) credits of Social Studies, two (2) credits of Arts or Humanities or both, one and one-half (1 1/2) credits of Physical Education and one-half (1/2) credit of Health. Seven (7) credits must also be earned by passing approved planned courses. Students may elect to take summer school (if they have achieved at least 60% in the failed subject) to make up failed credits in English, Mathematics, Science, and Social Studies and will graduate upon successful completion of required credits.

A unit of credit is based on 120 clock hours of instruction or a fractional part thereof. The administration, after consultation with the guidance staff, reserves the right to evaluate the cases individually.

Additionally, students must achieve one of the following Pathways to Graduation as identified through Act 158:

OPTION 1: KEYSTONE PROFICIENCY PATHWAY Student must earn a proficient or advanced score on all three Keystone Exams: Algebra I, Literature, and Biology.

OPTION 2: KEYSTONE COMPOSITE PATHWAY Student must earn a composite score of 4452 on the Algebra I, Literature, and Biology Keystone Exams. Student must also earn a proficient or advanced score on at least one of the three exams. The student may not earn a Below Basic score on either of the other two exams.

OPTION 3: ALTERNATE ASSESSMENT PATHWAY Student must earn a passing grade in the course(s) associated with each Keystone Exam on which the student did not earn at a proficient or advanced score. These courses include: Algebra I, 10th grade Academic English, and Biology

Student must also achieve one of the following: • Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB); o SAT: 1010 o PSAT: 970 o ACT: 21 o ASVAB: the minimum score required for admittance to the armed services branch during the year the student graduates • Gold Level on the ACT WorkKeys Assessment; • Successful completion of a concurrent enrollment course (ex. college-in-high school course) in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score; • Successful completion of a pre-apprenticeship program; or • Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.

OPTION 4: EVIDENCE BASED PATHWAY Students must earn a passing grade in the course(s) associated with each Keystone Exam that a proficient or advanced score was not earned. These courses include: Algebra I, 10th grade Academic English, and Biology. Student must also demonstrate three pieces of evidence consistent with the student's goals and career plans, including: • One of the following: o Attainment of an established score on the ACT WorkKeys assessment (Silver Level), a SAT subject test (score of 630), an Advanced Placement Program Exam (score of 3); o Acceptance to an accredited nonprofit institution of higher education other than a 4- year institution and evidence of the ability to enroll in college-level coursework; o Attainment of an industry-recognized credential; or o Successful completion of a concurrent enrollment or postsecondary course; and • Two additional pieces of evidence, including one or

more of the options listed above, or: satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

OPTION 5: CTE PATHWAY Students, who are Career and Technical Education (CTE) Concentrators, must earn a passing grade in the course(s) associated with each Keystone Exam on which a proficient or advanced score was not earned. These courses include: Algebra I, 10th grade Academic English, and Biology. Students must also attain an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study. For further explanation of the CTE Pathway, please see PDE's Act 6 guidance. Act 158 Pathway Graphic. (Link)

Honors and High Honors for Seniors

For a senior to be designated as having honors or high honors for graduation, they must attain the following:

- ☐ High Honor Students must have 90% or above GPA for each senior high year, beginning with grade 9.
- ☐ Honor Students must have 85% or above GPA for each senior high year, beginning with grade 9.

Additional Requirements

In accordance with the PA Department of Education, the Tussey Mountain School District will be implementing the following obligations for a student to graduate under the Pa. Code Chapter 4 requirements for high school graduation. Listed below is a review of graduation requirements:

1. The student must complete 20 hours of community service activity. The 20 hours can be completed in school, community, and church related activities. The student must have a service activity supervisor who will monitor the student and be accountable for the completion of the 20 hours.

2. Individualized Career Plan Process & Portfolio with an emphasis on grades 3, 5, 8, and 11. Under this plan, students are required to complete various career related artifacts in four areas of the Academic Standards for Career Education and Work: 13.1 Career Awareness and Preparation, 13.2 Career Acquisition, 13.3 Career Retention and Advancement, and 13.4 Entrepreneurship. Students must complete at least two career artifacts per year, as assigned in their Career Portfolio on Canvas. Any missing or incomplete career assignments on Canvas must be made up in order to graduate. While these are mandated requirements, it is our hope that students will gain valuable

experiences from this process, as well as having a portfolio of career-related information to benefit them in post-secondary areas.

Graduation Picture Taking

The Tussey Mountain High School class of 1982 initiated a tradition to lend a more solemn atmosphere to the graduation ceremony. In the past, attempts at capturing the moment with a hasty photograph often disrupted the graduation formality. To solve the dilemma of personal picture taking while retaining the formality of the ceremony, two new customs evolved. First, a picture day separate from graduation night is held during a practice session for family and friends who wish to personally photograph the graduates. Secondly, a professional photographer takes high quality pictures on graduation night of seniors receiving their diplomas. The cooperation of the public is highly appreciated by the seniors and administration.

TM Online Learning

The Tussey Mountain Administration reserves the right to refuse to enroll or re-enroll students in its in-house cyber program who are experiencing truancy issues or who are making no progress in the online environment.

Post Secondary, Trade School, and College Early Admissions Procedures

When a student is enrolled as a student in 4-year or 2-year postsecondary institution, upon completion of his/her junior year of high school, the district shall proceed as follows:

- The district shall honor the first year of college as a completion of high school, provided the student successfully completes the minimum number of credits needed to maintain full-time status. (This can be a mixture of high school and college credits or college credits, exclusively).
- The student will be permitted to graduate with his or her class.
- All higher education costs are the responsibility of the student/parent.

On-Site College Courses

When a student elects an approved college-level course offered in our high school, the credits earned will be acceptable for high school graduation. However, the student and his or her family remain responsible for all costs, such as tuition, books and lab fees.

Off-Site College Courses

When a student maintains high school enrollment, he/she is responsible for making the necessary arrangements to be able to take college courses at a campus during the school day. These credits will be applicable for high school credits as independent study credits. At the conclusion of the college course, the student is responsible for submitting his/her transcript to the guidance office for administrative review. Transportation to and from courses remains the

responsibility of the student and his/her family. Students taking off-site college courses are still eligible to participate in extracurricular activities at the high school level.

Distance Learning

As technology advances distance learning opportunities will exist. When students take courses via distance learning/online learning opportunities, the family will be responsible for all financial obligations.
For students choosing to pursue early admission, the following requirements/regulations have been developed:

1. The student must have prior parental approval.
2. The student must meet all admission requirements of the receiving institution and provide a letter of acceptance to be filed with the guidance office.
3. Completed or have sufficient credits to be on track to meet Tussey Mountain High School graduation requirements.
4. College credits, completed off-site will not be included in class rank or GPA (weighted and unweighted) calculations.
5. Earned college or trade school credits cannot be substituted for a failed high school course.
6. College and trade school transcripts will be attached to the high school transcript.
7. Transportation and related costs are the responsibility of the student.

Meeting the Needs of Diverse Learners

Interventions Period

The Tussey Mountain School District remains aware that our students continue to face challenges in education. Some of these needs include skill building in core subject areas such as English Language Arts and Mathematics, content-specific tutoring, establishment of healthy work habits and time management skills, and increased opportunities to reconnect with the school community and build self-regulation skills. Therefore, we have created several programming options that will help your student build skills in their area of need for the 2026-2027 school year. These programming options have been briefly described below:

- **Skill-Building Groups for ELA, Math, and Science**: Students will receive supplemental lessons during their interventions period throughout each school day.
- **Graduation Station**: Students in these groups will be assigned a supervising teacher to help students monitor their own academic progress/progress toward graduation, receive help with current assignments, and build study skills; the purpose of this group is to keep students on track with graduation requirements.

Child Study Teams

Child study teams are a pre-referral process that connect families to key stakeholders in the educational process such as classroom teachers, school counselors, the School Psychologist,

Director of Education and building principal(s) to identify specific strategies and resources to meet a child's academic goals, prior to a special education evaluation. At Tussey Mountain, a tiered approach is used to meet the needs of diverse learners, with every effort being made to educate a student in the least restrictive environment possible.

Tier 1 Supports
Parents and teachers can refer students who are struggling academically, socially, or behaviorally for Child Study Team Services by reaching out to their school counselor. Once a referral is received the school counselor will make appropriate referrals using school-wide Tier 1 Supports such as regular meetings with school counselors; Check-In/Check Out; After 3 Program, etc. Additional systems of classroom-based support can also be initiated by the classroom teacher within Tier 1.

*If a student does not progress with these supports in place, the school counselor will initiate the Child Study Process by sending out the Child Study Forms & setting up a meeting with the parent and Tier 2 & 3 Support Staff.

Tier 2 Supports
Once a parent meeting has been scheduled and Child Study Team forms have been completed by the student's teaching team, a Child Study Team Meeting is conducted using SIRF form. During this process, the school social worker, school psychologist and building/district level administrators provide consultation and guidance to implement Tier 2 Supports such as social work services, schedule changes, assignment to 10th period services, agency counseling, etc. Parents are invited to and participate in an intake meeting for Tier 2 Supports.

Follow-up meetings are scheduled periodically to determine if Tier Supports have been successful. If these supports have not been successful, Tier 3 Supports are initiated.

Tier 3 Supports
Tier 3 Supports may include screenings by the school psychologist and other special education staff (with parent permission). Based on review of data, the student may be recommended for additional school-based support or evaluated for 504/IEP eligibility.

Annual Public Notice of Special Education Services and Programs

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

*Autism
*Emotional Disturbance
*Deafness
*Hearing Impairment
*Specific Learning Disability
*Intellectual Disability
*Multiple Disabilities
*Other Health Impairment
*Orthopedic Impairment due to chronic or acute health problems
*Speech and Language Impairment
*Visual Impairment including Blindness
*Deaf-Blindness
*Traumatic Brain Injury
*Developmental Delay

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Tussey Mountain School District or Intermediate Unit 08 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania.

The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and

will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.
Administration of any protected information survey not funded in whole or in part by ED.
Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
Bureau of Special Education Division of Compliance.

Tussey Mountain School District	**Appalachia Intermediate Unit 08**
Ms. Denelle Diehl **199 Front St.** **Saxton, PA 16678** **(814) 635-3670**	**Dr. Amy Woomer** **4500 Sixth Ave.** **Altoona, PA 16602** **1-800-228-7900 Ext. 1320**

Screening

The Tussey Mountain School District and Intermediate Unit 08 have established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. Screening and identification for special services occur throughout the year. This process is dependent upon teacher and/or parental recommendations. Other screening activities such as speech/language, vision and hearing are scheduled at specific times in the school year by the school nurses or speech language pathologist.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation).

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

If your child qualifies for special education, he or she will receive individualized educational programming and other key educational resources at no cost to you. You will be an important part of the team that decides what he or she requires to make meaningful educational progress in school.

The Individuals with Disabilities Education Act (IDEA) is a federal law that defines and regulates which students are eligible for special education. The process to qualify includes a comprehensive evaluation into how your child functions and learns at school. The IEP team

develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

* Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
* Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
* Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request an amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.

3. “Destruction” of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.

Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student’s name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed,

Evaluation/Re-evaluation Reports, last three (3) IEPs, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.
6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

DISCIPLINE

Below you will find an updated 2026-2027 Discipline Matrix. This matrix outlines and explains the infractions and consequences that could result from Tussey Mountain School District administration.

Behavior Policies

Pursuant to the Pennsylvania School Code - Section 1317, the Tussey Mountain School District has the right to exercise parental authority over students for reasons of behavior and conduct. This authority extends to the time of attendance including time going to and from home.

Use of Corporal Punishment Prohibited

In March 2004, the State Board of Education revised the Chapter 12 regulations prohibiting the use of corporal punishment. Reasonable force may be used by teachers and school authorities under the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense and for the protection of persons or property. Parents no longer need to request that corporal punishment be prohibited.

Out-of-School Suspension/Expulsions

The Tussey Mountain School District believes that out-of-school suspensions/expulsions from school on a temporary or permanent basis should be exercised only as a last resort. A student may be expelled or excluded from school when the actions of that student are:

1. A threat to the health, safety, welfare or morals of the student body, staff or faculty;
2. Representative of chronic disciplinary problems;
3. In constant violation of attendance law and/or district policy.

Expulsion/Exclusion of Exceptional Students

The Tussey Mountain School District believes that at times an exceptional student may need to be excluded or expelled from school on a temporary or permanent basis. When expulsion or exclusion is deemed appropriate, the school district will adhere to the due process procedures for exceptional students as outlined in Chapter 14: State Regulations for Special Education. These procedures are as follows:

1. In/Out of School Suspension (l to 10 consecutive days)

   A. For students with an intellectual disability this is considered a change in placement. This will require a multi-disciplinary and NOREP evaluation and/or the right to a hearing.

   B. All other exceptional students (excluding students with an intellectual disability) will follow the same procedures as non-handicapped students.

2. In/Out of School Suspension (more than 10 consecutive days or more than 15 cumulative days)

A. For a student with an intellectual disability, the same procedures will be followed as for a 1 to 10 day suspension unless the student is clearly dangerous to himself or others. In this case, an emergency approval will be sought from the Department of Education or a preliminary injunction from the court.

B. For all other exceptional students (excluding student with an intellectual disability) this is considered a change in placement. This will require a multi-disciplinary and NOREP evaluation and/or the right to a hearing. If the student is clearly dangerous to himself or others, the same procedures that are utilized for a student with an intellectual disability would be followed.

3. Expulsion: Expulsion is also considered a change in placement, which requires full special education procedures. This may include a multi-disciplinary and NOREP evaluation and/or a hearing. If expulsion is utilized, the school district must provide an alternative education program for the student up to the age of 21 or until the student withdraws from the school district.

4. Policy requires that the LEA obtain parental consent prior to the use of restraints or intrusive procedures when included in a student's IEP as reflected in 22 PA. Code Chapter 14.133(f)

Discipline Code

Discipline is a broad term that means different things to different people. Webster's Dictionary defines discipline as:

- Training that develops self-control or orderliness;
- Control to enforce obedience;
- The result of such training or control, which produces orderly conduct and obedience;
- A system of rules that prevents as well as corrects unacceptable behavior.

We believe that all of the above definitions will be acceptable for our discipline code.

We believe that a written discipline code is necessary so that students, teachers, and parents know the expectations for student behavior. A written discipline code not only communicates student behavior expectations, but it also communicates that justice and fairness are the basis for the philosophy of the discipline code.
Objectives:

- To provide a safe, clean, orderly environment where students can learn and achieve at their highest level of potential.
- To provide fair and impartial treatment for all students, and to recognize individual differences in students.
- To have the involvement of students, teachers and parents in discipline.
- To communicate the idea that discipline is the first ingredient in the academic, physical, and moral education of the student.
- To encourage students to be responsible for their actions and to hold them accountable for unacceptable behavior.
- To provide a discipline policy in which the seriousness of penalties/punishments

increases as offenses are repeated or misconduct escalates.
- To use discipline to modify unacceptable behavior in our school.
- To keep parents informed of discipline problems.

Discipline Matrix Descriptions/Definitions

Consequence	Description/Definition
Warning	The student has been spoken to about the infraction. Used for documentation purposes and next infraction will result in a more severe consequence.
4:00 Detention (Academic or Conduct)	The student will serve immediately after school in the detention room until 4:00. The student may need to be picked up by parents/guardians. Detention could be monitored by the classroom teacher serving as the detention monitor. The number of days depends on the infraction and severity.
5:45 Detention (Academic or Conduct)	The student will serve immediately after school in the detention room until 5:45. The student may need to be picked up by parents/guardians or the student may ride the 6:00 activity bus. Detention could be monitored by the classroom teacher serving as the detention monitor. The number of days depends on the infraction and severity.
In School Suspension (ISS)	The student will attend school and be removed from the traditional classroom setting. The student will be assigned and responsible to complete all work for the number of days assigned to the ISS. The number of days depends on the infraction and severity.
Out of School Suspension (OSS)	The student will not be permitted to attend school or after school activities for the days assigned OSS. The number of days depends on the infraction and severity.
Out of School Service Learning (OSSL)	In lieu of OSS, students may be presented with the option of electing to participate in community service projects with board approved volunteers. Students will be

	responsible for all missed work. Choosing OSSL can shorten the length of the disciplinary consequence.

Discipline Matrix Infractions

Infraction	Warning	Detention	Suspension
Assault**			☐
Attendance/Tardy to School**	☐	☐	☐
Bus Misconduct**	☐	☐	☐
Bullying/Harassment**	☐	☐	☐
Cafeteria Violation**	☐	☐	☐
Cheating/Plagiarism**	☐	☐	☐
Cell Phone Violation**	☐	☐	☐
Chronic Disengagement/Sleeping**	☐	☐	☐
Class Cut**	☐	☐	☐
Detention Cut**		☐	☐
Discrimination/Slurs**	☐	☐	☐
Disrespect/Disobedience**	☐	☐	☐
Disruption**	☐	☐	☐
Dress Code Violation**	☐	☐	☐
Driving Violation**	☐	☐	☐
Drugs/Alcohol**		☐	☐
Extra Curricular/Sport Infraction**	☐	☐	☐
Fighting**		☐	☐
Inappropriate Behavior**	☐	☐	☐

Inappropriate Physical Contact**	☐	☐	☐
Possession of a Weapon**			☐
Property Damage/Vandalism**		☐	☐
Property Misuse**	☐	☐	☐
Public Display of Affection**	☐	☐	☐
Roughhousing**	☐	☐	☐
School Cut/Truancy**	☐	☐	☐
Sexual Harassment**			☐
Swearing**	☐	☐	☐
Tech Violation**	☐	☐	☐
Theft**		☐	☐
Threat**		☐	☐
Tobacco/Vaping**		☐	☐

Students may be given warnings, detentions, or suspensions in any order. The above discipline matrix is a guideline for parents/guardians, students, and staff. Students do not have to be given a warning by administration. Warnings may come from any and/or all faculty members before an office referral is made.*

Technology violations include but are not limited to: unauthorized social media posts, emails, airdrops, and photos directed at students and/or staff in a harassing or harmful manner. Technology violations can have consequences if they occur on the bus, during school hours, or at school sponsored events. Violations outside of school can have consequences if they impact the operations of the school day.

Bus safety violations are at the discretion of the bus driver, administration, and superintendent. The student can be removed from the bus for unacceptable behavior. The number of days is dependent on the number and severity of the infractions. It is still expected and required that the student come to school even if the student has lost their privilege to ride the bus to school.

**A Restorative Practice approach will be added to any and/or all above consequences.

Restorative Practices (RP) are based on five principles: Relationships, Respect, Responsibility, Repair, and Reintegration. The goal of RP is to help students learn from their mistakes, rather than simply suffering the consequences. RP can be combined with any of the above consequences at the discretion of the administration. RP may include but is not limited to: a think sheet, a restorative packet, alternative assignments, Base Education modules, Student Assistance Program (SAP) referral, behavior management plans, etc.

**Repeated or egregious infractions could result in schedule changes, low-contact agreements, an alternative placement, and/or referral to school security officer/local law enforcement at the discretion of the administration. Furthermore, when applicable referrals may be made to the district's Title VI, IX, or ADA coordinator.

Parents/Guardians will be contacted on office discipline referrals that result in a consequence.

****The Tussey Mountain Middle/High School administration reserves the right to change or adapt any of the above consequence infractions based on the situation and severity. It is at the discretion of the building principals and superintendent to amend as needed for students on an individual basis.****

4:00 PM DETENTION

4:00 PM detention will be used by teachers for academic help with students and/or discipline problems in the classroom that principals and teachers handle themselves. Additional 4:00 PM detention could be assigned by the teacher. It is the responsibility of the teacher to contact the parent.

5:45 PM DETENTION

5:45 PM detention will be given by the Principal's Office for classroom problems that 4:00 PM detentions have not corrected. Students are not eligible to attend or participate in extracurricular activities until the last 5:45 PM detention is completed.

IN-SCHOOL-SUSPENSION (ISS)

In-School-Suspension will be given by the Principal's Office for discipline problems that the 5:45 PM detention has failed to correct. ISS will be used as a means to keep students in school. A student in ISS will forfeit privileges to attend or participate in athletic and social functions at Tussey Mountain High School until the suspension is completed.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-Of-School-Suspension will be given by the Principal's Office for discipline problems that the 6:00 PM detention has failed to correct. A student in OSS will forfeit privileges to attend or participate in athletic and social functions at Tussey Mountain High School until the suspension is completed.

EXPULSION

Expulsion is the exclusion from school by the board of education for a period of more than ten (10) days. This also may include a permanent expulsion from the school rolls. All expulsions require a prior formal board hearing. Parents or the school district have the right to request an informal hearing prior to the formal board hearing. In the event a student is expelled for an entire school year, it will be the responsibility of the parents to provide an educational program for their student. If the parent is unable to provide such a program after 30 days, they will notify the superintendent, in writing, of their inability to do so. At that time, the school district shall provide an educational program for the duration of the expulsion or until the student is no longer of mandatory school age, whichever comes first.

Once the expulsion is completed, a meeting will take place between the school administration and the parents before the student re-enters school.

INFRACTIONS AT THE END OF THE YEAR

Penalties/Punishments will be carried over from one school year to the next, if necessary. Any penalties/punishments incurred during the end of one school year will start or be completed during the next school year. Summer detention may be scheduled.
In cases involving seniors with tobacco, illegal substances, near the end of the year and time preventing the issuance of 6:00 PM detentions, privileges may be forfeited such as attending the prom, attending athletic banquets, and participating in graduation exercises.

TERRORISTIC THREATS/ACTS

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

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

Terroristic act shall mean an offense against property or involving danger to another person.

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

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

The Superintendent shall be responsible for developing administrative procedures to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual Terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act. When an administrator has evidence that a student has made a Terroristic threat or committed a Terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making Terroristic threats or committing Terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making Terroristic threats or committing Terroristic acts, upon returning to school, the student shall be subject to random searches. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act, PA Chapter 14 regulations, and follow Board policy.

Technology Policies & Procedures

Every student/family must sign a Tussey Mountain School District Student Internet User Agreement.

District Internet and Email Responsibilities

Students are expected to act in a considerate and responsible manner when accessing network services. Students are responsible for good behavior on school computer networks. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Parent permission is required. Students who do not have permission may not access the internet at school. Access is a privilege, **not a right**, and entails responsibility.

Individual users of the district computer networks are responsible for their own behavior and communications over those networks. It is required that users will comply with district standards and will honor the agreement(s) they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using

the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. However, at all times, district policy and proper behavior will be enforced. During school, teachers will guide students toward appropriate materials and sources.
The following are NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Any act of intentionally connecting to a proxy server
- Trespassing in another's folder or work file
- Employing the network for commercial purposes
- Deliberate damage to hardware or software
- Using another's password/hacking

One-To-One School Initiative & Guidelines

All students in grades 5-12 will be issued Chromebooks for educational use in school and at home. Students will be lent the device for educational purposes only, for the academic year. Students and their parents/guardians are reminded that use of district technology is a privilege and not a right, and that everything done on any district-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of district technology can result in restricted or banned computer use as well as disciplinary consequences.

Please note that this device will serve as the course textbook in many cases. Additionally, district administrative staff and faculty retain the right to collect and/or inspect devices at any time, and may also utilize remote access and to alter, add or delete installed software or hardware.
Students and parent(s)/guardian(s) are responsible for maintaining the equipment in the condition in which it is issued. Parent(s)/guardian(s) and students will incur all expenses resulting from damaged, lost equipment, or attempts to tamper with the equipment or security tags. Below are the pricing guidelines for equipment repairs and replacements:

Power Cord	**$25.00**
Keyboard Replacement	**$40.00**
Battery Replacement	**$55.00**
Screen Replacement	**$65.00**
Top LCD Cover	**$75.00**

New Computer	**$300.00**
Chromebook Case	**$35.00**

Prior to receiving a device, students and families must sign the 1:1 Computing User Agreement. Damaged Chromebooks should be reported to the technology coordinator by emailing jjessee@tmsd.net.

Transferring/Withdrawing Students

Students that transfer out of, or withdraw from, Tussey Mountain School District must turn in their devices, peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the device will result in the student being charged the full $250.00 replacement cost. Unpaid fines and fees of students leaving the district may be turned over to a collection agency. Additionally, a report of stolen property will be filed with the local law enforcement agency.

Taking Care of Your Device

Students are responsible for the general care of the device that has been issued to them. Devices that are broken or fail to work properly must be reported to the teacher or other staff member as soon as possible so that they can be repaired properly. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their devices unattended in an unsecured area.

a. General Precautions

● No open food or drink should be next to devices.
● Cords, cables and removable storage devices must be inserted carefully into the device.
● Devices should not be used or stored near pets.
● Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
● Devices must remain free of any writing, drawing, stickers, and labels.
● Heavy objects should never be placed on top of devices.

b. Cases

● Each student will be issued a protective case for his/her device, which should be used whenever the device is being transported or is not in use.
● Although the cases are reinforced to help protect the devices, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
● The student should place a tag on their case to help identify and distinguish their case from all other cases. Baggage tags, ribbons, braided cords, etc…could all be used for this purpose. The district does not provide these tags.

c. Carrying Devices
● Always transport the device with care and in the district-issued protective case. Failure to do so may result in disciplinary action.
● Never lift devices by the screen.
● Never carry devices with the screen open.

d. Screen Care
The device's screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
● Do not put pressure on the top of a device when it is closed.
● Do not store a device with the screen open.
● Do not place anything in the protective case that will press against the cover.
● Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
● Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
● Never leave the device in a car when it's hot or cold outside. Extreme heat and cold will damage the device and shorten its lifespan.

Using Your Device at School

Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher. If a student does not bring his/her device to school, the student must notify his/her teacher. The teacher may issue the student a loaner for the day. However, there are a limited number of loaner devices available. A loaner device may not be available at all times. It is very important that students bring their device to school every single day. A student borrowing a device will be responsible for any damage to, or loss of, the borrowed device. Loaner devices for a forgotten device MAY NOT be taken home. The teacher will document the number of times a loaner is issued to each student for not having his/her own device and send reports of three or more instances per semester, to the principals' office. Students are responsible for any damage accrued to a loaner device.

Content Filter

The school utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all internet activity protected and monitored by the district while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Additionally, internet access from home will also be filtered. However, no filter is 100% effective. Parents/guardians should monitor their student's home use of the internet.

Please note that any activity using a district owned device at home, may be subject to appropriate disciplinary action.

TUSSEY MOUNTAIN SCHOOL DISTRICT
STUDENT INTERNET USER AGREEMENT

The Tussey Mountain School District is not liable for any harm or injury that a user may suffer as a consequence of any inaccurate information the user may obtain through the internet. By entering into this User Agreement, the user agrees to be bound by this release and waives any and all rights to assert claims which may arise due to use of the internet.

As a user of the Tussey Mountain School District Computer Network, I hereby agree to comply with the rules regarding communications over the network, while honoring all relevant laws and restrictions.

Student Information

Student ID#	**Grade**
Student Name (Print)	
Student Signature	**Date**

I have read the Student Internet User Agreement; and as a parent or legal guardian of the minor student above, I grant permission for my child/student to access networked computer services such as electronic mail and the internet. I recognize it is impossible for the Tussey Mountain School District to restrict access to all controversial material. I hereby give my permission for my child/student to access the internet and to publish information on web pages (except for home addresses and phone numbers) and certify that the information contained on this form is correct. This permission shall be in effect as long as this child/student is enrolled in the Tussey Mountain School District. I may at any time revoke this permission by notifying the student's/child's principal in writing.

Parent/Guardian Information

Parent/Guardian Name (Print)	
Parent/Guardian Signature	**Date**

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Students do have rights as determined under Chapter 12 of the Pennsylvania School Code. They have legal rights as persons and citizens not to be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

Student Responsibilities

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 faculty and administration a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Minors are compelled by law to attend school until they are 18 years of age. School personnel and parents should encourage students to attend at all times.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Students Will

1. Be aware of all rules and regulations for student behavior and to conduct oneself in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school officials should the students have any knowledge in relation to such cases.
3. Dress and groom oneself so as to meet fair standards of safety and health, and common standards of decency as outlined in the school dress code.
4. Assume that until a rule is waived, altered or repealed it is in full effect.
5. Assist the school staff in managing a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and care for school property.
8. Attend school daily, except when excused, and be on time for classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete the course of study prescribed by state and local school authorities.
11. Refrain from using disrespectful, indecent or obscene gestures or language.

Involvement with Illegal Substances

Involvement with an illegal substance includes giving, receiving, possessing, consuming, selling, buying or attempting to sell or buy substances not limited to, but such as drugs or alcohol. School supervision will cover school property, coming to and going from school within a reasonable time, extra-curricular functions, athletic events and field trips.

Search and Seizure

In recent years the increase of drug use and violence in our schools has prompted administrators to resort to search and seizure in order to maintain a safe educational atmosphere for those who attend our nation's schools. The following policy is in compliance with state and federal law and does not violate the rights granted under the Fourth Amendment to the Constitution of the United States of America.

The district has adopted a specific policy regarding searches. It is important for parents/guardians to know that the district does have the right to conduct searches for reasonable suspicion. When it has been determined by the principal that a student needs to be searched to locate drugs or paraphernalia due to credible reports, the Principal will conduct the search with the security guard as a witness. If the student refuses to be searched, it will be an admission that the suspicions are founded and the student will be treated as if he or she was found with the suspected items. Additionally, we also reserve the right to conduct unannounced prudent inspections of lockers, desks, computers, and other district property to ensure the health and safety of the students.

Locker Search Policy

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage.

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. Students are encouraged to purchase, at their own expense, either combination or key locks for their hall lockers. Locks are provided for students' gym lockers. However, if students do use their own lock for hall lockers, they must provide either the combination or a key to their homeroom teacher.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Tussey Mountain School District has adopted policy in compliance with the State Department of Education, regulations, which provide for the following: The Board reserves the right to authorize its administrator to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the

safety and good order of the schools.

Students shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy. This notice shall be provided in the Parent Handbook and posted in the office.

The lockers provided by the school are the property of the school district. Each student is responsible for the contents and condition of his/her locker. The school reserves the right to announce locker inspection and cleaning sessions. As a courtesy, the district will attempt to maintain a twenty-four hour notice of such an action**.**

However, in the event of an investigation arising from reasonable suspicion on the part of administration, a student's locker may be searched. Any illegal items or substances will be seized. Prior to a locker search, a student may be notified and given the opportunity to be present. In the event where school administration has a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare and safety of the students in school, a locker search may be performed without prior warning.

Any illegal materials found may be used as evidence against the student in a disciplinary action. The district reserves the right to use drug sniffing dogs and may employ their use at any time without prior warning.

The principal shall be present whenever a student locker is inspected. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. The principal shall be responsible for the prompt recording in writing of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

*Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to properly discharge his/her duty to protect the persons and property in the school.

Pets

Due to the possibility of pets having rabies, etc., no animals or pets will be permitted in district buildings unless under controlled conditions with prior administrative approval.

Dog Search

Dog Search - As part of a "drug free" school, Law Enforcement Agencies may bring dogs into the school to determine the presence of illegal substances.

Unlawful Harassment

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the Title IX Coordinator (identified on the District's Website). Reporting forms are available on the District's website.

The Board directs that complaints of harassment be investigated promptly, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance
- Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Presentation at an assembly.

The district shall provide training for students and staff concerning all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to: building principals, teachers, counselors, nurses, and administrators.

All employees who receive harassment complaints from a student shall report such to the Title IX Coordinator.

If the Title IX Coordinator is the subject of a complaint, the student shall report the complaint directly to the Superintendent.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of harassment or hazing, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

2. The building principal immediately shall notify the Title IX Coordinator, who will then conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.

3. District representatives shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the superintendent and others directly involved, as appropriate.

4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur, with protective measures being put in place if deemed necessary.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made knowing and intentionally false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

Appeal Procedure

1. If the complainant or accused is not satisfied with the decision, the student or staff member may file an appeal with the Title IX Coordinator who will schedule appeal proceedings. Additional information may be gathered during the appeal process, with the findings summarized in a district report and provided to the complainant, accused, superintendent and other relevant parties.

WEAPONS POLICY AND PROCEDURES

Purpose

These procedures are established by the Tussey Mountain School District in order to protect against violence, personal injury and property damage and to instill a sense of safety and security for those who participate in school district activities and/or make use of school district facilities.

1. VIOLATION: No person shall possess, handle, transport, use, discharge, manufacture, make, remake, assemble, sell, distribute, or transfer any weapon or ammunition while in any school building, on any school premises including bus zone, on any school bus or other conveyance providing transportation to or from school buildings or activities of the Tussey Mountain School District, at any school activity or function, whether sponsored by the school district or not, or, in the case of students, while coming to or going from school or school activities.

2. VIOLATION: In addition, no person shall knowingly possess any weapon or ammunition at a place that the individual knows, or has reasonable cause to believe, is a school zone in the Tussey Mountain School District. This section shall not apply to the possession of a weapon

    - on private property not part of school grounds
    - if the individual possessing the firearm is licensed to do so in the Commonwealth
    - which is not loaded and in a locked container or a locked firearms rack which is in or on a motor vehicle

- by an individual for use in a program approved by the school district in the school zone
- by an individual in accordance with a contract entered into with the school district
- by a law enforcement officer acting in his or her official capacity

3. VIOLATION: In addition, no person shall knowingly and with reckless disregard for the safety of themselves or another, discharge or attempt to discharge a weapon, detonate an explosive, discharge a chemical deterrent at a place that the person knows is a school zone, unless as follows:
   - as part of a program approved by the school district
   - by an individual in accordance with a contract entered into by the school district
   - by a law enforcement officer acting in his or her official capacity

4. RESPONSIBLE ACTIONS: School district employees and students observing or otherwise becoming aware of weapons and/or ammunition on school premises, at school activities, on school buses or their conveyances, or of persons violating this procedure, shall report the same to a school district teacher or administrator as soon as possible. Any teacher who obtains such a report shall immediately notify his/her principal, or in his/her absence, the principal's designee. Any administrator obtaining such information shall immediately notify the superintendent, or in his or her absence, the superintendent's designee.

5. INVESTIGATION PROCEDURES: Every school employee and/or student who has knowledge of a weapon being on or in school property without proper clearance shall immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not timely report the same**.**

   Based upon reasonable grounds to suspect that a student possesses a weapon, the principal, or the principal's designee, will request that the student voluntarily empty his/her pockets, and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult of the same gender as the student. (It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects if deemed necessary or reasonable).

   If the student resists such a voluntary search, the principal or school official shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. Upon the police appearing, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings.

   The school shall also follow the above procedures for student locker searches.

   If a weapon is found and confiscated, the principal shall immediately summon the local police, the superintendent (or his designee if the superintendent is not available), and

the parent(s) or guardian(s) of the student involved.

6. DISCIPLINE: The following discipline procedures shall be followed by the administration:
   a. Notification of the student concerning the violation(s).
   b. Notification of student's parent(s)/guardian(s).
   c. Establishing whether or not the student has an IEP.
   d. Notification of the superintendent or his designee.
   e. Notification of the police, if deemed necessary.
   f. Assignment of discipline (3 days of out-of-school suspension. (a "NOREP" may be necessary)
   g. Informal hearing with administration, parent(s)/guardian(s) and student.
   h. Assignment of discipline (10 days of out-of-school suspension. (a "NOREP" may be necessary)
   i. Notification of the Board of School Directors.
   j. Notification of the student and parent(s)/guardian(s) of their right to a formal hearing before the Board of School Directors as a part of the Due Process Procedure.
   k. The Board may assign an expulsion from school for a period of one calendar year from the date of infraction. (a "NOREP" may be necessary)

<u>Expulsions must be scheduled pursuant to the Pennsylvania School Code and applicable Rules and Regulations of the State Board of Education.</u>

NOTE: THE SUPERINTENDENT RESERVES THE RIGHT TO DEVELOP ALTERNATIVE DISCIPLINARY SANCTIONS.

7. DEFINITIONS (as used in this procedure)
   a. The term "person" includes any individual, including students and school district employees, corporation, company, association, firm, partnership, society, or joint stock company. The term "person" shall not include law enforcement officials while on duty as law enforcement officials or security personnel retained by the school district and on duty with the school district.
   b. The term "weapon" includes, by way of example and not limitation are defined as the following:

      - any knife, cutting instrument, or cutting tool
      - nun-chuck sticks
      - handgun, shotgun, or rifle, including center-fire, rim-fire and muzzle loading firearms
      - air, CO_2, and/or spring action pellet, BB, and/or dart guns
      - traditional longbows, recurve bows, compound bows, and/or crossbows
      - spear or dart propelling devices including blowguns
      - electric stun gun and cattle prods
      - chemically disabling spray or propellant (a.k.a. mace and pepper spray)
      - brass knuckles, black jacks, and martial arts devices, including but not limited to, throwing stars
      - any other tool, instrument or implement capable of inflicting bodily injury or property damage

- shall include any item that is represented to be a weapon or that is threatened to be used as a weapon.

SPECIAL NOTE: Under special circumstances this definition may be expanded to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, etc. This clause is at the sole responsibility of the superintendent or his designee.

c. The term "firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any chemical explosive, compressed gas, mechanical spring and/or elastic device; (2) the frame or receiver of any such weapon; and/or (3) any firearm muffler or firearm silencer;

d. The term "destructive device" means (1) any bomb or device that is explosive and/or, incendiary in nature, or (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive, other propellant, and/or mechanical means which has any barrel with a bore. (Items traditionally classified as firecrackers may be included or excluded under this definition at the sole discretion of the superintendent or, in the absence of the superintendent, his designee).

e. The term "school zone" means in, or on the grounds of any of the buildings or schools owned by the Tussey Mountain School District. This also includes Bus Loading Zones.

f. Possession means being on the person of the student, in the student's locker, in a vehicle operated by the student, and/or otherwise under his or her control.

Press Release: The superintendent or designee shall formulate a press release if deemed appropriate.

Bullying Policy

The Tussey Mountain School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

Bullying, as defined in this policy, includes cyber bullying. Bullying is an ongoing and deliberate misuse of power in relationships through ***repeated*** verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying shall mean unwelcome intentional electronic, verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on and/or outside the school setting or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops to school property, at school-sponsored events, or while using district technology/accounts at home.

The district expects employees and bus drivers who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If an employee or bus driver believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, he/she shall report the bullying or extortion to the school principal for further investigation. If proper reporting is not engaged in by the employee or bus driver in a position to observe the conduct, the district reserves the right to impose discipline on the employee or request the bus contractor to discipline their employee as deemed appropriate under the circumstances.

Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, the district website tip line, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal, school counselor, or school social worker. Other school employees who observe acts of bullying shall report that conduct to the building principal or designee.

Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or school employees or bus drivers. Any investigation of a report may include meetings with students, parents/guardians or employees, a

review of student records, and other reasonable efforts to better understand the facts surrounding a reported incident. Surveillance cameras are used throughout all buildings.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parental conference, detention, suspension, expulsion, loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and the implementation of a safety plan and/or a supervision plan with parents/guardians.

Interplay with Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under the other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardian from filing a complaint under the school district's anti-harassment policy.

Confidentiality

The Tussey Mountain School District recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

Hazing

The Tussey Mountain School Board has adopted a policy that does not condone any form of initiation or harassment known as "hazing" as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The text of the full policy can be acquired from the Superintendent's Office or online through our Board Docs service. Questions regarding access to this site can be directed to the Business

Manager.

Prohibition Of Anabolic Steroids

Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

The use of steroids by students involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.

The superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs. The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution.

Tobacco/Vaping Products

Students and visitors are not permitted to possess, use, or be involved with any type of tobacco/vaping products or "imitation substitute" during school, on school property, at athletic events or on the buses. Students in possession of or using tobacco products will be fined in accordance with Act 145 of 1996. Students caught in possession of any of these substances will be referred to local law enforcement.

TUSSEY MOUNTAIN SCHOOL DISTRICT
DRUG AND ALCOHOL POLICY

Preface

This policy, including its rules, regulations, and guidelines, is a coordinated effort by the Tussey Mountain School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population.

Statement of Policy

The Tussey Mountain School District is concerned with the educational, emotional, and social growth of the individual student. The district will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population. It is the belief of the district that these students should receive the necessary help as quickly, effectively, and professionally as possible.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events, except drugs as prescribed by a physician for personal use. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalable substances (including gases, solvents, butane, propane, and other inhalable substances; marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, steroids, look-a-likes and any of those substances commonly referred to as "mind-altering substances"). The inappropriate/illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, with written orders from a physician and must be stored in the school nurse's office and NOT in the possession of the student, unless otherwise authorized.

Definition of Terms

Drug/Mood Altering Substance/Alcohol - Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972/ amended 1984) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, cocaine, glue, look-alike substances and any capsules or pills not registered with the nurse and given in accordance with the school district policy for the administration of medication to students in school. Nicotine usage is not meant to be ignored by this policy but is covered under the disciplinary codes.

Any student found to be in possession of the aforementioned substances will be subject to disciplinary action by the building principal, referral to law enforcement (when applicable),

referral to the Student Assistance Program (when deemed appropriate), or referral to an alternative education placement.

Discipline for exceptional students found to be in possession of a banned substance will occur in conjunction with the IEP team.

Student Assistance Program

Student Assistance Programs (or SAP) are multi disciplinary teams which seek to remove barriers to learning associated with substance abuse, addiction or mental health by mobilizing resources. Students at risk for self-harm, substance abuse or any other mental health crisis should be referred to the Student Assistance Program immediately. Any student may self-refer to the program by contacting a SAP team member. In addition, teachers and parents are welcome and encouraged to refer students who may benefit from the program. At the middle/ high school, our Student Assistance Program is referred to as the TRUST team - Tussey's Recognizing and Understanding of Student Troubles. This is a multi-disciplinary team composed of school personnel (teachers, staff, pupil/service personnel, administrators, nurses, counselors) and professionals from community agencies.

This team has been trained to understand and work on the issues of chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

2026-2027 SAP Team Members

Amanda Mallow, Teacher (amallow@tmsd.net)
Derrick Hershberger, Teacher (dhershberger@tmsd.net)
Kate Muthler, Teacher (kmuthler@tmsd.net)
Abbey Schield, School Counselor (aschield@tmsd.net)
Taylor Shoemaker, School Counselor (tshoemaker@tmsd.net)
Robin Neville, School Social Worker (rneville@tmsd.net)
Dr. Jerry Shoemake, Superintendent (jshoemake@tmsd.net)
Dr. Denelle Diehl, Director of Education (ddiehl@tmsd.net)
Melinda Stodart, School Psychologist (mstodart@tmsd.net)
Matt McCahan, High School Principal (mmccahan@tmsd.net)
Brooke Kurtz, Middle School Principal (bkurtz@tmsd.net)
Mike Villa, SRO (mvilla@tmsd.net)
Elizabeth Fisher, Nurse (efisher@tmsd.net)
Morgan Gates, AHN Counselor (mgates@tmsd.net)
Liaison from Developmental/Behavioral Health Services
Representative from Personal Solutions, Inc.

Once a referral has been received by a SAP team member, the team will contact the student's family, for consent to receive the aforementioned supports. Eligible students may receive mental

health/drug and alcohol screenings once consent has been received. Upon completion of all applicable screenings, the student's family is invited to attend team meetings as eligible programming and supports are discussed. The Tussey Mountain School District is committed to minimizing the effects of harmful behaviors by creating a system of early identification, interventions, referral and aftercare.

The Privacy Rights of Parents and Students (Sample Notice)

The federal Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to educational records maintained by a public school entity. Information, which is collected and maintained by your Student Assistance Team (SAP), falls under FERPA's definition of education records. That law requires a public school entity to provide parents with an annual notice regarding their rights. The full text of the law and regulations is available in the Desk Reference Manual for Student Assistance Program Team Members: The Privacy Rights of Parents and Students.

A public school entity needs to take the following items into consideration when it is drafting its educational policies and procedures and the annual notice. These items, which are adapted for SAP and presented for the SAP team's consideration, were abstracted from the Model Notification of Rights for Elementary and Secondary Institutions published in the November 21, 1966 Federal Register, effective December 23, 1996.

The education record, including SAP information, is available to the parent for review. The local policy may require the parent to submit the request in writing. The public school entity needs to spell out the procedures for parents and the parent has a right to expect that the access to information will occur within forty-five days, thirty days in the case of special education youngsters. The school should do its part to make the records expeditiously available and provide parents with an explanation, if requested.

A parent who believes that any information in the education record is inaccurate or misleading may request that the information be changed. The parent simply needs to identify the information to be changed and specify why they believe the information is inaccurate or misleading. If the school decides not to change the information as requested, the parent will be notified of the decision and the school is required to provide a hearing regarding the request to change the information. Details regarding the hearing procedures, which are outlined in FERPA, must be provided to the parent by the school.

No information in the SAP record may be released without the parent's specific written consent to anyone in the school except members of the student assistance team and other school officials who have a legitimate educational interest. School officials include teachers and other school staff determined by the school to have a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In the case of the SAP team process, liaisons from community drug and alcohol and mental health agencies who are not school employees, but who sit on the team and perform SAP responsibilities, have access to information as part of their responsibilities as team members consistent with a signed agreement with the public school entity and their agencies. The liaisons' role is to provide their expertise to other team members engaged in the student assistance process. The liaisons may not share any information discussed in the student assistance process to anyone, with the exception of other team members and school officials with a legitimate educational interest, without the parent's specific

written consent.

Release of the education record, including SAP information, to other elementary and secondary schools is dependent upon the public school entity's board adopted policies and procedures which must be consistent with the conditions outlined in the FERPA regulations.

The parent also has the right under the law to file a complaint with the U.S. Department of Education concerning alleged failures of the school district to comply with the requirements of the Family Educational Rights and Privacy Act. The name and address of the federal office is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

As part of the notice, a contact name and telephone number must be provided for parents should they have any questions about anything in the notice or need any assistance.

Assisting Students Experiencing Educational Instability

Amendments to PA Act 1 of 1948 are in effect for the 2022-2023 school year. Per these amendments, students meeting the definition of "experiencing educational instability" are eligible for certain protections under the law. The definition of educational instability is as one or more changes in school entity enrollment during a single school year as a result of any of the following:

- Homelessness as defined in the McKinney-Vento Homeless Assistance Act (Public Law 100-77, 101 Stat. 482) and as determined by the school entity.
- An adjudication:
- Dependency under 23 Pa.C.S. Ch. 63 (relating to child protective services) and 42 Pa.C.S. Ch. 63 (relating to juvenile matters);
- Delinquency under 23 Pa.C.S. Ch. 63 and 42 Pa.C.S. Ch. 63, if the parent or guardian of the student wishes to disclose the adjudication of delinquency; or
- Court-ordered services under a voluntary placement or custody agreement.

When a student meets the definition of a student experiencing educational instability, the building principal will be notified by the guidance office. The building principal will then review the current educational records of the student and assess his or her need. The following protections will be in place:

- The student will be eligible for full or partial credit for coursework that is satisfactorily completed at his or her previous school.
- Allow the student to participate in any school-sponsored or extracurricular activity for which the student meets placement and qualification requirements

The building principal shall work in conjunction with the school counselor, school social worker, and Director of Education, school psychologist and the student's IEP team when applicable to:
(1) Facilitate a student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
(2) Facilitate the prompt placement of a student in the appropriate courses.
(3) Connect the student with appropriate education services.
(4) Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or 504 service agreement, if applicable. Within ten (10) business days, the prior school entity

located within this Commonwealth shall provide the requested student information and records to ensure proper transfer of course credits, grades and an IEP, if applicable.

This team shall also develop and execute a graduation plan in collaboration with a student in grades nine through twelve to support the student in graduating. The graduation plan shall be included in the student's education records. The following exceptions and exclusions may be made:

- Specific courses required for graduation for a student in grades nine through twelve may be waived if similar course work has been satisfactorily completed in another school entity.
- Specific courses required for graduation can also be waived if a student demonstrates competency/ proficiency in the content area. Appropriate assessments/evidence of such competency will be established by the team. This includes successful completion of a career and technical education course.
- Additionally, where appropriate, the Tussey Mountain School District will provide an alternative or modified course of study that is currently offered to any student
- Students experiencing educational instability will also receive support (when appropriate) with acquiring the required work or competency requirements by the student's anticipated graduation date.
- Students not meeting the locally-established criteria for graduation from Tussey Mountain High School, may receive a diploma if he/she meets the criteria for graduation from a previously-attended school.

The guidance department will retain records of coursework completed at previous schools and all Act I afforded protections.

Homelessness

The "McKinney-Veto Homeless Assistance Act" was established in 1987 and amended by "Every Student Succeeds Act of 2015." The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

The Federal mandate ensures that homeless children and youth have access to the same, free, and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring, and transportation so they can remain in their school of origin.

"Homeless children and youth" are defined in one or more of the following ways:

- Children and youth who lack a fixed, regular and adequate nighttime residence, and includes children and youth who are sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you believe your child may qualify for this service, please contact:
Matthew McCahan, High School Principal/LEA Homeless Liaison: mmccahan@tmsd.net

Tussey Mountain School District Dress Code

Students of the Tussey Mountain School District are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the educational process. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Students are expected to abide by this dress code upon arrival to the school building through the defined ending of the school day. Students will be asked to change clothes if they are found in violation. The requirements include, but are not limited to:

Head Coverings

- Hats and/or head coverings of any kind shall not be worn in the school building unless approved for religious or medical reasons.
- Certain headbands, scrunchies, etc. which are used to hold hair in place are permitted.
- Hooded shirts are permitted, but hoods should not be worn indoors.

Skirts/Shorts/Pants

- Skirts and shorts should not be excessively short - Recommendation is near fingertip length.
- Pants shall cover undergarments at all times.
- Skirts, pants, and shorts with holes above the knee should not expose skin or undergarments.
- No pajamas (unless for a spirit day theme.)

Shirts

- Shirts must cover the entire back.
- Bare midriffs, crop tops, tube tops, or halter-tops are prohibited, including tops or blouses that show the midriff when arms are raised above the head.
- Undergarments must be covered.
- See-through shirts are not permitted.
- Shirt straps must be two-fingers wide.
- Shirts with holes are not permitted.
- Shirts promoting drugs, alcohol, or foul language are not permitted.

Shoes

- No bedroom slippers shall be worn.
- Students are not permitted to go barefoot.

Other

- Clothing shall not convey messages that express hate, racial slurs, or sexual harassment.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying “double meaning” involving sexual innuendo, tobacco, alcohol, or drug use.
- No foul expressions with possible vulgar connotations are permitted. Drug or alcohol related drawings or expressions shall not be permitted on clothing or accessories.

Violations

The Tussey Mountain School District grants teachers the authority to manage minor (fixable) dress code violations in the classroom. In these instances, teachers should direct students to remove or adjust the observed dress code violation in order to maximize instructional time.

Should the student not be able to change or remove the item or refuses to do so, a referral will be made to the building principal. Once referred to the building principal, a request may be made for the student to change his or her clothes. Every attempt will be made to provide the student with appropriate clothing for the day, however, the student's family may be contacted and asked to provide a change of clothes, in the event no suitable clothing is available.

Requests for exceptions to the dress code for religious or medical reasons or for the purpose of school sponsored events are up to the discretion of the building principal.

Textbook Charges

Students and/or their parents/guardians will be expected to pay for lost or damaged textbooks. Students will be charged a replacement fee equal to the amount of the cost incurred by the district to buy a replacement book. Used books will be purchased when possible.

HIGH SCHOOL PROM POLICY/GUIDELINES

The following guidelines will be adhered to by eligible students in order to attend the Tussey Mountain High School Prom:

1. The Prom is an extra-curricular event; therefore, all students attending the Prom are subject to the High School Discipline Policy.
2. The Prom is an event specifically for students in grades 11 and 12 and their guests. No student below 9th grade or an individual beyond the age of 20 will be eligible to attend the Prom. The spouse of an eligible student may attend the Prom regardless of age.
3. All non-district students who are eligible and will be attending the Prom must register with the High School Principal prior to the event.
4. Any student who is suspended or expelled from school during the time the Prom is held will not be eligible to attend.
5. Once students enter the Prom and leave early, they will not be permitted to return.

Policy Regarding Backpacks

The Tussey Mountain School District also prohibits the carrying and use of backpacks or items similar in nature in hallways, classrooms or any other area of the Tussey Mountain Schools during the school day, and while participating in or attending after school activities. This includes athletic events and dances. Prior to the beginning of the school day, before homeroom period, students must store backpacks and similar items in their assigned locker. At the elementary level, this will be in the areas designated for storage of such personal items.

Backpacks or items similar in nature can pose potential tripping hazards when removed and placed, as they often are, on floors. Occasionally, they may also be misused to carry and conceal

drugs, alcohol, weapons, tobacco products, etc. This makes for a potentially dangerous situation for the school at large. Accordingly, this policy is intended to achieve a safer school environment for all.

Theft

Any student involved in the act of theft which includes, but is not limited to stealing, shoplifting, and larceny, during any school activity including field trips, both during and after the normal school day will receive detention according to the discipline policy and will make the appropriate restitution in response to the stealing. In addition, the police may be called.

Vandalism

Any student involved in the act of vandalism which includes, but is not limited to the destruction of public, private, or school property during any school activity, including field trips, during and after the normal school day, will receive detention according to the discipline policy and will make the appropriate restitution in response to the vandalism.

Open Containers and Food

Students should not have any open containers or food after breakfast has concluded following homeroom. Students are permitted to carry a water bottle **with only water in it** with them to class, but must follow the classroom rules and expectations held by the teacher. Water bottles must have a closed lid or foldable straw, if you cannot turn your water bottle upside down without it leaking, it does not meet the requirements and you will be asked to leave your water bottle at home.

Cellular Phones/Electronic Devices

Students are permitted to carry a personal cellular phone to school to be used during a student's scheduled 30 minute lunch and after 2:30 PM. The Tussey Mountain School District is not responsible for lost, damaged, or stolen cellular devices.

At the beginning of each period, students will be required to place their cell phone into a cell phone holder located within their teacher's classroom, if it is not kept in a locker. **When a student is found to be in possession of/using a cell phone during instructional times, the cell phone will be confiscated and turned into the office for the duration of the day. After the first offense, parents/guardians will be asked to pick up their student's cell phone from the office at the end of the day. Students who habitually violate the cell phone use policy will be asked to check their phone into the office upon arrival each school day for the remainder of the year.**

The Tussey Mountain School District or its employees will not be held liable for any reported damage to personal cell phones or electronic devices during times when they have been confiscated, as the student was initially found to be in violation of the school policy.

Guidelines for Collection, Storage and Destruction of Student Records

The educational interests of the pupil and of society require the collection, retention, and use of

information about individual pupils and groups of pupils. The Board also is concerned with protecting the right of each student against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.

The Tussey Mountain School District shall retain adequate pupil records pursuant to regulations established by the State Board of Education on Pupil Records (PA Code 22, Ch. 12), the Individuals with Disabilities Education Act - "IDEA" - P.L. 101-476, the Confidentiality Standards for Special Education (PA Code 22, Ch. 342), and the Family Educational Rights and Privacy Act of 1974.

The Tussey Mountain School District either collects, generates, and/or maintains information that is part of a student's educational record. This information is gathered either through group assessments or "screening" procedures covered by school district policy, school district personnel with specific parental consent, by transfer from another educational agency, or from third party sources with parental consent.

The Tussey Mountain School District shall:

(1) Protect the confidentiality of personally identifiable information regarding an exceptional student or a student thought to be exceptional or an eligible young child or young child thought to be eligible.

(2) Provide access to educational records to the parents of a student or young child or a representative of the parents.

(3) Establish procedures to permit parents to request the destruction of educational records.

(4) Comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. 1232g), 34 CFR Part 99 (relating to family educational rights and privacy), 34 CFR 300.560-300.576 (relating to confidentiality of information), Chapter 12 (relating to students) and other applicable law.

The following categories have been designated as directory information by the school district:

- Student's name
- Parent or guardian name
- Student birth date
- Student home address
- Student home telephone number (unless indicated as unlisted)
- Parent or Guardian home address (if different than student)
- Parent or Guardian telephone number (if different than student) (unless unlisted)
- Dates of student attendance
- Student/Parent school district of residence
- Diploma or certificate awarded
- Special awards or recognition
- The most recent previous educational institution or agency attended by the student

Parental permission to photograph or videotape district students is obtained yearly and is maintained in the student's guidance folder for the current academic year and one year thereafter. Still photographs or written information for slide presentations and newsletters and motion pictures, or videotapes of activities used within the school district for educational purposes are covered in the consent form. Permission to use the above for teacher training by colleges, other intermediate units, school districts, PTAs, or other agencies are also covered.

No information shall be collected from students without prior informed consent of the child and his/her parents. Such consent may be given either individually or through legally elected or appointed representatives, namely the district School Board, depending on the nature of the information to be collected.

The parents shall be afforded reasonable opportunity to contest the necessity or desirability of particular data collection processes or the proposed use of such data. Parents will also have the right to challenge the designation and release of directory information.

Destruction

Parents of students will be notified when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.

Parents may request that information no longer relevant to and necessary for the provision of educational services to the student be destroyed. However, a written record of a student's name, address, phone number, grades, attendance records, classes attended, grade level and year completed will be maintained for at least one hundred years beyond the student's attainment of age twenty-four (24).

Prior to destruction of information referred to in the paragraph above, the school shall send a written notification to the parents informing them of their rights to inspect, review or copy the material to be destroyed.

Educational records with information necessary for the education of a student enrolled or previously enrolled will not be destroyed.

ACCESS TO AND DISSEMINATION

General Safeguards

All information regarding pupils and their families will be collected and maintained under such safeguards of privacy as may be obtained through informal consent, verification of accuracy, limited access, selective discard and appropriate use.

The School District policy for release of information conforms with the Family Educational Rights and Privacy Act of 1974.

Release of Information

Written consent of parents or eligible students (FERPA) shall be obtained by the school before education records or personally identifiable information contained therein is released to any party, except for those listed below where no consent is required.
A *Consent to Release* form will be sent to the parent or eligible student (FERPA) to be completed before appropriate records are released. Records will be released within seven days after receipt of the "Consent to Release" form.

Consent of parents or eligible student (FERPA) is not necessary when records are to be released to or inspected by:

1. Other school officials within this Intermediate Unit and the student's home school district that have a legitimate educational interest. These include professional personnel directly responsible for providing instruction to this student or responsible for the provision of support service, such as guidance counselors, school nurse, psychologist, social worker, and also persons charged with direct responsibility for the health and safety of children while in attendance at school, e.g. bus driver, teacher aide, etc.

2. Authorized representatives of the Comptroller General of the United States, Secretary of the U.S. Department of Education, or State and local educational authorities.
   State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974. Appropriate authorities in a health or safety emergency after consideration of the seriousness of the threat, the need for the information to meet the emergency, the position of the requesting party to deal with the emergency, and the extent to which time is of the essence in meeting the emergency.
3. Officials of other primary and secondary schools including approved private schools to which the student intends to transfer. Records will be transferred within seven (7) days of the request to the Director of Special Education of the Intermediate Unit. Parents may have a copy of transferred records upon written request. Intermediate Unit 8 will maintain copies of those documents required to be kept by Federal and State Laws.
4. Court officials in compliance with Judicial Order; parents shall be notified of the Order and the school's compliance.
5. Release of directory information does not require the consent of parents or eligible students (FERPA).
   Directory information may be released without parental consent, provided that prior public notice is given to the parent of what is designated directory information, and that the parents do not object in writing within thirty (30) days of the notice to what is included in directory information with respect to that student. Directory information may be returned from an approved student's school district of residence or a student's Intermediate Unit.

Confidential Personal Files of Professionals in School

The professionals who are directly involved with the student's health and education may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses, and other memory aids for their own use. Such data are to be considered the personal property of the professional and shall be maintained according to the rules given above. All such data must be destroyed when their usefulness is no longer apparent or when the student leaves the school system.

Act 30 Records

Information obtained from the Judicial System in compliance with Act 30 of 1995 shall be maintained in a separate file in the Special Education Office and shared with staff working directly with the student. The information will be removed from the file and destroyed within 30 days after the Superintendent's Office receives formal notification from the Judicial System to do so. A certified statement will then be sent to the Judicial System within 45 days from the receipt of the original notice to destroy the records, verifying that the records have been

destroyed.

Parents' Access Rights

Parents shall be permitted to inspect and review any personally identifiable data relating to their children, which is collected, maintained, or used by the school district. It is further specified that the request shall be honored within thirty (30) days; prior to a conference regarding an IEP, and prior to a hearing relating to the identification, evaluation or placement of the child. The parents have a right to a verbal explanation of their child's record by a qualified professional.

In order for the parent and/or student or a representative designated by the parent to inspect, review or copy the educational records, a written request must be made to the Supervisor of Special Education. Upon receipt of the written request, the Supervisor of Special Education or his/her designated representatives will arrange for a conference with the parents and/or student or a designated representative of the parent. Parents shall have the right to request a list of the types and the location of the child's educational records collected, maintained or utilized by the school. A list of names and positions of those authorized to have access to personally identifiable information shall be available for inspection at each office where records are kept.

In instances where records include data on more than one child, the parents shall have the right to inspect and review only the data relating to their child or to be informed of that specific data. Upon request, the parent will be provided with a copy of all or part of the educational records of the student. The school district may charge fees for copies of records, which are made for parents, provided that the fee does not effectively prevent the parents from exercising their right to inspect and review those records.

Student Access Rights

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

Access Record

A record of parties who have obtained access to those educational records of a student that are collected, maintained or used shall be kept by the school. The access record shall include the name of the party, the date and the purpose for which the party was allowed to use the records.

The parent shall have the right to inspect the access record kept for the educational records of his/her child.

No record is required of authorized employees of the school, the student's parents of eligible students (FERPA) who have had access to the educational records of the student.

The current list of the names and positions of those employees of the school system who are authorized to have access to personally identifiable information shall be maintained by the Supervisor of Special Education for public inspection. In addition, each School District Special Education Office shall maintain and display a list of those persons authorized to have access to personally identifiable student information kept at that site.

Annual Notification of Rights

Parents of student's attendance will be notified annually of their right to inspect the records, procedures to follow, location of Records Policy, record of disclosures of information, opportunity to amend the records and to request a hearing. Complaints concerning alleged failures by the agency/institution to comply with the requirements of the Act can be filed with the Family Policy and Regulations, U.S. Department of Education, Washington, DC. 20202.

Requests to Amend Educational Records

The parent of a student or an eligible student (FERPA) who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the child may request the school district to amend them by submitting a written notice to the superintendent or designee indicating which records are to be amended and the reason the amendment is requested.

Upon receipt of written notification, the superintendent or designee will arrange for a conference with the parents and/or eligible student (FERPA) to resolve the conflict. The conference is to be scheduled within ten (10) school days of the parents' and/or eligible student (FERPA)'s written notification.

If the conflict has not been resolved as a result of the initial conference, the parent's challenge is to be reviewed by a review panel consisting of the superintendent or designee, Supervisor of Special Education, and a psychologist within a period not to exceed forty-five (45) school days from the receipt of the parents' written notification.

If the school district decides to refuse to amend the information, the superintendent or designee shall inform the parent, in writing, of the refusal and the specific reasons for the refusal and shall also inform the parent of the right to request and receive a hearing.

Records Hearing

The hearing shall be held at a mutually agreed upon time and place within thirty (30) days after the school district receives the request for a hearing from the parent.

The parent shall be notified in writing of the date, place and time of the hearing no later than five (5) days in advance of the hearing.

The hearing shall be conducted by a party who does not have a direct interest in the outcome of the hearing. The party conducting the hearing may be an official of the school district.

The parent shall be afforded a full opportunity to present relevant evidence and may be assisted or represented by persons of his/her choice at the hearing; such persons may include legal counsel.

The school district shall render a written decision on the issues presented at the hearing within thirty (30) days after the conclusion of the hearing. The decision shall be based solely on the evidence presented at this hearing and shall include a summary of the evidence and the reason for the decision.

If, as a result of the hearing, the school district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall amend the educational records of the student accordingly, and so inform the parents of the student or the eligible student (FERPA) in writing.

If, as the result of the hearing, the school district decides the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student (FERPA) of the right to place in the educational records of the student a statement commenting upon the information in the educational records and/or setting forth any reason for disagreeing with the decision of the school district.

This explanation shall be maintained by the school district as part of the educational records of the student as long as the record of the contended portion thereof is maintained by the school district.

If the educational records of the student or the contested portion thereof is disclosed to any party, the explanation shall also be disclosed to that party.

ACCESS TO STUDENT INFORMATION BY MILITARY OR COLLEGE RECRUITERS

Pursuant to federal No Child Left Behind Legislation (20 U.S.C. §7908), the Tussey Mountain School District must disclose to military recruiters or institutions of higher education, upon request, access to secondary school students (juniors and seniors) and directory information on those students. The state military affairs law requires the release of directory information consisting of a list of secondary male and female students by name, home and address and telephone number. Both the *No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002* reflect these requirements.

The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent. Students are provided a form for the parent or student to withhold their consent of the release of the above information to military recruiters and institutions of higher education which must be signed and returned to the building principal by the end of the first week of school.

Military Recruiter Procedure

1. Recruiters will, upon forty-eight (48) hours advance notification to the school counselor, be permitted to come into the school for the purpose of speaking to a specific-individual student. The student should be told by the recruiter to make contact with the counselor, and inform the counselor that the student does indeed want to meet with the recruiter. If the student does not make contact with the counselor, the meeting will not be permitted.
2. The recruiter must give advance notification to the parent/guardian of the student before the conference.
3. The recruiter is permitted to conference with a student at the time specified by the particular school.
4. There will be no transportation of a student to or from school, except with forty-eight (48) hours written parental permission provided to the Guidance Counselor.
5. No student will be excused for a physical examination or testing without forty-eight (48) hours prior notice by written parental permission.

6. No papers or documents shall be signed on school premises.
7. All Bedford County Public Education Schools, in the Intermediate Unit 08 area, do comply with Public Law 107-110, No Child Left Behind Act of 2001, Section 9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information).
8. Specific preferences of the school/school district should be acknowledged by recruiters.
    a. All recruiters should meet with any interested student during the ninth period. Forty-eight (48) hours' notice is required.
    b. Recruiters are permitted to set up a table during the eleventh and twelfth graders' lunch period once per semester. Additional visits must be approved by the principal or the principal's appointed representative. A forty-eight (48) hours' notice is required in order for approval to be received.

ALL PROVISIONS STATED IN THE POLICY ARE IN COMPLIANCE WITH PUBLIC LAW 107-110, NO CHILD LEFT BEHIND ACT OF 2001, SECTION 952

ATHLETIC EVENT DECORUM POLICY

The Tussey Mountain School Board has enacted an Athletic Event Decorum Policy. The part of that policy that pertains to fans is as follows:

1. Violation: to be evaluated and determined by the PIAA officials and school officials.
    a. Verbally abusive conduct directed towards players, officials, coaches or fans including swearing before, during or following an athletic event.
    b. Physically abusive conduct directed towards players, officials, coaches or fans before, during or following an event.
    c. In the event that the fan is ejected by the official or any school representative.

2. Measures to be taken with fans
    a. The fan will be suspended from attending any athletic events for up to a year from the date of the infraction.
    b. The fan will be notified in writing by the principal's office of the decision along with a request for a conference.
    c. The fan may request a hearing with the Superintendent and/or the Board.

3. Attendance of Children/Students under twelve (12) years of age at athletic events
    a. Students/Children under twelve (12) years of age must be accompanied by the guardian.
    b. If an accompanied child/student acts inappropriately at an athletic event, the guardian will be informed of the inappropriate behavior. If the behavior persists, both the child/student and the guardian will be removed from the athletic event. The child/student and/or the guardian will be suspended from attending any athletic events for up to one year from the date of the infraction.
    c. The child/student and the guardian will be notified in writing by the principal's office of the decision, along with a request for a conference.
    d. The guardian may request a hearing with the Superintendent and/or the Board.

GUIDELINES FOR PARENT GROUPS OR OTHERS PROVIDING ASSISTANCE TO ELEMENTARY AND SECONDARY SCHOOLS DURING THE SCHOOL DAY

PTOs, individuals and/or groups of parents or others who provide services and assistance to the instructional staff or have students deserve the district's gratitude. These individuals are giving of their time or effort to provide a better learning experience for Tussey Mountain School District students. It is necessary; however, to have some guidelines for individuals who come into the building while the regular function of carrying forth instruction takes place. This is an attempt to bring some clarity pertaining to equipment usage, student interaction, building restrictions, etc.

1. Phones - Phones are for school uses and should not be used by school personnel or anyone else for other than school use except in the case of emergencies. Lengths of calls should be kept at a minimum; the private lines at each of the buildings should not be used for any length of time and only in a case of minor emergencies.
2. Copiers - The number of copies permitted to be run on each of the copiers is minimal compared to the number of teachers, etc. in the building. Therefore, organizations should not be utilizing the building copier(s) for making large numbers of copies. The aide should be consulted prior to copies being made. If the copies are for school purposes and there are a larger number of them, they should be sent to the high school to be made.
3. Children/Students - During the school day, the children of parents who may be working as PTO, parent volunteers, etc., are the students of teachers. These parents/volunteers, etc., must keep this in mind that permission from the teacher must be acquired in order to talk with the student, etc. Having the student be as much like the other students during the day even though the parent is in the building assisting with a project, etc., is important. It is also important that negative interaction does not take place between the parent volunteer and other children. Discipline is the role of the teacher. Safety is everyone's concern. If concerns are raised, parents should talk with teachers.
4. Restricted Use/Restricted Areas - Only appropriate office/school personnel should be handling mail, answering the phone and be in the office desk drawers, nurse's desk drawers, files, etc. Confidentiality is important here. It is the law! Students should not be taken anywhere without the permission of the teacher; further, students should not be taken into such areas as the faculty room. School personnel should not leave areas such as faculty rooms and offices open for access to groups who permit students into these areas.
5. Transporting of Students - Teachers will not release students to persons other than their parents without written permission.
6. Work Space - Space to work in any of the buildings is a problem. PTO or parent volunteers should work closely on a regular basis with the building principal as to what space is available in the building to carry forth their project. Many times this area will be the Art/Music Room as coordinated with the building principal.

DISTRICT BUILDING USE POLICY

In order for an organization to acquire the use of the buildings and/or grounds, it must comply with the following conditions and/or guidelines.

Application

Organizations shall acquire an application form from the superintendent's office, high school principal's office or elementary principal's office and complete and return the form to the Superintendent's Office for board approval.

Superintendent's Review

A. Buildings or grounds shall not be used for a purpose which is unlawful.
B. School facilities may not be used for financial gain of any individual or group of individuals or a private commercial enterprise.
C. If the activity appears acceptable and the buildings/grounds are available, the superintendent shall contact the insurance broker in writing seeking a written response to the following question: (Is the school district protected under its liability policy if it permits this organization to utilize the buildings/grounds and will the insurance pay if the district is found to be liable?)
D. If the answer to the above question is yes, the superintendent will make a recommendation to the board concerning use.

Board Review - Approval Or Denial

A. The board will review the information and the superintendent's recommendation and approve or deny the request.
B. The right to use the buildings/grounds is strictly at the discretion of the board and the board reserves the right to refuse to grant permission for any group for any reason and the board also reserves the right to withdraw the permission at any time for any reason.
C. The granting of permission to any group for any activity will not obligate the board to grant permission to any other group for the same activity or the same group at a later time.
D. Regular school activities, activities for Tussey students, custodial cleaning schedule, etc. may preempt any other activity.

Insurance

Although the school district is protected in case of a lawsuit, the following statement applies:

THE ORGANIZATION USING THE BUILDINGS/GROUNDS IS NOT INSURED UNLESS IT HAS ITS OWN INSURANCE. THIS IS THE LIABILITY AND THE RESPONSIBILITY OF THE ORGANIZATION AND NOT THAT OF THE SCHOOL DISTRICT.

COST FOR UTILIZING THE FACILITIES

Depending upon the nature of the activity, there may be a fee charged for the use of the facilities.

Usually, the P.T.O. and other groups working with Tussey Mountain students utilize the buildings without charge.

Approval for Use of Buildings/Grounds

A. One key for an outside door will be issued to one responsible person in each of the elementary centers. The keys are not to be duplicated.
B. Any change in the date(s) or time(s) for the use of the buildings/grounds will be cleared with the building administrator. (Principal)
C. Participants will be supervised at all times by one of the supervisors listed on the original application. There should be an adequate number of additional supervisors for the number of participants. The organization shall see that it has adequately trained supervisors for the activity involved. If one of the two supervisors cannot be present at the activity, the activity must be canceled. Substitutes of the two supervisors listed on the original application are not permitted without board approval/a new application.
D. The organization shall submit information requested immediately to the superintendent or his designee.
E. Only those areas requested and approved will be utilized. Areas will be cleaned prior to leaving. Only restrooms closest to the area approved will be utilized. Areas should be checked upon entering the building and departing from the building. Any problems should be reported to the building administrator.
F. The "responsible person(s)" of the group will be held liable for any damages. Further, they will check with the building administrator periodically to resolve any problems that may exist.
G. Prior arrangements must be made for any equipment utilized. Groups will supply their own basketballs, volleyballs, etc.
H. Proper shoes, etc. must be worn.
I. When schools are closed due to weather, etc., the activities of the group are automatically canceled.
J. Use of tobacco, alcoholic beverages or controlled substances shall not be permitted. Food and drinks are not permitted.

Dating Violence

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

When a student believes they have been subjected to dating violence, the student is encouraged to promptly report the incident, orally or in writing to the building principal, guidance counselor, or classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending the disposition of the complaint. The complaint and the accused shall be informed of the outcome of the investigation.

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.