

**Abington Heights School District:
where students are the focus and excellence is the
standard.**

**PRINCIPLES AND
PROCEDURES**



2022 - 2023 SY

FOREWORD

This handbook, Principles and Procedures, is designed to provide each member of the professional staff with a comprehensive, up-to-date set of policies, administrative regulations, operating procedures, and guidelines to serve as an immediate reference and to help you plan for the 2022-2023 school year.

The booklet contains six sections dealing with the following topics:

General Information
Planning and Developing the Instructional Program
Care of Classrooms, Furnishings, and Instructional Materials
Regulations Concerning Professional Employment
Health and Safety
Sample Forms

Standardized working procedures help to insure a meaningful instructional program for the children of the Abingtons. To accomplish this end, building principals assume complete responsibility for the operation of their building(s) and are charged with the execution of policies approved by the Board of School Directors. Members of the professional staff are directly responsible to the building principal in all matters concerning building operation. Coordinators, department chairpersons, teachers of special subjects, and members of the health services staff are responsible to the principal in whose building they are assigned.

The administrative staff is acutely aware of the need for creating a healthy and desirable school climate. You have a definite role in this important task and can help by making suggestions for improvements for your school district. Sound practices and procedures require consistent review and analysis in order to take advantage of change and experience. Your reactions and suggestions for improving this booklet, Principles and Procedures, are welcomed.

Christopher Shaffer, Ed.D.
Superintendent

ABINGTON HEIGHTS SCHOOL DISTRICT
Clarks Summit, PA

PRINCIPLES AND PROCEDURES
TABLE OF CONTENTS

Section A: GENERAL INFORMATION	7
I. TEACHERS NEW TO ABINGTON HEIGHTS	7
A. Records to be Filed	
B. Meetings	
II. SCHOOL OPENING	7
III. ENROLLMENT AND ATTENDANCE	17
A. Admission to Kindergarten	
B. Admission to First Grade	
C. Legal Name of Students	
D. Pupil Attendance Reporting	
E. Return to School After Absences	
F. Unexcused Absences for Students Under the Compulsory Education Laws	
G. Unexcused Absences for Students Not Under the Compulsory Education Laws	
H. Make-up Work	
i. Excused Absence	
ii. Unexcused Absence	
I. Absence by Parent Request	
J. Residence	
IV. USE OF SCHOOL BUSES	11
V. TEACHER RESPONSIBILITY FOR STUDENT BEHAVIOR	11
VI. RELEASE OF STUDENT RECORDS	11
VII. SOLICITATION OF STUDENT CONTRIBUTIONS	12
VIII. ADVERTISING IN THE SCHOOLS	12
IX. SELLING IN THE SCHOOLS	13
X. GUIDELINES FOR HANDLING BUILDING PERMIT APPLICATIONS	13
XI. REPORTING TO SCHOOL	13
A. Reporting to School	
B. Absences and Leave Policies and Regulations	
XII. APPROVED SCHEDULES FOR SCHOOLS	14
XIII. REPORT CARD DISTRIBUTION DATES	14
XIV. MONEY HANDLING AND VALUABLES	15
XV. MISCELLANEOUS	15
A. Payroll Information, Procedures and Deductions	
B. Payroll Deductions:	
C. Professional Certificates	

- D. Professional Appearance
- E. Teachers' Meetings
- F. Use of Telephone
- G. Teachers Leaving Building
- H. School Related Business
- I. Copyright Laws

Section B: PLANNING AND DEVELOPING THE INSTRUCTIONAL PROGRAM -	19
I. PHILOSOPHY	19
II. INSTRUCTION AND SUPERVISION	19
A. Elementary	
B. Middle School	
C. The Secondary School	
III. CURRICULUM DEVELOPMENT AND DESIGN	20
IV. SPECIAL EDUCATION	21
A. Procedures	
B. Program	
V. PSYCHOLOGICAL SERVICES	22
VI. REPORTING PUPIL PROGRESS	22
A. Elementary	
B. Middle School	
C. Secondary	
VII. LESSON PLANS	25
VIII. GUIDELINES FOR ASSIGNING HOMEWORK	25
IX. TUTORING	26
X. OPENING EXERCISES	26
XI. SUBSTITUTE TEACHERS	27
XII. STUDENT TEACHERS	27
XIII. STANDARDIZED TESTING	28
Section C: CLASSROOMS, FURNISHINGS AND INSTRUCTIONAL MATERIALS	29
I. CARE OF BOOKS AND SCHOOL FURNITURE	29
II. BULLETIN BOARDS AND DISPLAY SPACES	29
III. TEACHERS' DESKS, FILE CABINETS AND CARRELS	29
IV. PUPILS' DESKS	29
V. KEYS	29
VI. MISCELLANEOUS	30
Section D: REGULATIONS CONCERNING PROFESSIONAL EMPLOYMENT	31
I. CERTIFICATION	31
A. Types of Certificates	
B. Act 48	
II. REGISTRATION OF CERTIFICATE	31
III. PHYSICAL EXAMINATION	32
IV. ASSIGNMENT	32

V. TRANSFER	32
A. Voluntary Transfer	
B. Involuntary Transfer	
VI. VACANCIES	33
VII. EMPLOYEES	33
VIII. CONTRACTS	33
A. Regular	
B. Supplemental	
IX. PERSONNEL RECORDS	34
X. EVALUATION OF PROFESSIONAL PERSONNEL	34
A. Temporary Professional Employees	
B. Professional Employees	
C. Tenure	
XI. RESIGNATIONS	35
XII. RETIREMENT	35
XIII. LEAVES OF ABSENCE	36
A. Background	
B. Definition	
C. Leaves Procedures	
D. Leaves	42
XIV. COMPENSATION	
A. Regular Contracts	
B. Supplemental Contracts	
C. Activities	
D. Homebound Instruction	
E. Mileage Reimbursement	
F. Workers' Compensation	43
XV. DISSEMINATION OF INFORMATION	43
XVI. OUTSIDE EMPLOYMENT	43
XVII. PURCHASES	43
XVIII. EMPLOYEE CONSTRUCTED MATERIALS	43
XIX. USE OF SCHOOL DISTRICT EQUIPMENT OFF PREMISES	43
XX. RELEASE OF NAMES, ADDRESSES AND PHONE NUMBERS OF PROFESSIONAL STAFF	44
XXI. BLUE CROSS/BLUE SHIELD	44
XXII. MISCELLANEOUS BENEFITS	44
Section E: HEALTH AND SAFETY	45
I. HEALTH AND SAFETY PROCEDURES	45
A. Fire Emergencies	
II. CIVIL DEFENSE ALERT	46
III. EQUIPMENT USAGE	46
IV. COOPERATION BETWEEN SCHOOL OFFICIALS AND POLICE DEPARTMENTS	46
A. Investigation in Schools	
B. Questioning of Student Suspects in Schools	

C. Arrest by Police Officers	
D. Search in School Building or on School Property	
1. General Searches	
2. Locker Searches	
E. Law Violations During Time of School Responsibility	
1. Reporting of Crimes Committed in Schools to Police	
2. Vandalism and Violation of School Policy	
3. Unlawful or Mass Demonstrations	
F. Traffic Safety	
V. EYE PROTECTION (ACT 116 OF 2001)	49
VI. DRUG ABUSE	49
A. Purpose	
B. Definitions of Terms	
C. Guidelines	
VII. EMERGENCY MEDICAL PROCEDURES	51
VIII. ADMINISTERING MEDICATION TO STUDENTS	51
IX. SHOWERS FOR SCHOOL STUDENTS	52
X. IDENTIFICATION AND REPORTING OF CHILD ABUSE AND NEGLECT	52
MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM	53
XI. BUILDING SECURITY	60
A. Employee Identification Cards	
B. Building Access and Internal Security	
C. Signs and Visitors	
D. Student Release from School	
XII. CRISIS RESPONSE PLAN	61
XIII. SMOKING POLICY	61
ADDENDUM #1 - ADMINISTRATION OF STUDENT MEDICATIONS IN SCHOOL	62
ADDENDUM #2 - CRISIS RESPONSE PLAN	64
ADDENDUM #3 - TOBACCO USE POLICY NO. 222	70
ADDENDUM #4 - BOARD POLICY ON WEAPONS IN THE SCHOOLS	72
ADDENDUM #5 - STATE MANDATED PHYSICAL EXAMINATIONS	75
ADDITIONAL FORMS - SECTION F	77
ABSENCE EXCUSE	78
INDIVIDUALIZED FIELD TRIP REQUEST	79
APPLICATION FOR PERMIT FOR USE OF BUILDING	80
REQUEST FOR EXTENDED LEAVE	83
REQUEST FOR SHORT TERM LEAVE	84
ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES	85
HOMELESS STUDENTS	94

Section A: GENERAL INFORMATION

The procedures that follow apply to all certificated employees in the Abington Heights School District.

I. TEACHERS NEW TO ABINGTON HEIGHTS

New teachers should not hesitate to ask the principal for help if they have questions. All teachers are encouraged to assist new personnel, to help them become acquainted with procedures, and to make them feel at home as a member of the Abington Heights staff.

A. Records to be Filed

Teachers shall file teaching certificates, transcripts of credits, praxis scores, Act 24, Act 168, Act 31, Act 34, Act 114, and Act 151 clearances, evidence of a TB test and results of required physical examinations with the Human Resources Office on or before the opening day of school.

B. Meetings

A meeting is scheduled for new teachers in the district to meet district personnel prior to the opening of school. This meeting includes program orientation, an explanation of employee benefits, and the acquisition of employment records.

II. SCHOOL OPENING

The Abington Heights School District detailed district calendar is available on the district website at www.ahsd.org. Classes will begin as scheduled in this official calendar, and it is expected that all teachers will have appropriate plans readied in order that a full day's work may be carried out on the first day students are in school.

Dates for all major events and pre-planned meetings in the district are published in the detailed district calendar. This calendar should be followed unless changes officially have been made. Persons wishing to adjust dates or add activities to the calendar should contact the Superintendent's Office so that conflicts may be avoided.

III. ENROLLMENT AND ATTENDANCE

A. Admission to Kindergarten

Children who reach the age of five (5) years prior to the first day of September are eligible to enter kindergarten in September of that school year. Birth certificates, record of immunization and proof of residency in the Abington Heights School District are required of all entering kindergarten pupils.

B. Admission to First Grade

Children who reach the age of six (6) years before the first day of September are eligible to enter first year in September of that school year. (Section 1304 of School Laws of Pennsylvania requires that

“The admission of beginners to the public schools shall be confined to the first two (2) weeks of the annual school terms in districts operating on an annual promotion basis . . . The term ‘beginners’ as used in this section shall mean any child that should enter the lowest grade of the primary school or the lowest primary class above the kindergarten level.”)

Principals will establish procedures necessary to implement these admissions rules and regulations, which are uniform throughout the school district. Decisions made in response to these rules should involve procedures, which reflect the best interests of the child in a program of quality education.

C. Legal Name of Students

1. The legal first name, middle initial and last name of the student is used on the permanent record folder, report card, and all official school records.
2. The principals of elementary schools are directed to request birth certificates for children who are brought for admission to kindergarten and prime year. If a birth certificate is not available, a baptismal certificate or Bible record may be accepted. Pupils new to the Abington Heights School District at all other grade levels should present a birth certificate or other proof of age acceptable to the building principal at the time of admission.

D. Pupil Attendance Reporting

The home room or home base teacher is responsible for recording and reporting accurate attendance data to the building attendance clerk. Total building daily and/or weekly attendance is recorded and reported by the attendance clerk who is supervised by the building principal. The building principal or his/her designee will classify student absences either as excused or unexcused.

Types of excused absences: Illness, quarantine, death in immediate family, impassable roads, inclement weather, or strictly construed “urgent reasons” as noted in Section 1329 of School Code which relate to mental or physical problems the child may incur.

Teachers are responsible to follow their assigned building’s policy on attendance procedures and to take accurate daily student attendance. Teachers are also responsible for taking role during each class during the school day.

The counselor’s role in attendance is one of helping students make a total adjustment to school. Principals, teachers, and nurses should refer students with attendance problems to a counselor. Through the counselor relationship, a student may develop skills to solve a special problem. If the student problem involves family or home situations which require home service, the problem will be referred to the appropriate community agency.

E. Return to School After Absences

Within three (3) days after an absence, the principal will require a student to bring a note signed by the parent(s) or guardian indicating the reason for absence. These notes are to be kept on file by the teacher or attendance clerk for a period of two (2) years.

In the case of excessive excused absence, a principal or designee may require a note from a physician requesting reasons for the necessity for absence from school. (Obtain forms from your building principal, Section F 1 - A.)

F. Unexcused Absences for Students Under the Compulsory Education Laws

When a student has three (3) days of unexcused absence (cumulative) and in the opinion of the principal, an attendance problem exists, the principal shall inform the superintendent and then serve a first offense notice on the parent(s) by certified mail. The first offense is closed at the end of three (3) calendar days after the serving of the notice or upon the return of the student to school. (Obtain forms from your building principal, Section F 1 - B.)

Counseling to prevent continuation of the truancy pattern should be initiated through the school staff (and community agency, if necessary) as a continuance of earlier contacts or as follow-up to the legal procedure. All staff members instructing or servicing the student should be a part of a team to alleviate problems contributing to irregular attendance. However, if unexcused absences continue to occur after the first offense is closed, the principal will inform the superintendent and may have a warrant served on the parent by a magistrate. Each succeeding session of absence becomes another second offense and the same procedure as outlined above may be repeated.

G. Unexcused Absences for Students Not Under the Compulsory Education Laws

Absences of students in kindergarten and those seventeen (17) and older cannot be classified as unlawful. If a student seventeen (17) or older has excessive absences, the parent(s) and the student will be called to meet with the principal and a counselor to seek a solution. The solution may be an alternate program such as work-study, evening school, vocational school or reduced schedule. Or, it may be an individual, group counseling or family counseling program. Continued, willful unexcused absence may result in a student's entering an alternate educational program or losing the right to attend school. Each case of this type will be considered individually for final action.

In the case of kindergarten children, the psychologist and elementary school counseling staff should be notified of chronic absences so that the situation may be studied and recommendations made to the teacher and family. These actions may avoid poor patterns being set that may affect the child's learning progress.

H. Make-up Work

1. Excused Absence

Whenever a student is absent because of illness, the respective teachers shall make available to the student, upon return to school, the work. Students who are absent during the school year because of extended family trips, family business, approved religious holidays, or other approved family activities are required to complete their work during their absence or make up the work upon their return to school.

2. Unexcused Absence

All students have an obligation to make up for missed work when they are absent from school. A test missed on a day of an unexcused absence may be made up with administrative approval. It is understood that the work will be completed to the satisfaction of all teachers concerned at a time of mutual convenience.

I. Absence by Parent Request

Parent(s) who wish to obtain the release of their children from school for family trips, family business, or other family activities must request prior permission from the principal. Family trips should be limited to five (5) school days. Parent(s) must define the nature of the activity, its duration, and its purpose. (Obtain forms from your building principal, Section F - 2.) Principals shall determine if an absence caused by family activity is excused or unexcused by applying the following guidelines:

1. If the parent does not seek prior permission, the absence is unexcused, unless emergency causes are given and verified. Death, serious illness or injury to a member of the immediate family or grandparent, or similar circumstances, are considered to be emergencies.
2. If the family activity contributes to the child's knowledge or skill, the absence is excused. Trips to the same area on an annual or more frequent basis, visits to relatives, and shopping trips are generally not activities that meet these criteria.
3. If a student is absent to attend ceremonies granting a particular honor (college degree, military commission, etc.) to a member of the immediate family, the absence is excused.
4. If the activity could easily have been scheduled at some time outside of the school calendar, the absence is unexcused.

Should the parent(s) elect to extend vacation time beyond the approved five (5) days, it shall be understood that a first notice will be sent notifying the parent(s) that the absences are unexcused absences and that further unexcused absences may result in a hearing before the district magistrate.

For a five (5) day period of excused absence for a family vacation, with principal approval, class work will be assigned and reviewed by teachers for this excused absence.

However, absence in excess of five (5) days during the school year for family vacation will be considered unexcused and teachers will not be required to provide any assignments, nor will the absent students be allowed to make up work beyond the unexcused time period.

The administration strongly encourages parent(s) to schedule doctor and dentist appointments after school hours. If appointments are scheduled during school hours, parent(s) will be required to submit written notification of the medical appointment in advance, state the exact time and place of the appointment, and the name of the physician. Students returning from such appointments will be required to bring a signed notice from the doctor or dentist that substantiates the appointment was kept and the time of departure from the physician's office and submit it to the school attendance clerk.

J. Residence

The residency policy of the Abington Heights School District is strictly enforced. Please see Board Policy #202, #202A and #202B for additional details.

IV. USE OF SCHOOL BUSES

The Abington Heights School District furnishes transportation for students who are required to conduct themselves on the bus in a manner consistent with established standards of classroom behavior. Transportation is a privilege. If it is abused, a student may be denied bus transportation as delineated in the School Bus Safety Policy adopted by the Board. Teachers are responsible to review the rules and regulations of bus safety with students in their classrooms and to stress the importance of good behavior on school buses at intervals throughout the school year. Requests for utilization of school buses for field trips or other educationally related trips should be directed to the Office of the Director of Transportation.

V. TEACHER RESPONSIBILITY FOR STUDENT BEHAVIOR

Every classroom unit and every school building should reflect their presence of authority and an attitude of respect and obedience. Teachers are expected to control students and to be the master of the situation with students at all times. Many methods can be utilized for controlling a group of pupils or influencing a single pupil and each teacher is expected to work out the best method to follow, utilizing thoughtful judgment while demanding respect and maintaining authority with students. Corporal punishment is prohibited by the Abington Heights School District. However, teachers may exercise reasonable force in order to quell a disturbance, obtain possession of weapon (or look-alike) or other dangerous objects, act for the purpose of self-defense, or protect persons or property.

VI. RELEASE OF STUDENT RECORDS

The Abington Heights Board of School Directors has adopted a policy regarding confidentiality of Student Records which states that the permanent or official record of a student in Abington Heights School District will be collected and maintained confidentially, accurately and safely as an official record of educational achievement. The record will be available to the student and his/her parents while he/she is in school at the convenience of authorized school personnel. The record will not be released without prior written approval of the student and/or parents to any outside agency. Exceptions to this rule and specific regulations for

maintaining records are outlined in the administrative procedures of the policy, which are available to teachers in the guidance office of each district school or upon request, from the building principal.

VII. SOLICITATION OF STUDENT CONTRIBUTIONS

- A. All solicitations or approved charitable contributions from students in or about the schools must be conducted in such a manner that donations are entirely voluntary. Methods of collection must not be on an individual competitive basis. The donation of one student with that of another shall not be compared. Solicitation drives must be completed within a limited, set period of time.
- B. Because it is comprehensive in nature, the United Way of Lackawanna County shall be considered an approved organized fund solicitation.
- C. Other solicitation may be permitted only when recommended by the building principal and approved by the superintendent who may, at his/her option, refer requests to the Board of School Directors for decision.
- D. All student-initiated fund raising for the benefit of pupils and the school must have the approval of the building principal.

VIII. ADVERTISING IN THE SCHOOLS

- A. The facilities, the staff or the students of the Abington Heights School District shall not be used in any manner to advertise or promote commercial, cultural, organizational or other non-school interests except that the district may:
 - 1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the principal of the school involved.
 - 2. Cooperate through announcements and distribution of program materials with non-profit community organizations which supplement the school programs such as Boy Scouts, Girl Scouts, YMCA, YWCA, etc., when such cooperation will not interfere with the school program.
 - 3. Permit participation on a student option basis in essay, art, science, and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program.
 - 4. Permit the release of promotional material for non-school athletic and cultural events only through the building principals who will obtain the approval of the superintendent.
 - 5. Accept, but not actively solicit, limited advertising on extracurricular activity schedules and programs at the discretion of the principal of the schools involved.
 - 6. Permit other exceptions when, in the judgment of the superintendent, students of the district will be benefited. The superintendent may, at his/her option, refer specific cases to the Board of School Directors for decisions.

IX. SELLING IN THE SCHOOLS

- A. Demonstrations of services or materials and canvassing of students, teachers or support personnel for the purpose of selling products or services shall not be permitted in the district schools unless authorized by the superintendent of schools.
- B. All sales contacts and distribution of samples of instructional materials and school supplies for the purpose of sales to the school district must be channeled through the appropriate administrator. Sales persons are to report directly to the building principal before presenting information or materials to members of the staff. All sales to the school district must have the approval of the Office of the Superintendent of Schools.
- C. Advertising material intended for the professional staff will be distributed in schools only when the principal of the appropriate school judges the materials to be of value to the school district or to the employee or when the material is directly addressed to the employee by name.
- D. Selling activities in the community by students and student organizations will be permitted only when approved by the appropriate building principal and by the superintendent of schools.
- E. No district employee shall, during school or extra duty hours promote any business product or service among students for the purpose of financial gain to himself/herself or others or take advantage of his/her position after school hours for such promotion among Abington Heights students and their parents.

X. GUIDELINES FOR HANDLING BUILDING PERMIT APPLICATIONS

Requests for building usage should be submitted on the proper forms to the building principal. The building principal shall take action and forward the request to the Office of the Superintendent. (All requests for building use must be submitted on the Application for Permit of Use of Building, Section F3. The form is on the Abington Heights School District website www.ahsd.org. Click on the drop-down menu **District Information**, click on **District News**. The link to the application is on the left-hand side of the screen.)

XI. REPORTING TO SCHOOL

A. Reporting to School

All staff members will report to their respectively assigned school by the time indicated on individual building schedules. Each staff member will check in at the beginning of the school day and check out at the conclusion of each school day. Forms for this purpose will be located in the office of the principal in each school.

B. Absences and Leave Policies and Regulations

Notification of Absences

All teachers shall be on duty in accordance with the terms of their contracts unless excused by the principal. In case of sickness or death in the family, the teacher must report the absence through AESOP of the impending absence prior to 7:00 a.m. on the morning of his/her absence. AESOP can be accessed by calling 800-942-3767 or by logging on to the kellyeducationalstaffing.com website. Click on ***the AESOP link at the top of the page and proceed with your login information.*** The building principal must approve personal leaves of absence. Instructions for reporting professional employee absence are listed on your employee card issued at the beginning of the school year. A substitute teacher will be retained for the school day following absence if a faculty member does not call his/her building principal's office by 2:30 p.m. on the day of absence to advise the principal relative to his/her return to school. Principals and other members of the administrative staff shall report to AESOP when they are unable to be present in school.

XII. APPROVED SCHEDULES FOR SCHOOLS

2022 - 2023 SCHEDULE

<u>Building</u>	<u>Teachers Report</u>	<u>School Starts for Students</u>	<u>Students Dismissed</u>	<u>Teachers May Leave</u>
Elementary	8:20 a.m.	8:30 a.m.	2:55 p.m.	3:35 p.m.
Middle School	7:25 a.m.	7:35 a.m.	2:01 p.m.	2:40 p.m.
High School	8:10 a.m.	8:15 a.m.	3:20 p.m.	3:25 p.m.

Some teachers' schedules will vary from the times stated above. All teachers will be available for a minimum of seven (7) hours and fifteen (15) minutes each workday.

XIII. REPORT CARD DISTRIBUTION DATES

Friday, November 4, 2022	Gr. K-12 End of First Marking Period
Monday, November 14, 2022	Gr. K-12 Report Cards Distributed
Monday, January 23, 2023	Gr. K-12 End of Second Marking Period
Friday, February 3, 2023	Gr. K-12 Report Cards Distributed
Tuesday, March 28, 2023	Gr. K-12 End of Third Marking Period
Tuesday, April 8, 2023	Gr. K-12 Report Cards Distributed
Thursday, June 8, 2023	Gr. K-12 End of Fourth Marking Period
Thursday, June 8, 2023	Gr. K-8 Report Cards Distributed
Friday, June 16, 2023	Gr. 9-12 Report Cards Distributed - Mailed

The above dates are subject to change depending on weather-related or other incidents that would require school closings. Elementary and middle school students carry report cards home each time they are issued. Secondary school students carry report cards home after the first three marking periods; report cards after the final marking period are mailed to homes of secondary students.

XIV. MONEY HANDLING AND VALUABLES

- A. Money or other valuables should not be left on a teacher's desk at any time.
- B. Money in excess of \$100 should not be left in the school vault more than overnight.
- C. In cases where it is not possible to have access to the vault, the teacher should deposit his/her money in the bank.
- D. Deposits should be made daily.
- E. The building principal should be informed of money or valuables that are left in the safe. Access to the safe is restricted to office personnel.

XV. MISCELLANEOUS

A. Payroll Information, Procedures and Deductions

One's annual salary for 2022-23 will be paid in twenty-six (26) installments on the following tentative payroll dates: September 2, 16, 30; October 14, 28; November 11, 25; December 9, 23; January 6, 20; February 3, 17; March 3, 17, 31; April 14, 28; May 12, 26; June 9, 23; July 7, 21 and August 4, 18.

The first paycheck for salaried employees will be September 2, 2022, and bi-weekly thereafter. Hourly employees will receive their first check at the conclusion of the first payroll period. Summer payroll checks are mailed to home addresses unless otherwise directed. The district is compelled to deduct the following for all full-time employees:

1. Federal withholding tax in compliance with IRS regulations and is dependent on your W4 elections.
2. Social Security Tax - 6.2% is paid up to the wage limit set forth by the federal government. Medicare Tax - 1.45% is paid on all wages.
3. LST at \$52.00 per year - \$2.00 per pay is deducted for 26 pays. \$2.48 is deducted per pay for hourly employees who are not paid in the summer. Employees of the Waverly Elementary School have a \$10.00 LST which is deducted from the first pay of the new year.
4. All qualified school employees must enroll in the Pennsylvania Public School Retirement Plan (PSERS). Employees who first became an active member of PSERS on or after July 1, 2019, are automatically enrolled as a Class T-G member. Class T-G provides a hybrid retirement that

has both a Defined Benefit (DB) and a Defined Contribution (DC) component for your retirement benefit. You will receive a welcome letter from PSERS and have an election period to decide if you would like to remain Class T-G or elect another hybrid membership class with different contribution rates (Class T-H) or a defined contribution only membership class (Class DC). Please visit www.psers.pa.gov for more information.

5. State income tax as required.
6. Local income tax as required.

B. Payroll Deductions:

1. Contributions to the United Way of Lackawanna County in excess of \$1.00 per pay period may be authorized by employees.
2. A tax sheltered annuities plan is available to all full-time employees. An employee (other than new employee) who wishes to enroll in said program for the first time must notify the Business Office of his/her intent no later than August 15 in order to be effective for that school year. Any increase or decrease in the amount of the annuity premium may be changed as often as requested.
3. Questions concerning salary, fringe benefits, and payroll deductions should be directed to Human Resources.

C. Professional Certificates

All currently employed certificated employees shall register newly obtained professional certificates with the Human Resources Office within thirty (30) days after receiving the same from the Bureau of Certification. All certificates received by the Human Resources Office will be properly registered and returned to the employee. It is the employee's responsibility to keep certification current.

D. Professional Appearance

The impressions made by teachers in and out of the classroom are of great importance. Professional qualifications of the teacher may be overshadowed by impressions created by one's appearance. Recognizing the professionalism of staff members, it is expected that teachers will maintain appropriate standards of dress and personal appearance at all times.

E. Teachers' Meetings

All professional employees shall attend faculty meetings, department meetings, and other professional meetings scheduled by the administration. In cases of emergency, a professional employee must obtain approval from the building principal for release from attendance at said meetings. Professional meetings scheduled by the administration shall take precedence over other obligations such as rehearsals or athletic practices.

F. Use of Telephone

School telephones are installed for official school purposes. Employees are discouraged from making or receiving personal calls during school hours. If toll calls need to be made from classroom telephones, calls must be placed through the main office in each of the respective buildings.

G. Teachers Leaving Building

Teachers may leave the building during their scheduled duty-free lunch period by checking in and out in the school office. At other times, teachers may leave the building only with the approval of the building principal.

H. School Related Business

If attorneys, insurance adjusters, or other non-school personnel contact teachers relative to school related business, it is necessary to report such contact to the building principal immediately. Teachers should not discuss school-related business with attorneys, adjusters, etc., without notification to the building principal.

I. Copyright Laws

1. On January 1, 1978, the “fair use” section of the revised copyright law (PL94-553) became effective. This section spells out the rights of teachers relative to copying materials. Teachers are able to:
 - a. Make a single copy of a book chapter, a magazine or newspaper article, a short story or an illustration for their own professional use.
 - b. Make multiple copies of this material for their students for immediate, temporary classroom use.
 - c. Make copies of musical excerpts for class use.

2. Limitations on teacher use of copyrighted material are as follows:
 - a. Use of material copies must be non profit in character.
 - b. Copies must be for temporary use only.
 - c. Individual teachers must spontaneously select the work for copying and it cannot be material planned long in advance or for use in a number of courses.
 - d. A teacher may not make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three (3) times a term.
 - e. A teacher may not make multiple copies of copyrighted works more than nine (9) times in the same class term.
 - f. A teacher may not make a copy of copyrighted works to take the place of an anthology.
 - g. A teacher may not make a copy of “consumable” materials, such as workbooks, standardized tests, etc.

Section B: PLANNING AND DEVELOPING THE INSTRUCTIONAL PROGRAM FOR THE ABINGTON HEIGHTS SCHOOL DISTRICT

The Abington Heights School District serves a community which values education as the foundation of a functioning democracy and a dynamic society. The citizens of the community embrace learning as a key to the achievement of vital human relationships, personal fulfillment, and worthy endeavor. They expect their schools to prepare young people for responsibility, rapid and continual change, and lifelong learning. These residents place priority upon an educational program, which develops the prerequisites for higher education, worthy use of leisure, effective memberships in societal groups, and leadership roles in areas of human activity.

I. PHILOSOPHY

We believe that all students in the Abington Heights School District should have the opportunity and be encouraged to develop an understanding of themselves and their capabilities and to realize and more fully accept their responsibilities as citizens so they can deal with the problems of our changing society. The educational program should also help the students to appreciate the accomplishments of others and give them an understanding and respect for all people including those with varying backgrounds.

We further believe that the educational program should emphasize the development of basic educational skills along with good physical and mental health. Furthermore, by using a wide variety of content and learning activities, the students' interests and needs can be met while fostering their creative abilities and positive attitudes in all forms of learning. In addition, the students should have an effective counseling program to help them plan for future vocational or educational endeavors. It is also essential for the students to develop the ability to analyze and interpret data in order to make meaningful and sound decisions.

To help achieve these ends, the Abington Heights School District should involve the parents as a part of the educational process and should provide the financial support and administrative policies to enhance the achievement of this educational philosophy.

II. INSTRUCTION AND SUPERVISION

The district's instructional program is under the supervision of the Assistant Superintendent. The Directors coordinate the instructional program throughout the school system.

At the high school and middle school, a subject area coordinator and department chairpersons coordinate the instructional programs in these areas and assist the principal with the supervision of the instructional program.

Supervision of the instructional program takes many forms. One form is the classroom observation of teaching. Classroom supervision is the responsibility of the administration and subject area coordinators. Principals rate all teachers at least once each year. Teachers who have not obtained tenure status are rated at the end of each semester.

A. Elementary

The elementary schools are based on a balanced literacy philosophy with children assigned to heterogeneous classes. Generally, the children remain with the homeroom teacher for all subjects with the exception of art, music, physical education and library classes. Specialists teach these.

Due to the community's concern for the personal, social and academic needs of children, the elementary school program is continually evaluated.

Specialists at the elementary school function to support and stimulate teaching and learning. This group includes a psychologist, behavior specialist, counselors, speech therapists, STEM teacher, and teachers of physical education, reading, music, and art as well as others who may provide services designed to support and enrich the learning experiences of the children. Their work is carefully integrated into the total elementary program.

B. Middle School

The organizational pattern of the middle school is based on a modified continuous progress philosophy. Teachers are grouped in academic and special subject areas when appropriate. Specialists in the middle school are considered to be an integral part of the total middle school program. This group includes a psychologist, behavior specialist, counselors, nurse, STEM, individualized instruction teacher, media technician, and teachers of physical education, music, home economics, and art, as well as other personnel who may provide services designed to support and enrich the learning experiences of children.

C. The Secondary School

Curricular offerings at the high school are sufficiently numerous and flexible so that all students are provided with the fundamental skills and knowledge essential to every day living regardless of post-high school goals. Individual programs are developed to allow selection from a variety of offerings in academic, vocational, and practical and fine arts fields based on the needs and desires of each student. Specific information regarding the high school curriculum can be found in the Curriculum Planning Guide, which is revised annually.

III. CURRICULUM DEVELOPMENT AND DESIGN

Many innovations in curriculum and instruction have occurred in the last decade. Additional changes will need to occur to keep the curriculum current in order to meet the changing needs of students. When considering curriculum change, recognition is given to the needs and expectations of students, staff, and community. An evaluation of the existing program also occurs.

The school district has a broad-based curriculum for all students. Provisions will be provided upon written request from parents, to excuse students from portions of course offerings that conflict with the parent's religious beliefs.

Courses of studies, which have been prepared for all subject areas in the district, shall be followed as the basis of instruction. The presentation and discussion of controversial issues in the classroom shall be on an informative basis. Teachers shall refrain from giving their personal opinions on sectarian or political

questions, or any other controversial issue, unless students have had the opportunity to explore opposing views by way of finding, collecting, and assembling factual material on the subject so that they may interpret data without prejudice.

The individual teacher has a professional responsibility for curriculum and instructional improvement. Participation in the evaluation, development and revision of Curriculum Planning Guides and related instructional materials for the level or subject area is considered a part of each teacher's assignment. This participation provides the major key to curriculum improvement.

IV. SPECIAL EDUCATION

A. Procedures

The Abington Heights School District has responsibility for child find, screening, and evaluation. The school district conducts awareness activities to inform the public of its early intervening and special education services and programs, and the manner in which to request services and programs. Written information is published in the school district handbook, website, newspaper, and other media with circulation adequate to notify parents throughout the school district.

The school district has an established system of screening. Prior to referral to special education, students with learning problems are first addressed in regular education through the Enrichment and Intervention Teams and Child Study Teams at the elementary level, and Child Study Teams at the middle and high school levels. These teams are comprised of various school personnel in the district including classroom teachers, enrichment and intervention teacher, building principal, reading teacher, learning support teacher, counselor, psychologist, director of special education services, and others as needed. Parents and outside professionals may also be part of the teams.

Referrals may be initiated from multiple sources. Typically, a classroom teacher or parent refers a student for the team to review. After the team has received sufficient input regarding specific problems the referred student is experiencing, the team, including the classroom teacher, develops strategies and actions that are designed to address the student's problem within the regular classroom. If a student continues to exhibit severe academic or behavioral problems and the IST or Child Study Team determines that the student may need special education services, the student is referred to the Multidisciplinary Team. If, after a team evaluation, the student is recommended to receive special education services and an Individualized Planning Team agrees, a plan is developed to provide an appropriate program or services. Parents are members of the Multidisciplinary Team and Individualized Education Planning Team.

B. Program

The Abington Heights School District provides special educational services and programs to students who are eligible and in need of these services and programs. These services begin at age three years and are provided by the local intermediate unit who has the responsibility for screening, evaluation, and programming for all

students who are ages three to five years. For school age students, the Abington Heights School District provides the following programs: learning support, life-skills support, deaf and hearing impaired support, blind and visually-impaired support, speech and language support, physical support, autistic support, emotional support, and multiple disabilities support. Also provided is an enrichment program for gifted students who meet eligibility criteria.

In addition to special education programming provided during the typical 180 day school year, the school district also provides ESY (Extended School Year) services to those eligible students as determined by the IEP team.

The Abington Heights School District makes every effort to provide services within its six schools. However, the unique needs of an individual student may dictate that the district contract for appropriate services outside its boundaries. These services may be provided in neighboring school districts, the local intermediate unit, and other appropriate facilities.

V. PSYCHOLOGICAL SERVICES

When a student is being considered as possibly in need of special education he/she is referred to the Multidisciplinary Team (MDT). As part of the MDT evaluation, the team may determine a psychological evaluation is needed. The student then receives a psychological evaluation and the results are utilized as part of MDT evaluation.

VI. REPORTING PUPIL PROGRESS

A. Elementary

Pupil achievement in the elementary school is measured in terms of accomplishment of the individual student along a continuum of knowledge and skills. Evaluation is based on the child's own performance in any given area.

Report cards are issued every nine weeks. Kindergarten report cards for the 1st Quarter are presented to parents at the first-quarter parent teacher conference. Subsequent report cards for Kindergarten will be distributed along with other grades for the remainder of the year. In conjunction with the first and second report periods, teacher-scheduled parent-teacher conferences provide opportunities for the teacher to explain the nature of the child's program, position in the total curriculum, and the rate and nature of progress. The conference also allows parents an opportunity to clarify problems, ask questions, or request special information concerning their child. The goal of the conference is to focus on the child objectively, so that the student benefits from the dialogue between the teacher and parents. Teachers are encouraged to call parents on the telephone to communicate concerns regarding a child's progress or behavior in school.

The elementary principal will review all reporting procedures with each elementary staff at the beginning of each school year.

B. Middle School

The middle school program is designed to recognize the individual differences of each child and to assume a role of giving each child the opportunity to achieve at his/her proper instructional level, regardless of age or number of years of school attendance. An attainable goal is available for each child. The student evaluation report to parents conveys each individual child's progress.

Report cards are issued each nine weeks. In correlation with the first and third report periods, teacher scheduled parent-teacher conferences provide opportunities for the teacher to explain the nature of the child's program, position on the total curriculum, and the rate and nature of progress. It also allows parents an opportunity to clarify problems, ask questions, or request special information concerning their child. The goal of the conference is to focus on the child objectively so that the student benefits from the dialogue between teacher and parents.

Teacher reporting guidelines are as follows:

1. The entire reporting process is based on the premise of providing complete, accurate knowledge of a child's progress in the school setting--academically, socially, and emotionally. Recognizing this fact, it is expected that the reporting process will not be used to stigmatize or penalize students.
2. Parents and Guardians of all district students can register to use the Infinite Campus Parent Portal through the Abington Heights School District website. (Access the site at www.ahsd.org then follow the links ***Parent Links - Community Portal***). The Parent Portal allows parents and guardians to view their child's:
 - Course Listings
 - Current Grades
 - Homework Assignments
 - Attendance
 - Class Assignments
 - Links to external web sites approved by the teacher.
 - School Building Announcements

Once registered, parents and guardians may assign user accounts directly to their children if they wish to do so. Parents and guardians are encouraged to register for community portal access, and to use the site frequently to stay abreast of their children's academic progress.

3. Since reporting progress is a two-way communication process, teachers are encouraged to communicate their positive feelings and concerns in a manner, which will result in an improved educational program for the child. Teachers are encouraged to call parents on the telephone to communicate concerns regarding a child's progress or behavior in school.
4. Regardless of the instructional level, a student may receive any grade along the spectrum of A through U.
5. The entire student evaluation system at the middle school level is based on individual success and progress, not failure. The most important ingredient in student evaluation is teacher judgment. It

is expected that teachers will give students the benefit of doubt and always consider what is best for the child.

6. Teachers will continue to keep the middle school administrators informed of student level progress. Permanent files, which are continually updated, are a necessity in this type of education program.
7. When Unsatisfactory ratings are given, a teacher comment is required on the student report card.
8. All middle school students are to receive a special subject report form each marking period. The report forms will be included in the report card enclosure for distribution to parents.
9. At the Abington Heights Middle School, it is expected that both teachers and parents will feel free to call for parent-teacher conferences to discuss students.

The middle school administrators will discuss the student evaluation procedures at the beginning of each school year.

C. Secondary

A complete printed report is used in the high school. Teachers preparing the information for use with this method of reporting should follow all directions carefully and explicitly.

The percentage marking system is used along with comments for each report period to record pupil achievement for the report period. Upper class students (juniors or seniors) may take elective courses on a Pass-Fail basis only with the approval of a secondary administrator.

The report card is distributed at the end of each nine week period. A teacher may complete an interim report at any time during the school year. This report shows both positive and negative areas of behavior and academic performance and offers recommendations for improvement. Teachers are encouraged to call parents on the telephone to communicate concerns regarding a child's progress or behavior in school.

Parents and Guardians of all district students can register to use the Infinite Campus Parent Portal through the Abington Heights School District website. (Access the site at www.ahsd.org then follow the links ***Parent Links - Community Portal***). The Parent Portal allows parents and guardians to view their child's:

- Course Listings
- Current Grades
- Homework Assignments
- Attendance
- Class Assignments
- Links to external web sites approved by the teacher.

- School Building Announcements

Once registered, parents and guardians may assign user accounts directly to their children if they wish to do so. Parents and guardians are encouraged to register for community portal access, and to use the site frequently to stay abreast of their children's academic progress.

A bi-weekly progress report may be requested by a parent, counselor, or teacher for a student who is failing or not working up to his/her potential. These reports are completed at the end of each school week.

Parent conferences are encouraged when they will be of benefit for the student.

Secondary principals will meet with teachers at the beginning of each school year to discuss the secondary marking system.

VII. LESSON PLANS

Teachers are expected to prepare lesson plans, which will guide them in teaching an instructional program, which meets the needs of the student and the requirements of the subject matter. These lesson plans should include provisions for following the approved curriculum; provide a variety of techniques and methods of instruction; provide a means of positive teacher organization; and provide for a continuous educational program in the absence of the regular teacher.

Teachers are provided with lesson plan books in which it is expected that daily and weekly lesson plans will be maintained. Lesson plan books must be made available to supervisory personnel when visiting classes and should be presented to the observer at the beginning of the class. Principals will issue instructions concerning lesson plans in their individual bulletins and opening in-service meetings.

VIII. GUIDELINES FOR ASSIGNING HOMEWORK

Homework can be beneficial at all levels of a public school program and we believe this tradition is educationally beneficial providing this practice does not conflict with the objectives of the school. Recognizing that one of the goals of this school system is development of the whole personality, we also believe it is important to allow time for co-curricular and out-of-school activities.

Teachers are asked to use discretion in the amount and types of homework assigned. Students should assume more responsibility for independent work as they progress in school and homework assignments should increase gradually in amount and frequency as youngsters move from kindergarten through high school.

Since pupils' needs and working speeds differ, homework assignments should be individualized whenever possible to be educationally meaningful.

- A. All teachers should assign homework to students on a need basis.
- B. Work assigned should be completed at home:
 1. To improve skills in a basic subject

2. To review important items
 3. To increase knowledge learned in the classroom
 4. To prepare for classroom discussion
 5. To develop the skills of research: reading supplementary materials, using encyclopedias and other reference books, gathering specimens and other materials, and making subject related projects.
- C. Homework should not be assigned for disciplinary reasons.
- E. The quantity of homework assigned does not measure quality.
- E. If written assignments are given, they should be reviewed by the teacher and/or returned with some comments.
- F. Students should not be given an assignment, which is not thoroughly understood, or within their range of capabilities.
- G. In considering individual differences and age level of the student, total (all subjects) daily homework assignments, when given, should approximate the following:

K - 4	30 minutes
5 - 6	45 minutes
7 - 8	60 minutes
9 - 10	90 minutes
11 - 12	120 minutes

IX. TUTORING

For the purpose of this policy, a professional employee shall construe tutoring to mean instruction of individual or small groups of students with payment for such instruction by parents of the students involved.

Tutoring may be a beneficial adjunct to a child's regular program. Arrangements for tutoring are the responsibility of the parents. Although professional staff members may be engaged as tutors after school hours, no professional employee shall tutor students currently assigned to his/her regular classes.

X. OPENING EXERCISES

The school district acknowledged the Supreme Court ruling that compulsory Bible reading and prayer in the public schools of Pennsylvania are forbidden. The flag salute must be conducted each morning as a part of opening exercises. Each homeroom teacher is expected to maintain proper order so that opening exercises are meaningful.

XI. SUBSTITUTE TEACHERS

In the selection of substitute teachers, an effort will be made to secure substitutes who have training and experience in the grade or subject specialization of the teacher who is absent.

The substitute teacher is expected to report to the school office at least twenty (20) minutes before the beginning of school to secure assignments, plans, and keys. The substitute teacher may leave at the end of the regular teacher's school day.

Each teacher shall be responsible for providing the following:

- A. Lesson plan book . . . up-to-date
- B. Roll book - Seating chart
- C. List of routine duties
- D. Procedures for lunch, recess, assemblies, and other activities
- E. Listing of reading groups where applicable
- F. Pupils received or released from class
- G. Other information you would like to have if you were the substitute.

XII. STUDENT TEACHERS

Abington Heights School District recognizes its responsibility to assist our neighboring teacher training institutions in preparing young men and women to enter the teaching profession. We, therefore, cooperate with teacher training programs and encourage our teachers who are qualified by experience and interest to volunteer for student training activities.

Those faculty members who wish to be considered as cooperating teachers for teacher training institutions should inform their building principal. When the superintendent receives requests for cooperating teachers, he will then assign student teachers to appropriate cooperating teachers.

Selection of cooperating teachers is based on quality of work, full certification, and recommendation by the building principal.

XIII. STANDARDIZED TESTING

The district conducts standardized group testing to assess ability, aptitude and academic achievement. Individual evaluations by the school psychologist are also available when warranted.

PSSA		
Assessment	Dates	Grade(s)
English Language Arts	April 24 – April 28, 2023	3 – 8
Mathematics	May 1 – May 12, 2023	3 - 8
Science	May 1 – May 12, 2023	4 and 8
Make-up	May 1 – May 12, 2023	
Keystone Exams		
Winter, 2022 Algebra I, Biology, Literature	December 5 – 16, 2022 January 4 – 18, 2023	
Spring, 2023 Algebra I, Biology, Literature	May 15– 26, 2023	
Summer, 2023 Algebra I, Biology, Literature	July 24 – 28, 2023	
PASA	TBD	3 - 8, 11
ACCESS for ELLs	TBD	K - 12

After careful study of the manuals, and meetings with the appropriate administrators, elementary and middle school teachers are assigned the responsibility of administering the group tests. At the secondary level, this responsibility is given to the counselors and teachers.

Results of the standardized testing program are shared with parents at the scheduled conference periods at the elementary and middle schools. At the secondary schools, the counselors will discuss test results with small groups of students. These results will be sent home to parents by mail with a cover letter indicating that conferences can be arranged with counselors to clarify test results.

Teachers should use the results of these tests in planning educational programs to address weaknesses of the individual students. Building principals will provide additional information for staff on the standardized testing program.

Section C: CLASSROOMS, FURNISHINGS AND INSTRUCTIONAL MATERIALS

I. CARE OF BOOKS AND SCHOOL FURNITURE

- A. It is important that both textbooks and reference books be checked carefully. Books are to be given a thorough examination at least once each semester by the teaching staff. If damages occur, they should be assessed and reported to the building principal.
- B. Problems of damage to school equipment and property must be dealt with promptly. Students will be directed to pay for damages to school district property and materials.
- C. Every effort should be made to instill in pupils the desire to exercise proper care for books and furniture.

II. BULLETIN BOARDS AND DISPLAY SPACES

- A. Bulletin boards and display spaces provide effective instruments for visual education.
- B. All displays should serve primarily as learning devices and secondly for decorative purposes.
- C. Materials displayed should serve as visual aids to motivation and learning.
- D. Materials should be kept current.

III. TEACHERS' DESKS, FILE CABINETS AND CARRELS

- A. Staff members are expected to cooperate in keeping faculty lounges, classrooms, and teacher work areas in a neat and well-organized manner. Desk tops, drawers and file cabinets should be neatly arranged and materials that are no longer useful should be discarded.
- B. At no time should money be placed in desks, file cabinets or cupboards. Teachers assume responsibility for such funds if theft should occur.

IV. PUPILS' DESKS

- A. Teachers should require pupils to remove materials from the top of their desks and from the floor beneath the desk before leaving the building.
- B. The contents of desks are to be neatly arranged.

V. KEYS

- A. Staff members who are issued keys by the administration are responsible for the appropriate use of such keys.

- B. Keys should at no time be loaned to students.
- C. No keys may be duplicated without expressed written permission of the building principal.
- D. Keys must be returned to the principal at the close of each school year or upon termination of employment.

VI. MISCELLANEOUS

- A. Students should not be permitted to sit on desktops, bookshelves or univents.
- B. Univent blower sections must be kept free of books, papers, flower pots, student displays and other materials.
- C. Unserviceable equipment should be reported to your principal.
- D. The use of cellophane tape or similar adhesives on painted walls, chalkboards and woodwork is not permitted. If you need additional display space, consult your principal.
- E. Lights are to be turned off when they are not needed or rooms are not occupied.
- F. Lockers, cupboards and storage areas are to kept neat and orderly.
- G. Teachers should adjust window blinds and close and lock classroom windows before leaving the building.
- H. Furniture and equipment should not be transferred within the building or between buildings without the approval of the principal.
- I. Materials should at no time be stapled, nailed or tacked to classroom doors or woodwork.

Section D: REGULATIONS CONCERNING PROFESSIONAL EMPLOYMENT

I. CERTIFICATION

a) Types of Certificates

1. The Instructional I Certificate shall be valid for six (6) years of teaching in the area for which it is endorsed. It may be converted to an Instructional II Certificate as provided below:

The Instructional II Certificate shall be a permanent certificate issued to an applicant who has completed three (3) years of satisfactory teaching on an Instructional I Certificate attested to by the chief school administrator of the approved public or non-public school entity in which the applicant's most recent service was performed. In addition, the applicant shall have completed twenty-four (24) semester credit hours of collegiate study. The twenty-four (24) semester credit hour requirement may be satisfied, in whole or in part, through inservice programs approved by the Department.

2. The Education Specialist I Certificate shall be valid for six (6) years of service in each area for which it is endorsed. It may be converted to an Educational Specialist II Certificate in any endorsement area as provided below:

The Education Specialist II Certificate shall be a permanent certificate issued to an applicant who shall have completed three (3) years of satisfactory service on a Level I Educational Specialist Certificate attested to by the chief school administrator of the approved public or non-public school entity in which the applicant's most recent service was performed. In addition, the applicant shall have completed twenty-four (24) semester credit hours of collegiate study. The twenty-four (24) semester credit hour requirement may be satisfied, in whole or in part, through inservice programs approved by the Department.

B. Act 48

Beginning July 1, 2000, educators must maintain their certificates as active by earning six (6) collegiate credits or six (6) PDE-approved inservice credits or one hundred eighty (180) continuing education hours or any combination of the above every five (5) calendar years. Note: Each collegiate or inservice credit is equal to thirty (30) continuing education hours. (See Continuing Professional Education Plan-Act 48). It is the responsibility of each professional employee to maintain a valid certificate. Failure to do so **will** result in termination of one's employment.

- C. Questions with regard to certification matters may be referred to the Human Resources Office.

II. REGISTRATION OF CERTIFICATE

- A. Persons holding valid professional certificates approved by the Pennsylvania Department of Education shall be eligible to teach in the Abington Heights School District.

- B. All newly employed certificated employees shall register their professional certificates with the Human Resources Office prior to beginning work in the school district. All currently employed
- C. Certificated employees shall register newly obtained professional certificates with the Human Resources office within thirty (30) days after receiving the same from the Bureau of Certification. All certificates received by the Human Resources Office will be properly registered and returned to the employee. It is the employee's responsibility to keep all certification current.

III. PHYSICAL EXAMINATION

- A. All professional employees shall have a physical examination before beginning employment in the Abington Heights School District. Said requirement is in compliance with Section 1418 (amended July 14, 1971) of the School Code. The code calls for results of physical examinations to be recorded on forms prescribed by the Secretary of Health and made available to the school district.
- B. Tuberculosis tests shall be required of all newly employed professional employees before commencing work, in accordance with the Pennsylvania Public School Code.

IV. ASSIGNMENT

- A. The superintendent shall be responsible for the assignment of professional personnel. These assignments shall be made on the basis of their areas of certification, competencies, the needs of students, the district needs and to the extent possible the desires of the staff member affected.
- B. Professional employees shall be notified by the end of the school year of their tentative assignments for the following year. Professional employees shall be notified of changes in such assignments at the earliest possible date.

V. TRANSFER

In the Abington Heights School District a transfer is defined as a change in assignment from one area of certification to another or from one building to another.

A. Voluntary Transfer

A voluntary transfer is one, which the professional employee requests.

Transfer as required by the district to meet the overall needs of the educational program, where reasonable and possible, shall be accomplished through voluntary measures.

Professional employees wishing to move from one school to another shall request such move prior to May 1 of any year for the following academic year. The request shall be held confidential until such time as deemed probable the transfer should be granted. In the determination of request for transfer, the convenience and wishes of the individual shall be honored to the point that they do not conflict

with the instructional requirements and the best interest of the school district, as determined by the administration of the school district.

The superintendent shall review the request with members of the administrative staff and following the decision, the individual requesting the transfer shall be notified. If the person is denied transfer, reasons shall be given in writing if requested. If more than one person applies for the same position, the individual deemed best qualified by the administration for that position shall be appointed.

B. Involuntary Transfer

An involuntary transfer is one directed by the administration and not agreed to by the employee affected.

In the event of an involuntary transfer, the employee shall be notified in writing. Where involuntary transfer is necessary, the individual teacher to move shall be given an opportunity to meet with the superintendent to discuss the impending transfer. Reasons for being transferred shall be stated in writing if requested by the individual. All correspondence related to involuntary transfer shall be included in the employee's personnel file.

VI. VACANCIES

Vacancies of professional positions, which are to be filled, shall be published in all schools in the district. Said vacancies shall be posted within ten days after an opening occurs.

VII. EMPLOYEES

The two types of professional employees hired in the Abington Heights School District are regular professional employees and substitute teachers.

- A. Regular professional employees are hired under contract and are either Temporary Professional Employees or Professional Employees.
- B. Substitute teachers fall into two (2) categories. Per diem substitutes who are employed on a day-to-day basis for teachers who are absent and substitutes (commonly called "long term substitutes" or "permanent substitutes") who replace a teacher for one (1) complete semester
- C. or one (1) complete school year and the teacher he/she replaces is off from work with Board approval for an authorized leave of absence.

VIII. CONTRACTS

A. Regular

A professional employee shall be responsible to perform individual contract obligations for a total number of days specified as the work year by the Board of School Directors. This total number of days shall be the number of days of instruction plus the number of other days prescribed.

A new professional employee, appointed to a contract position, is issued a Temporary Professional Contract, unless the employee has three (3) continuous years of satisfactory service in one (1) Pennsylvania school district prior to the appointment. The temporary professional employee must receive a satisfactory final rating in the last four (4) months of the three (3) year probationary period in order to be eligible for tenure status as a professional employee. The Board of School Directors will issue such a temporary professional employee, eligible for tenure status, a Permanent Professional Contract after the successful completion of the probationary period prescribed by law. This contract shall continue automatically each year, providing the employee receives satisfactory ratings, or unless terminated by the employee by written resignation, or unless notified in a written statement signed by the President and Secretary of the Board of School directors as prescribed by Section 1108 of Article XI of the School Code.

B. Supplemental

All employees who are interested in extra-duty, extra-pay assignments shall apply prior to May 1 (or the date established by the Athletic or Human Resource Director), of each school year to the Athletic Director for supplemental contract consideration for the following school year. Should a vacancy occur in extra-duty, extra-pay assignment during the school year, interested employees should apply to the Athletic or Human Resource Director by the date specified.

The Athletic or Human Resource Director shall present the names of candidates to the Human Resources Director. Upon recommendation of the superintendent and the approval of the Board of School Directors, the selected candidates for extra-duty, extra-pay assignments shall receive a one (1) year supplemental contract for the fiscal year beginning July 1 following Board appointment of May applicants, or for the remainder of the fiscal year in which a Board appointment is made. Supplemental contracts for extra-duty, extra-pay assignment shall be at the pleasure of the Board of Directors each school year.

IX. PERSONNEL RECORDS

A file of the records of all school district personnel shall be maintained in the Human Resources Office. The information in such files shall be kept current by annual updating. Each employee shall be required to furnish or aid in the acquisition of information needed to establish and maintain personnel records. Such records shall contain the following minimum data: teaching certificate copy, college transcripts, health records, loyalty oath, application for position and re-employment data, observation and evaluation reports and correspondence. Other employment data may also be included.

X. EVALUATION OF PROFESSIONAL PERSONNEL

The evaluation and rating of professional employees shall be done using the evaluation and rating instrument as approved by the Board of School Directors and the Pennsylvania Department of Education. Rating shall be done by the building principal, under the supervision of the superintendent, or a supervisor who has supervisory responsibility for the professional employee or temporary professional who is being rated.

A. Temporary Professional Employees

The term “temporary professional employee” shall mean any individual who has been employed to perform the duties of a newly created position or of a regular professional employee whose services have been terminated by death, resignation, suspension, or removal. (Section 1101, School Code)

B. Professional Employees

Each professional employee shall be rated by the building principal in accordance with district policy and Department of Education regulations.

C. Tenure

A temporary professional employee who serves a probationary period of three (3) years and who receives a satisfactory rating from the principals and superintendent of schools at the end of the last four (4) months of that period shall have tenure. If a professional employee holding tenure in the Commonwealth of Pennsylvania is hired by the Abington Heights School District, he/she shall receive tenure in the Abington Heights School District.

Section 1075-C of the School Code states that any temporary professional employee who is not tendered a regular contract of employment at the end of three (3) years of service, rendered as herein provided, shall be given a written statement signed by the President and Secretary of the Board of School Directors and setting forth explicitly the reason for such refusal.

Temporary professional employees shall for all purposes, except tenure status, be viewed in law as full-time employees, and shall enjoy all the rights and privileges of regular full-time employees.

XI. RESIGNATIONS

Section 1121 of the School Laws of Pennsylvania, 1968, requires that a written resignation be submitted to the superintendent at least sixty (60) days prior to the date it becomes effective. The day on which the superintendent receives this written letter of resignation shall be the starting date from which the sixty (60) days are counted.

XII. RETIREMENT

The elections you made when you enrolled in the Pennsylvania School Employees' Retirement System will determine the age at which you are able to retire and receive benefits. For more information please visit www.psers.pa.gov

XIII. LEAVES OF ABSENCE

A. Background

The Abington Heights School District recognizes that professional employees of the school district will at times desire or need to be absent from the assigned duties. The district also recognizes that an equitable arrangement for leave on these occasions is essential to the efficient operation of the schools.

B. Definition

The term “leave” shall mean permission to be absent from duty or work. The term “employee” as used shall be the definition of professional employee in Section 1101 of the School Laws of Pennsylvania.

C. Leaves Procedures

1. Requests for Extended Leave should be submitted in writing using the appropriate form and submitted to the building principal. The building principal will forward a recommendation to the superintendent of schools. The Extended Leave form shall be used for the following leaves:
 - a. [Sabbatical](#)
 - b. [Extended Personal Leave of Absence](#)
 - c. [Child Rearing](#)
2. Requests for Short Term Leave should be submitted in writing on the Short Term Leave form (Section F-5A) to the building principal. The building principal will forward a recommendation to the superintendent of schools. This form shall be used for the following leaves:
 - a. Marriage
 - b. Military
 - c. Emergency
 - d. Jury Duty
3. Certain leaves require submissions to the building principal of a completed Reason for Absence from (Section F-6) within three (3) days after such leave. The principal will forward the same to the Office of the Superintendent. This form is required for the following leaves:
 - a. Religious Holidays
 - b. Sick Leave
 - c. Bereavement Leave
 - d. Personal Days

D. Leaves

1. Religious Holidays

Professional employees shall be permitted to be absent for the purpose of observing religious holidays as prescribed by School Code 3705.1 b.

2. Sick Leave

Sick Leave shall accumulate at the rate of ten (10) days per school year and shall accumulate without limitation. The employee must furnish evidence of illness if requested.

Absence due to the illness of a member of the employee's immediate family will be charged against the employee's sick leave. Immediate family shall be defined as spouse, mother, father, mother-in-law, father-in-law, daughter, son, brother, sister and other close relatives residing in the same household as the employee.

3. Bereavement Leave

Whenever a professional or temporary professional employee is absent from duty because of a death in the immediate family, there shall be no deductions in salary for an absence not in excess of three (3) school days. The superintendent of schools as the agent of the Board of School Directors may extend the period of absence with pay at his discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, spouse, parent-in-law or new relative who resides in the same household or any person with whom the employee has made his/her home.

Whenever a professional or temporary professional employee is absent from duty because of a death of a near relative, there shall be no deductions in the salary for absence on the day of the funeral. The superintendent of schools, as agent of the Board of School Directors, may extend the period of absence with pay at his discretion as exigencies of the case may warrant. A near relative shall be defined as first cousin, grandparent, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

4. Conference Leave

The superintendent or designee shall administer procedures regarding the request for, and approval of conference attendance. All requests for conference attendance should be processed through the Professional Development Committee.

5. Sabbatical Leaves of Absence

Sabbatical leaves of absence shall be granted in accordance with the School Code of the Commonwealth of Pennsylvania. The employee is expected to devote his/her primary efforts to accomplishing the purpose for which the sabbatical is granted. An application for sabbatical leave shall consist of an application in writing, followed by a personal conference with the

superintendent or designee. Every effort shall be made so that the conference and application shall be completed prior to March 1 for a first semester leave, August 1 for a second semester leave, so that a competent replacement can be found during the period leave.

The written application for sabbatical leave shall contain:

- (1) The duration of the request of leave, including the dates of commencement and termination thereof.
- (2) The purpose of the leave.
- (3) For restoration of health leaves, a certificate from a physician certifying the need for the leave must be included.
- (4) In the case of a professional development leave, a proposed plan of study shall include the purpose, the nature of study and the name of the institution. The date of the beginning and end of the study period shall also be provided. Employees who are granted sabbatical leave for the purpose of professional development shall enroll for a half school year and must complete, at minimum, any combination of nine (9) graduate school credits, twelve (12) undergraduate school credits or one hundred eighty (180) hours of professional development activities. Those minimum requirements double for a leave of absence for an entire school year. If professional employees fail to comply with their professional development plans, unless prevented by illness or physical disability, they forfeit their right to all benefits they were entitled to during their absence. The proposed plan of study shall be filed with the superintendent before the leave begins. A transcript is required at the completion of each semester's work. The employee may receive a financial grant from an outside source to assist with the costs for course work during formal study.
- (5) Upon any change in the circumstances upon which the granting of a leave is based, an immediate report shall be submitted in writing to the superintendent as a prerequisite for the continuance of leave pay.

Within two (2) months from the end of each sabbatical leave, a written report of study shall be submitted to the superintendent.

If the employee fails to comply with the approved application for leave, such failure may result in termination of leave and/or withholding the employee's paycheck(s). If the employee fails to return to employment in the district for a period equal to the length of leave, the employee must reimburse the district for any salary paid or benefit costs while on leave; unless the employee retires or unless the employee is otherwise substantially or permanently disabled during the period of the leave.

6. Extended Personal Leave of Absence

Extended leaves of absence without pay and benefits may be granted at the discretion of the Board of School Directors. Requests for leave shall be submitted in writing to the superintendent of schools. Each request shall be considered on its individual merit. Upon recommendation of the superintendent of schools and approval of the Board of School Directors, leave of absence may be granted only for full time study or extended illness. An unpaid leave of absence may continue for a maximum period of one (1) school year and shall not continue into a new fiscal year.

A written request for unpaid leave of absence for illness shall be submitted on a completed Request for Extended Leave Form and shall be accompanied by certifications from a physician. The written request for unpaid leave for study shall be submitted on a completed Request for Extended Leave Form and shall include a written statement from a collegiate institution confirming the applicant's proposed matriculation for full time study.

An employee granted an unpaid leave of absence shall not be entitled, during or for the period of the leave, to longevity compensation, retirement credit, seniority credit, reimbursement for tuition, or any other benefit that would have accrued, had services been rendered during the period of absence. However, the school district medical, life, and dental insurance plans may be continued during the leave of absence at the expense of the employee. The provisions of this section regarding seniority shall be prospective from September 1, 1985, only and shall not affect any seniority credit, which may have been required by law to be granted prior to September 1, 1985.

When the employee returns to the Abington Heights School District, he/she shall be placed at the salary level corresponding to the number of years he/she has taught. No longevity shall be given for time spent on an unpaid leave of absence. The returning employee shall be assigned to a position for which he/she is certified. Said employee may be assigned to a position other than the one, which was vacated, based upon the needs of the district.

7. Military Leave

Leaves for military purposes shall be granted in accordance with the School Code Sections 1176-1181. In time of war or national emergency, the employment rights shall be preserved for any teacher who volunteers or is inducted into military service.

Salary increment shall continue to accrue to the employee's benefit during military leave. The Abington Heights School District shall pay into the retirement fund for the individual amount normally contributed by both the district and the employee. In order to obtain these benefits, the teacher must sign an agreement to return to employment in the district for a period of not less than one (1) year.

Professional employees shall be entitled to a leave of absence from their duties for training duty as members, either enlisted or commissioned, or any reserve component of the United States

Armed Forces; without loss of pay, time, or efficiency rating on all days, not exceeding fifteen (15) in any one (1) year during which they shall, as members of such reserve components be engaged in the active service of the United States or in field training ordered or authorized by the Federal forces. To qualify for such leave, the employee shall present to the superintendent a copy of the official military orders pertaining to the request for leave. (School Code Section 3301)

8. Jury Duty

When a professional employee is called for jury duty, he/she shall make a request in writing to the superintendent for a leave of absence. An individual serving on jury duty shall be paid his/her regular salary during the absence. The monies or stipend received by said professional employee for jury duty should be turned over to the Business Office of the school district.

9. Child Rearing Leave

An employee, in active service who is expecting the birth or adoption of a child, and who wishes to continue employment, may request a child rearing leave of absence without pay.

Requests for such leaves of absence must be made, in writing, on the forms provided, to the superintendent with as much advance notice as possible. The request shall specify the proposed period of leave.

The maximum period of each leave shall be a period of three (3) years after the school year during which the leave began.

An employee who has been granted a child rearing leave of absence and who wishes to terminate the leave prior to the approved termination date may request approval of an earlier termination date. A request for an early termination of a child rearing leave must be made in writing to the office of the district superintendent. The reasons for requesting an early termination must be stated in the request.

An employee who has been granted a child rearing leave of absence and who wishes to have the leave extended shall notify the superintendent in writing with as much advance notice as possible, but at least sixty (60) days prior to the new requested effective date of the leave. The district will honor such requests up to the maximum three (3) years allowed. Where an extension is granted, the termination date of the extended period of leave will be at the end of a semester.

An employee who has been granted a period of child rearing leave must give notice of intention to return to the office of the district superintendent. If the approved termination date is during the fall semester, notice must be given by the previous March 1; if the approval termination date is during the spring semester, notice must be given by the previous September 1. Persons failing to give timely notice may have to wait until the subsequent semester begins to be reinstated.

Upon termination of the leave, the district shall reinstate the employee to the position held prior to the leave, or to a substantially equal position if such positions are vacant and available. If such positions are not vacant and available, the district will offer the employee the first available position for which the employee is eligible.

Upon re-employment, the employee shall be deemed to hold such rights of accumulated sick pay, tenure and any other benefits resulting from past service as were held on the date of commencement of the child rearing leave but without accrual of any rights attributable to the period of the leave. Employees shall neither lose nor accrue salary step entitlement or any benefit during the leave. Employees shall accrue seniority up to a maximum of one (1) year for each approved child rearing leave. If an employee is approved for consecutive leaves in the event of birth or adoption of more than one (1) child, maximum seniority accrual shall be one (1) year for each approved leave. Employees who were approved for child rearing leaves, which commenced prior to September 1, 1988, and who desire seniority credit for up to one (1) year for each approved leave, must present written documentation of leave to the superintendent and the Association within fifty (50) calendar days after ratification of the Agreement. If no request is received within the above period, seniority credit shall be presumed to be correct. Upon verification of the approved leave, seniority credit will be adjusted. Written notice of all seniority adjustments made shall be given to the Association upon the expiration of the fifty (50) day period.

No employee shall be entitled to a period of absence or leave allowed or authorized under any other Article of the Agreement during any period of absence approved under the Article.

Employees granted child rearing leave may be allowed to remain a member of district group insurance plans during the leave at their own expense. This is subject to approval of the carrier(s), if they request that they be allowed to remain a member of the plans prior to the commencement of the leave.

10. Exchange Teaching

From time to time, it may be advantageous for members of the teaching staff to take part in exchange programs. It shall be the responsibility of the person who is interested to submit a request in writing to the superintendent. Each request shall be considered on its individual merits. Upon recommendation of the superintendent and the approval of the Board of School Directors, said request shall be granted for a specific period of time. The maximum time for such a leave shall not exceed one (1) school year.

11. Emergency Leave

In the event of extenuating circumstances that require an employee to be absent from work for a short period of time, an emergency leave without pay may be granted by the superintendent. To apply for this leave, a professional employee shall make a written request stating the reasons for said leave. Each request shall be considered on its individual merits.

XIV. COMPENSATION

A. Regular Contracts

Each professional employee's regular contract shall set forth his/her salary at time of employment and other terms or conditions of employment as shall be pertinent.

B. Supplemental Contracts

Supplemental contracts shall set forth the remuneration for a specific contracted activity. Supplemental contracts for extra-duty, extra-pay assignments shall be for the duration of one (1) school year only and shall be awarded annually at the pleasure of the Board of School Directors.

C. Activities

The superintendent, subject to approval of the Board of School Directors, shall determine remuneration for services at school-related activities not covered by regular or supplemental contract.

D. Homebound Instruction

1. Homebound teachers shall be certificated to teach the level or subjects in the schedule of the homebound student. Teachers of homebound students shall be compensated for services rendered up to five (5) hours of instruction weekly at a rate set by the Board of School Directors.
2. In order to qualify for homebound instruction, the parents of the child to be instructed must submit a doctor's statement indicating the need to the Guidance Coordinator. The Coordinator after consultation with the psychologist authorizes the number of hours of instruction to be given.

Students on homebound instruction are considered present for attendance purposes.

E. Mileage Reimbursement

Members of the professional staff who are required as a part of their regular professional contract to travel regularly between schools in the district, using personal vehicles for travel in conducting school business, may request reimbursement at a rate determined by the Board of School Directors.

Mileage for reimbursement shall be limited to that mileage accrued after the employee reports to the school of his/her regular professional contract assignment, and culminates when the employee leaves the last regular professional contract assignment. Said mileage shall be validated on mileage reimbursement forms provided by the school district. These forms shall be submitted monthly and when approved, payment shall be made according to a rate approved by the Board of School Directors.

F. Workers' Compensation

Personnel in the Abington Heights School District are covered by Worker's Compensation Insurance. Any employee injured on the job shall report the accident immediately to the employee's building principal and supervisor. Failure to report an injury may jeopardize the employee's Worker's Compensation benefits. Should medical treatment be necessary, it must be provided by a district-designated provider.

When an employee is absent from work because of a compensable injury, the first seven (7) working days are not chargeable to his/her sick leave. Subsequently, if a payment is received from the Worker's Compensation fund while the employee is on sick leave, such payment shall be turned over to the school district.

XV. DISSEMINATION OF INFORMATION

The Superintendent's Office shall coordinate, edit and release all school district information to the press, radio, television and other media. Members of the faculty and staff who wish to have information, new stories, or coverage of activities released shall contact their building principal to make arrangements for such coverage.

General communications to parents or segments of the community that are applicable to groups of students or classes shall have prior approval of the building principal before dissemination. Such communications shall be dated and identified as emanating from the school district.

XVI. OUTSIDE EMPLOYMENT

School employees shall be permitted to hold outside employment, which does not conflict with regularly assigned duties in terms of conflict of interest or time assignments.

XVII. PURCHASES

Purchases of educational materials by professional employees shall have prior approval of the Business Office and shall be accompanied by a purchase order. School employees shall not purchase furniture or equipment for personal use from vendors who sell to the school district at prices not available to the general public.

XVIII. EMPLOYEE CONSTRUCTED MATERIALS

Educational materials, for example, courses of study, curriculum guides, units of work, etc., developed by the professional employee using school materials and/or on school time shall become the property of the Abington Heights School District. Professional employees may duplicate or copy these materials for their personal, but not commercial, use.

XIX. USE OF SCHOOL DISTRICT EQUIPMENT OFF PREMISES

School equipment shall not be used by employees off school premises except with prior written approval of the building principal.

XX. RELEASE OF NAMES, ADDRESSES AND PHONE NUMBERS OF PROFESSIONAL STAFF

Names, addresses and telephone numbers of staff members shall not be given to business firms or others. This information is for the use of district employees for school business exclusively.

XXI. BLUE CROSS/BLUE SHIELD

Medicare Part A – Hospital Insurance/Medicare Part B – Medical Insurance

Medicare Part A and Part B is not available to any active employee over sixty-five (65) years of age.

XXII. MISCELLANEOUS BENEFITS

- A. Every full-time professional employee is covered by a life insurance policy in the amount negotiated in the current year's professional contract. Individual employees may increase their individual life insurance coverage at their own expense through the group contract.
- B. Effective September 1, 1989, the district shall pay 100% of the premium for prescription drug, dental and vision insurance plans for each eligible professional employee and their dependents as outlined in the current year's collective bargaining agreement.

Section E: HEALTH AND SAFETY

I. HEALTH AND SAFETY PROCEDURES

A. Fire Emergencies

1. Fire drills are required at the rate of ten fire drills each year. At least eight of these ten drills will be unannounced to students and faculty.
2. After proper instruction, at least two of the fire drills should be “blocked exit” drills with at least one exit blocked by a large paper sign requiring the occupants to find another exit and not use the blocked exit.
3. Fire drill reports are filed immediately after every drill in the office of the principal. These are available for review by the Fire Department.
4. All employees are to give their complete cooperation to Fire Department officials and inspectors representing our fire insurance underwriters.
5. All employees are to report to the principal’s office unsafe conditions of which they are aware. This report should be in writing.
6. When any unscheduled alarm sounds, the principal and custodian will determine the location of the alarm and the severity of the situation. If conditions warrant, the secretary will telephone the Fire Department. The faculty will evacuate the pupils from the building when an alarm sounds.
7. Fire doors shall not be wedged or chained in the open position.
8. Teacher responsibilities are:
 - a. Know where the nearest fire alarm station is located
 - b. Know where the nearest fire extinguisher is located
 - c. Know the route to the assigned outdoor fire drill report location
 - d. Know the alternate route in the event that any part of the regular route is blocked
 - e. Report any and every fire or possible fire immediately by means of the nearest fire alarm station and then confirm it with the building principal
 - f. Stay with his/her class during each practice of actual fire drill

- g. Have his/her class record book in hand during a fire drill
- h. Close all doors and windows before leaving the room
- i. Turn off all lights before leaving
- j. See that students remain quiet and orderly during a fire drill so that emergency voice commands can be followed.

II. CIVIL DEFENSE ALERT

- A. If specific announcements are made by the principal, follow his/her directions to send the students home or to seek shelter in the school building.
- B. If no specific directions are announced and there are indications of immediate danger (explosion, etc.) lead the students to seek shelter in the building.

III. EQUIPMENT USAGE

It is the responsibility of each teacher to become familiar with the operation and use of the safety equipment installed in or near one's teaching station. Training will be provided at least once every two years in the correct use of the following:

- A. Carbon dioxide extinguishers
- B. Pressure water extinguishers
- C. Fire blankets (science labs)
- D. Safety goggles (shops and labs)

IV. COOPERATION BETWEEN SCHOOL OFFICIALS AND POLICE DEPARTMENTS

A. Investigation in Schools

School officials shall cooperate with law enforcement agencies when an investigation of any type is necessary. In the event of an investigation, the building principal, or his designee, shall be involved. During the process of any investigation, it is the responsibility of the principal to see that confidential material concerning the student, that is not germane to the case, is not divulged. An investigation shall be conducted in a manner that shall assure minimum disturbance within the school. All investigations shall be reported in writing to the superintendent of schools.

B. Questioning of Student Suspects in Schools

A principal may authorize questioning of a pupil by law enforcement agents only in the presence of the principal or his designee. Prior to the questioning, the pupil's parent or guardian shall be informed of the impending questioning and be invited to be present during the questioning. All questioning by law enforcement agents shall be reported in writing to the superintendent of schools.

C. Arrest by Police Officers

The principal shall not permit a police officer to take a child out of school without prior written authorization from Juvenile Court. If such authorization is received, by telephone or in writing, the principal shall immediately notify the parent or guardian. This shall not apply to emergency situations when police action is deemed necessary and is initiated by the principal.

D. Search in School Building or on School Property

1. General Searches

In the event of a bomb threat or other emergency situation, a general search of a school building and/or grounds may be authorized by the school administration. If such a search is required, the search will be conducted with the cooperation of the local Police and Fire Department.

2. Locker Searches

School authorities may search a pupil's locker, cubicle, and desk or storage area if they have reasonable suspicion of the presence of contraband material. If contraband material is discovered it may be seized by school authorities. Such materials may be used as evidence against the pupil in a disciplinary, juvenile or criminal proceeding. Police officers may request that school authorities search a pupil's locker. If reasonable suspicion exists in the opinion of the school administration, then a search request will be honored. Police officers may participate in a locker search only at the invitation of the principal.

The Courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing on loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Constitution, but a reasonable exercise of broad power in the interest of the health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.

E. Law Violations During Time of School Responsibility

1. Reporting of Crimes Committed in Schools to Police

Evidence of any serious crime reported to school principals, or discovered by them, shall be reported to the police.

2. Vandalism and Violation of School Policy

When vandalism to school property occurs, parent(s) or guardian(s) shall be responsible for restitution. If restitution is not made, school authorities may seek relief through proper legal channels.

3. Unlawful or Mass Demonstrations

Students have the right to freedom of speech and expression as affirmed under their Rights and Responsibilities Code. This right, however, cannot materially disrupt class work or involve substantial disorder or invasion of the rights of others. School administration has the jurisdiction and responsibility of attempting to restore order should any demonstration become disruptive. The superintendent shall be immediately notified of any disruptive demonstrations.

F. Traffic Safety

All parties using school property shall be required to observe the traffic safety regulations established by the school district. The following safety regulations are effective on all school district properties:

1. Motor vehicles shall not exceed fifteen (15) miles per hour.
2. Motor vehicles shall be operated or parked only on roads and parking areas specifically designated and posted for such purposes.
3. The following vehicles shall not be permitted:
 - a. Non-licensed motor vehicles, including, but not limited to, mini-bikes
 - b. Licensed motorized vehicles, other than four-wheeled, self-propelled motor vehicles, which are subject to, state inspection and certification; this prohibition includes, but is not limited to, snowmobiles.
4. Student buses shall have the right-of-way at all times. Drivers will not impede the ingress or egress of school buses.
5. Signs are posted at appropriate locations to give public notice of these regulations.

Any person violating paragraphs 1 through 4 inclusive, shall, upon summary conviction thereof, be sentenced to pay a fine of \$35.00 and costs of prosecution, and in default of payment thereof shall undergo imprisonment for not more than ten (10) days.

V. EYE PROTECTION (ACT 116 OF 2001)

- A. Provisions of the above act require that all pupils, teachers, visitors, and spectators in vocational, industrial arts and science areas where known dangers exist, shall be required to wear industrial quality eye protective devices.
- B. Persons exposed to known dangers shall wear industrial quality eye protective devices suitable for the specific hazards at all times while engaged in such activities or exposed to such known dangers.
- C. Enforcement of this Act shall extend to include custodial, service, food preparation and other areas of school operation where eye hazards exist.
- D. Cases of non-compliance with these rules are to be reported to the superintendent of schools in writing. The superintendent will then take whatever action is deemed necessary.

VI. DRUG ABUSE

A. Purpose

The use, possession, transportation, sale or distribution of drugs will not be tolerated in the Abington Heights School District. Drugs are in direct contradiction to our purpose and negate our ability to provide a safe and healthy educational environment. It is clearly the intent of the

Abington Heights School District to exclude students who violate the rules from the school community in accordance with suspension and/or expulsion procedures.

B. Definitions of Terms

1. Drug/Mood Altering Substance/Alcohol - shall include any alcohol, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is used with the intent to alter mood.
2. Student Support Team - is a multidisciplinary team composed of school personnel including teachers, administrators, nurses, counselors and other members of the community. This team has been trained to understand and work on the issues of adolescent 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.
3. Distribution - deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

4. Possession - possess or hold any alcohol, drug or mood altering substance determined to be illegal or as defined by this policy.

C. Guidelines

1. An investigation will begin when the possible use of drugs, alcohol or mood altering substances by a student is indicated, but there is no evidence of violation of law or school regulations.
 - a. Referral will be made to the Student Support Team to investigate.
 - b. The student will be informed of available help and encouraged to seek assistance.
 - c. The parent(s) will be notified of the student's behavior and/or performance, if warranted.
 - d. An intervention conference will be held if the Student Support Team feels that it is indicated by the data.
2. An investigation will begin when a student is found to be in possession, use, or under the influence of drugs, mood altering substances or alcohol when on school property or attending any school-sponsored function.
 - a. During the investigation, the school administrator(s) may inspect lockers, books, personal effects and pat search the individual.
 - b. If a drug is found contact will be made with the student's parent(s).
 - c. Police will be contacted if there is a need for identification of the substance or if the substance is illegal.
 - d. The parent(s) will be required to have an immediate drug screening of the student if drug usage is suspected or possession is evident. A licensed drug and alcohol screening agency will perform the screening.
 - e. If a student is in possession of a drug or evidence of use is confirmed, the student will be suspended from school with due process for a period of one (1) to ten (10) days.
 - f. A report of the incident will be filed with the superintendent. The superintendent will notify the Board of School Directors who will take whatever course of action they may deem appropriate.
3. Following an absence from school due to exclusion of treatment (self-referral or other), the student and his/her parents will be afforded the service of the school's counseling staff, referred to the Student

Support Team, as well as advised of counseling agencies outside the school. Every effort will be made to support the student's re-entry into school.

VII. EMERGENCY MEDICAL PROCEDURES

The following procedures will be followed by all members of the staff whenever a student is injured or becomes ill in school (this includes outdoor accidents during a physical education class or other outdoor activity):

- A. Notify the office either by intercom or runner. Give the following information
 - 1. Exact location
 - 2. Type of accident
 - 3. Preliminary estimate of severity
- B. The office will notify the following personnel:
 - 1. Principal
 - 2. Nurse
 - 3. Other persons as directed
- C. The student will not be moved under any circumstances until approved by either the nurse or a doctor.
- D. An accident report should be completed immediately and given to the principal by the professional who has supervision over the activity.

These procedures will be followed only in cases where it is necessary for the nurse to go to the student. Remember, when in doubt, do not attempt to move a student or send a student to the office alone. Do not allow any student who has been injured or is ill to proceed alone to the nurse.

VIII. ADMINISTERING MEDICATION TO STUDENTS

All student medication shall be kept in the custody of the school nurse or teacher. Before medication may be administered to any student by District personnel, the school nurse of that building must be consulted. In all cases, medication may be administered only after the appropriate District forms are completed and signed by the parent/guardian of the student. Under usual circumstances the school nurse in the building health office or other convenient location will administer medication. (See Addendum 1.)

IX. SHOWERS FOR SCHOOL STUDENTS

While all teachers should be concerned with stressing good health habits and personal hygiene, it is the responsibility of physical education teachers to emphasize good personal hygiene for all students participating in physical education classes. In schools where shower facilities exist, teachers should encourage students to take showers after participating in strenuous physical activities. Physical education teachers shall provide adequate time for student showers at the conclusion of physical education classes.

X. IDENTIFICATION AND REPORTING OF CHILD ABUSE AND NEGLECT

The Abington Heights Board of School Directors has adopted a policy for identification and reporting of child abuse and neglect in the belief that school employees are in an excellent position to identify children who may be abused or neglected because of their sustained contact with the school age children. The information which follows is in accordance with Act 124, Child Protective Services Law, Section 4 through 7, Title 55 - Public Welfare Department and Child Protective Regulations 2-23-167 through 2-23-173, outlining the procedures to be following in Abington Heights School district regarding the definition, identification and reporting of child abuse and neglect.

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances.
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.

9E

Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed

- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison Karen Dougher at 570-585-8276.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

1. **Adult** - an individual eighteen (18) years of age or older.[5]
 2. **Bodily injury** - impairment of physical condition or substantial pain. [5]
 3. **Certifications** - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[6][Z]
 4. **Child** - an individual under eighteen (18) years of age.[5]
 5. **Child abuse** - intentionally, knowingly or recklessly doing any of the following: [5]
 1. Causing bodily injury to a child through any recent act or failure to act.
 2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
 3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- 10E
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
 5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
 6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
 7. Causing serious physical neglect of a child.
 8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.

- c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[8]
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, **has to register for life**, or has been determined to be a sexually violent predator or sexually violent delinquent.[9][10][11][12]
9. Causing the death of the child through any act or failure to act.
- 10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.[13]**

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

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

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

Independent contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5][14]

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; **or an adult who**

engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.[5][13]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. [5]

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:[5]

1. A youth camp or program.
2. A recreational camp or program,
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency. [5]

Routine interaction - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[5]

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5]

12E

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[5]

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[5]

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following:[5]

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming. The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age. [5]

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[14]

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:[14]

13E

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.

3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[14]

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[14]

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions. [29]

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[30]

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[31]

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[32]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse. [33]

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report. [14][34][35]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the **building principal or administrator** and if the initial report was made electronically, also provide the **building principal or administrator** with a copy of the report confirmation. The **building principal or administrator** shall then immediately notify the Superintendent or designee that a child

14E

abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[14][34][35]

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the **building principal or administrator** with a copy of the report confirmation promptly after the written electronic report has been filed. The **building principal or administrator** shall in turn provide a copy of the report confirmation to the Superintendent or designee.[14][34][35]

{ } When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The **building principal or administrator** shall be notified whenever such photographs are taken.[36]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[37][38][39][40][41][42] Investigation

The **building principal or administrator** shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[14][43]

Upon notification that an investigation involves suspected child abuse by a school employee, the **building principal or administrator** shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[44]

XI. BUILDING SECURITY

In order to ensure student safety and security during school hours, the following procedures will be in effect. The building principals and staff of each building shall be responsible for administering the following procedures:

A. Employee Identification Cards

Employees of the Abington Heights School District have received employee identification badges. New employees of the Abington Heights School District will receive an employee identification badge at the beginning of the school year. This card will include the employee's name, employee identification number, and a photograph of the employee. All employees are requested to wear their identification badges at all times when working in the school district either by use of a lanyard around the neck, or a clip attached to personal outer clothing. This badge will include a picture of the employee as well as his/her position in the district. Lost or stolen badges must be reported to the building principal.

B. Building Access and Internal Security

Each building principal will develop in writing his/her plans for providing limited access to their building(s) and internal building security. These plans will become part of the employee's handbook for each school and will become part of operating procedures in each school.

C. Signs and Visitors

1. Signs will be posted on the entrance doors stating that all visitors must report to the office.
2. All visitors must report to the building office and sign their names in a log book when they arrive and sign out when they leave.
3. Visitors will obtain a visitor's badge to wear while in the building. The visitor will return the pass to the office when leaving the building.

D. Student Release from School

1. The parents of elementary and middle school students are required to report to the office to pick up their child when the child is being excused from school. Parents must sign the student out.
2. Professional and Support Staff Responsibilities:
 - a. Check the identity of any person whom you do not know who does not have a visitor's pass.
 - b. Do not release a child to any person whose identity is doubtful. Report any suspicious person(s) to the office.

- c. The office should call teachers if a student is to be released from class to join a parent or guardian. The child should report to the office and the parent should sign the child out of school before the child is released.
- d. Teachers should inform the office of any special requests from parent(s) pertaining to the release of students. This information will be noted in the files and the staff will be informed. (Ex., student involved in divorce and/or custody cases.)
- e. All professional and support staff are requested to make certain that all exterior doors remain in a locked position.

XII. CRISIS RESPONSE PLAN

The Abington Heights School District recognizes that when tragedy, particularly the death of a student, strikes a school, the school experiences an enormous crisis. Many people are affected in various ways by this tragic loss. Students and faculty often need help in dealing with the pain experienced after an untimely death. Teachers, counselors and administrators play an important role in helping students deal with the grief process.

Students search for ways of understanding what has happened, and their reaction depends in large part on the significant adults around them. A copy of the Crisis Response Plan for the district can be found as Addendum 2 to this section.

XIII. SMOKING POLICY

The smoking of any substances and/or the use of smokeless tobacco by anyone is prohibited within all buildings of the Abington Heights School District. Such is also prohibited on school grounds, on school buses, and while participating in or supervising school-sponsored activities on school premises as a coach, supervisor, or while acting in a representative capacity for the school district. This is a total ban on all smoking and/or use of smokeless tobacco and applies to all individuals, including all district employees, students, and the public. (See Addendum 3 for the complete Smoking Policy.)

ADDENDUM #1

ABINGTON HEIGHTS SCHOOL DISTRICT Clarks Summit, PA 18411

ADMINISTRATION OF STUDENT MEDICATIONS IN SCHOOL

Title: Administration of Medications

PURPOSE: The Board of Education of the Abington Heights School District shall not be responsible for the diagnosis of student illness. The Board recognizes that the administration of medications to students while in school may be necessary under certain circumstances. Accordingly, the administration of medication to a student during school hours, in accordance with the direction of a parent and family physician or dentist, will be permitted only when:

- failure to take such medication would jeopardize the health of the student.
- the student would not be able to attend school if the medication were not administered during school hours.

DEFINITION: For purposes of this policy, “medication” shall include all medicines prescribed by a physician and any nonprescription medicine, e.g. aspirin, acetaminophen (Tylenol), ibuprofen, Maalox, etc.

POLICY:

A. Delivery and Storage of Medication

1. All medications shall be delivered by the parent, guardian, or responsible adult to the school nurse, or if unavailable, to the Principal or his/her designee.
2. The District shall maintain a record of the medication with the date and amount of medication delivered.
3. All medications shall be delivered in the original pharmaceutically dispensed and properly labeled container or packaging in which the medication was obtained.
4. Any unused medication must be picked up at the school by the parent/guardian or a responsible adult designee. Otherwise, medication will be discarded.

B. Authorization to Administer Medications

1. Before medication may be administered to any student by District personnel, or self-administered by any student with adult supervision during school hours, the Board shall require the completion of District forms by the parent or guardian and the written order of the prescribing physician

or dentist on District forms. The only exception to this policy will be emergency medications approved by the school physician on written standing orders.

2. If a parent completes the District request form, a prescription label will be accepted for five school days in lieu of a completed physician's form allowing ample time to have the form completed by the physician. A facsimile of the completed and signed request forms will be accepted.
3. Requests for long-term administration of medications must be renewed at the beginning of each school year.

C. Administration of Medication

1. All medications shall be administered in the building Health Office or convenient location by one of the following:

a) the school nurse;

b) the parent, who may also designate that another person (grandparent, chaperone, or neighbor), may administer medication to the student.

c) the student, under adult supervision, when the family physician and parent/guardian so directs.

2. The school nurse shall maintain a record of the students to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and documentation of administration of the medication.

ADDENDUM #2

Abington Heights School District
Clarks Summit, PA 18411

Crisis Response Plan

Rationale

The Abington Heights School District recognizes that when tragedy, particularly the death of a student, strikes a school, the school experiences an enormous crisis. Many people are affected in various ways by this tragic loss. Students and faculty often need help in dealing with the pain experienced after an untimely death. Teachers, counselors and administrators play an important role in helping students deal with the grief process. Students search for ways of understanding what has happened, and their reaction depends in large part on the significant adults around them.

The rate of self-destructive and harmful behavior is increasing among children and adolescents in this country. Students who experience depression or are “acting out” in harmful ways are unable to benefit fully from the education program of the school. Moreover, such students pose a danger to themselves and possibly to others.

Because each individual is a part of a network of family, friends and peers, the impact of a student’s untimely death (accident or suicide) affects a broad portion of the school community. A clear understanding of the student, family dynamics, the entire constellation of emotions, timing, the degree of risk, and the action to be taken requires options and flexibility. Since each case will present its own set of circumstances and personal dynamics, common sense and good judgment must prevail. It must also be understood that there are no guidelines or professionals that guarantee the prevention of a suicide.

In adopting this Crisis Response Plan, the Abington Heights Board of Education recognizes that all school personnel should be alert to the warning signs of childhood and adolescent depression/suicide. It is the school district’s belief that students should receive the necessary help as quickly and professionally as possible.

Crisis Response Plan: Intervention

The recent increase in the rate of adolescent suicide is a concern of all who deal with young people. The following information outlines existing practices and places them in written procedural guidelines for school personnel to follow.

BASIC INFORMATION RE: STUDENT SUICIDE

1. Suicide is the second leading cause of death in young people between the ages of 10 and 24. (Accidents rank first).
2. The rate of adolescent suicide has tripled since 1960. (The rate for the rest of the population as remained constant during this time period.
3. 85% of all adolescents think about suicide at some time.
4. Suicide happens to typical people from typical families.
5. Suicide is a cry for help, not a desire to die.

WARNING SIGNALS OF A POSSIBLE SUICIDE

Stage one – Warning Signals:

1. Feelings of depression, apathy, hopelessness, helplessness
2. Prolong anxiety states
3. Very low energy level
4. Changes in sleeping or eating habits
5. Significant change in school performance
6. Antisocial behavior
7. Risk taking, self-destructive behavior

Stage two – “Cries for Help”

1. Giving away prized possessions
2. Preoccupied with death in the form of music, poetry or writing
3. Statements about feeling worthless or being a burden to the family
4. Talking about committing suicide

LEVELS FOR INTERVENTION

Alert / Investigation

1. Indicators: vague feeling of hopelessness, depression, overt changes in attitude, work habits

2. Identification: made by administrator, student support team, teacher, staff member, peer, parent or self
3. Referred to: counselor
4. Reaction: counselor notifies building principal.

Responses

1. Verification of situation made by guidance counselor. Suggested procedures include the following:
 - a. Discuss with the student feelings of hopelessness/depression and length of time of such feelings.
 - b. Discuss with the student any thoughts of suicide and how persistent and strong the thoughts are.
 - c. Discuss with the student whether a plan has been developed.
 - d. Discuss with the student whether a means has been developed to carry out the plan.
 - e. Discuss with the student whether a crisis/significant loss has recently taken place in his/her life.
2. Building principal informed of status of situation.
3. If no threat of suicide is evident the counselor will monitor the student's progress for several weeks.
4. If verbal or written threat is indicated during conference, proceed to level II responses.

Threat

1. Indicators: in addition to the behavioral changes, either a verbal or written threat is made
2. Identification: made by administrator, student support team, teacher, staff member, peer, parent or self
3. Referred to: Counselor
4. Reaction: counselor notifies the building principal
5. Responses:
 - a. The student is contacted by the counselor and detained in his/her office for verification of threat.
 - b. The parent is contacted by the building principal or designee as dictated by the situation.
 - c. The parent/guardian is made aware of external referral services: an intervention plan is activated.
 - d. The building principal or counselor will contact appropriate referral agencies.
 - e. If parent or guardian cannot be contacted or refuses to act, the building principal or counselor will contact the Scranton Counseling Center, or Children and Youth services, or an appropriate private therapist for assistance. (Note: Students 14 years of age or older may request voluntary commitment into a mental health facility.)

- f. The building principal will arrange for school district transportation if the parent or guardian cannot be contacted or if they are unable to transport the student.
- g. Follow-up by the building principal or counselor is made to ensure that a referral source has been established.
- h. Notes of the chronology of events are to be kept by the building principal and counselor.
- i. Faculty associated with the student may be informed of his/her status.
- j. Student Support Team may be given the name of the student to provide supportive services as needed.

Overt Suicide Action (in school)

1. The building principal will be notified immediately
2. The building principal or designee will contact the police, medical services, nurse and counselors as appropriate.
3. The building principal and/or other designee(s) will remain with the students at all times
4. The building principal or designee will contact the parent/guardian and the Superintendent to advise them about the situation and actions being taken.
5. If parent or guardian cannot be contacted or refuse to act, the building principal or counselor will contact the Scranton Counseling Center or Children and Youth Services or an appropriate private therapist for assistance. (Note: Students 14 years of age or older may request voluntary commitment into a mental health facility.)
6. The student will be managed in the same manner as in other medical emergencies.
7. Notes of chronology of events are to be kept by the building principal and counselor.
8. Faculty members should be informed of what transpired as soon as possible.
9. Student Support Team may be given name of student to provide supportive services as needed.

Suicide (in school)

1. The building principal will call for an ambulance, the police, and notify the family immediately. He/she will also notify the Superintendent.
2. The building principal and other staff members will do whatever is needed to prevent panic or hysteria and to provide for the safety and welfare of all others in the building.
3. Faculty members should be informed of what has transpired as soon as possible. The building principal will instruct faculty how to announce details of the death to students.
4. In no case should school be canceled.

5. In discussions with students and staff the incident should not be called a “Suicide”. That determination is a legal one that can only be made by the coroner’s office. It should be referred to as a “death” or “tragic death”.
6. Members of the media should not be permitted to interview students, faculty and staff members. The Superintendent will release information given to the media.
7. The building principal and guidance coordinator will make immediate provisions for counseling assistance to students.
8. Postvention procedures will be initiated at this time.

Crisis Response Plan: Postvention

When a death occurs within the student population, school officials must recognize that an appropriate course of action should be followed. This action should allow students to express their sense of loss, yet not inappropriately dramatize the death. The following guidelines should be utilized:

SUICIDE OR DEATH OF A STUDENT OUTSIDE OF SCHOOL DAY

1. Immediately notify the Superintendent and other key people within the school system of the crisis.
2. All questions from the press are to be referred directly to the Superintendent. Any public statement regarding the tragedy will be released from the Superintendent’s office.
3. The building principal will meet with the guidance staff to discuss the situation and the course of action to be followed.
4. The building principal will hold a faculty meeting as soon as possible in order to provide faculty with factual information about the incident. The principal will ask faculty to monitor student behavior in their classrooms and make appropriate referrals to the guidance staff.
5. The building principal and counselor(s) will meet the deceased student’s teachers to discuss details. The deceased student’s classes will be monitored closely.
6. It is not necessary for faculty to encourage discussion of the tragedy within the classroom. If students express a desire to discuss the incident in the classroom, open communication with the teacher can be helpful. If individual teachers feel uncomfortable discussing the topic with students, a guidance counselor, administrator or member of student support team may be asked to visit the room.
7. A statement will be developed by the building principal to be read to all students during the homeroom period or during a classroom period by the teacher. It is not necessary to mention suicide/death/accident or give details. (Information at the early stages is often inaccurate.) An objective, sympathetic announcement of the loss with a simple statement of condolence is recommended. Be as truthful as possible when students ask direct questions. Truth tends to dispel speculation. Use of the P.A. system should be avoided.

8. Guidance counselor(s) should initiate contact with the identified close friends of the deceased in order to offer support and counseling. Identify and monitor high-risk students. This would include former suicide attempt victims, family members of the deceased student and students who have recently experienced a loss through death.
9. Student support groups should be established, giving students an opportunity to meet and discuss in small groups with a counselor. Counselors from other buildings in the district and counselors from community agencies should be utilized if necessary.
10. Counselors will be provided with the services of an expert consultant (psychologist or psychiatrist). This resource person is to be contacted, as needed, for counselor support, direction and recommendations.
11. The building principal should make personal contact with the family of the deceased in order to offer condolence and support. Clarification of the details surrounding the death is important.
12. Students may want to offer a memorial as a sentiment of grief. Rather than establishing an individual memorial, which may inappropriately dramatize the event, students may make a contribution in memory of the deceased to the school's general memorial fund. (One should be established in each building.) Monies from this fund will be used to support special school projects.
13. If students wish to attend, or take part in funeral services, the wishes of the family must first be considered. Students may be excused from school to attend funeral services with written parental permission. Students attending the funeral should be encouraged not to return to school afterwards. If necessary, support groups will be established for those students who find it necessary to return to school following the funeral.
14. The counselor may alert area counseling agencies of the situation in preparation for possible student referrals.
15. The counselor may provide close friends and family of the deceased with community referral sources for further support and bereavement counseling.
16. If necessary, the counselor may refer high-risk students for appropriate follow-up counseling.
17. The guidance department will have information in the form of handouts, or pamphlets for student distribution, if requested. Information should include facts on causes and prevention of suicide. Appropriate referral sources should be listed.
18. The building principal will hold a follow up faculty meeting clarifying all information and detailing the school's postvention procedures for the death.
19. The building principal and guidance coordinator will arrange debriefing sessions for those persons involved in the crisis management. Procedures and implementation should be discussed. An outside consultant will be involved in this procedure. The consultant will meet with counselors and administrators to evaluate procedures and offer further recommendations.

ADDENDUM #3

Abington Heights School District
Clarks Summit, PA 18411

Tobacco Use Policy No. 222

Adopted August 21, 2013

1. Purpose
The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.
2. Definition
18 Pa. C.S.A.
Sec. 6306.1
For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.
3. Authority 35
P.S. Sec.
1223.5 20
U.S.C. Sec.
7183
The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

18 Pa. C.S.A.
Sec. 6306.1
The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.
4. Delegation of
Responsibility

SC 1303-A
The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Code of Student Conduct, district website and other efficient methods.

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on school property to the Office for Safe Schools on the required form in accordance with state law and regulation.

The Superintendent or designee shall develop administrative regulations to implement this policy.
5. Guidelines 18
Pa. C.S.A. Sec.
6306.1
A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

References:

School Code – 24 P.S. Sec. 510, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 403.1

Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1

School Tobacco Control – 35 P.S. Sec. 1223.5

No Child Left Behind Act 20 U.S.C. Sec. 7114

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Board Policy – 000

Board Policy on Weapons (or look-alike) in the Schools

Purpose

The Board of School Directors shall provide for a safe environment for the operation of the educational program. Weapons (or look-alike) on school property or at school functions present a danger to those present and a direct disruption to a safe and orderly environment. For this reason, students will not be permitted to possess or use any weapon (or look-alike) at any time, in any school district building, on school property, on any school van or bus, or at any school function.

Definitions

For the purposes of this policy, these terms are defined as follows:

1. The term “possess” shall include but not be limited to having possession of, to control, to have on one’s person, being concealed in one’s clothing or belongings, in a locker, or in a vehicle.
2. The term “school property” shall include but not be limited to all buildings and grounds owned, leased or used by the school district, and any school vehicle or school bus.
3. The term “school function” shall include but not be limited to any regular educational program, extra-curricular activity, athletic event, field trip, dance, concert, fund raising activity or other activity, sponsored or co-sponsored by the school district whether on or off school property.
4. The term “use” shall include but not be limited to display, handle, load, operate, point, discharge or threaten to do one or more of the above actions.
5. The term “weapon” (or look-alike) shall include, but not be limited to any instrument or object capable of inflicting harm in its normal or intended use. It shall include but not be limited to any bomb, grenade, machine gun, sawed off shotgun, firearm especially made or especially adapted for concealment or silent discharge, blackjack, sandbag, metal knuckles, dagger, knife, razor, or cutting instrument, or any other implement which may be used for the infliction of serious bodily injury.

Responsibility

Under the direction of the Superintendent, the district administrators shall implement the following procedures:

Knowledge of a Weapon (or look-alike)

1. Any student discovering, without previous plan or knowledge that he/she is in possession, in transport, or in maintenance of a weapon (or look-alike) as defined in this policy will immediately report the weapon (or look-alike) to a properly authorized adult.

2. All district employees will report the knowledge of any weapon (or look-alike) as defined in this policy to the principal.

Possession of a Weapon (or look-alike)

1. The weapon (or look-alike) will be confiscated.
2. The law enforcement agency will be notified.
3. Parent(s) will be notified.
4. The student will be immediately suspended for up to ten (10) days.
5. A required meeting with the principal, student and parent(s) will be held.
6. A recommendation will be made to the Board that expulsion **for one-year period will be considered.**
7. Professional counseling may be required as a condition or reentry to school.

Use of a Weapon (or look-alike)

1. The weapon (or look-alike) will be confiscated.
2. The law enforcement agency will be notified.
3. Parents will be notified and requested to come to the school.
4. Criminal charges will be filed immediately
5. The student will immediately be suspended for up to ten (10) days.
6. A required meeting with the principal, student and parents will be held.
7. A recommendation will be made to the Board for expulsion.

Exceptions

Exceptions to the policy are the following:

1. The possession and use of the weapon (or look-alike) is required as part of an authorized course.
2. The possession of the weapon (or look-alike) is part of a display, such as in a history class.

3. **The possession of a weapon (or look-alike) that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private land used for lawful hunting, if the entry on school premises is authorized by school authorities.**
4. **The possession and use of a weapon (or look-alike) is part of a program approved by a school by an individual who is participating in the program.**
5. The possession of the weapon (or look-alike) is authorized as a stage prop.
6. The possession and use of the weapon (or look-alike) is part of an interscholastic sports activity.
7. **The school superintendent may recommend discipline short of expulsion on a case-by-case basis.**
8. **The superintendent in the case of an exceptional student shall take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. & 1400 et seq.)**
9. A written request, with documentation, for each exception must be submitted in advance to the superintendent or building principal for approval.

Reporting

1. **The school superintendent shall report the discovery of a prohibited weapon (or look-alike) to local law enforcement officials.**
2. **The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon (or look-alike) on school grounds, school sponsored activities or public conveyances providing transportation to a school or school sponsored activity.**

ADDENDUM #5

Abington Heights School District
Clarks Summit, PA

State Mandated Physical Examinations

Medical examinations with an accompanying health history are required for all children upon original entry into school, again in sixth grade, and in eleventh grade. A medical examination is required upon transfer into this district if previous health records documenting a previous physical examination are not received. Parental moral or ethical objections to the examination are accepted.

Examinations by Family Physician or In-school Sports Examinations

1. A physical examination must be recorded on an appropriate form.
2. Physical exam reports are accepted if completed within one year prior to a student's entry into the grade where an exam is required.
3. Parents are urged to have the examination done by their family physician because their physician has a better knowledge of the child's health and is in the best position to recommend immediate steps for any needed remedial care.

Examinations by School Examiner

1. This examination is free of charge.
2. Each certified school nurse will schedule mandated physical examinations in their assigned school(s).
3. Written permission must be received before the physical examination is performed.
4. Parents will be notified of the date and time of appointment and are invited to be present during the examination.
5. The nurse will record the height, weight, and results of vision and hearing tests on the Permanent Health Record.
6. Conduct of Physical Examinations by the School Examiner:

- a. The physician's responsibility is to determine the need for health care and to refer the child to his own physician for any necessary therapeutic measures or follow-up.
 - b. Pupils remove all clothing except underwear and socks. Examination gowns are provided.
 - c. Consideration is given to appropriate health teaching during the examination.
 - d. The school nurse reviews the Permanent Health Record, evaluates the student's immunization status, and the physician questions the student and/or parent regarding any health problems.
 - e. The physician appraises the student's posture, examines the skin, head, eyes, ears, mouth, neck, chest, apical pulse, and blood pressure.
 - f. While the student lies on the examining table, the physician examines the abdomen, the inguinal (groin) area and axilla (armpit).
7. The result of the examination is recorded on the student's Permanent Health Record.

Follow-up

If the physician discovers health problems and the parent is not present during the exam, the nurse will inform the parent of the findings. Follow-up to referral for further care is done as needed.

**ADDITIONAL FORMS
SECTION F**

ABSENCE EXCUSE

FI

EXCUSE FOR ABSENCE OR TARDINESS

_____ was
* absent - * tardy (*cross out one)
from school on _____

An explanation from the parent or guardian in each case of
absence or tardiness is required for admission to school.
Kindly state the reason below.

_____ Teacher
The reason for *absence - *tardiness was _____

_____ Date _____ Signature of Parent or Guardian
This excuse must be kept on file for the inspection of school officials.
Absence claimed by illness may require a report from a physician or
examination by the School Nurse or Health Official.

Individualized Field Trip Request

revised 1-20/2011

Family or individualized educational trips (IFT's) are limited to **five days** cumulatively during the school year with approval by the building Principal. Absences beyond five days will be considered unexcused and make-up work, quizzes, tests, projects, homework, etc., for those days may not be accepted. Family or individualized educational trip requests **during the PSSA's will not be approved.**

The Pennsylvania School Code lists the following reasons for excused absence from school: a) illness, b) quarantine, c) death in the immediate family, and d) impassable roads. Exceptions to the rule may be evaluated individually by a school administrator or his designee. Students who have six or more unexcused absences or a total of twenty (20) days of excused or unexcused absence excluding funeral days will not be approved for excused individual or family educational field trip days. After fifteen (15) days of excused or unexcused absence excluding funeral days, field trip days will be prorated. (Example: A student who has accrued 17 days of absence may request only three (3) individual or family educational field trip or vacation days.)

This section is completed by the office.

Does the combined total of excused and unexcused days equal 20 or more days? **Y N** (can't be 20 or more)
List number of other Individual Field Trip days already taken _____ (can't be more than 5 days)
Is this during an exam time? **Y N** (can't be taken during exam time)
Does student have 6 or more unexcused absences? **Y N** (can't have 6 or more unexcused absences)
List the number of days this student is eligible to take as Individualized field trip days. _____

This section is completed by the student/parent.

Student name _____ Date of absence _____ to _____

Will parents accompany the student? **Y N**
Number of Individualized Field trip days requested _____
Specific reason for absence: _____

Signature of parent _____ Date _____

_____ Rejected: Return a copy to student in homeroom _____ Approved

Signature of Principal _____ Date _____
(Administration must approve prior to students soliciting teacher's signatures)

Homeroom Teacher must initial below to verify their awareness of the absence.

ABINGTON HEIGHTS SCHOOL DISTRICT
Application for Permit for Use of Building

Full Legal Name of Organization _____ Date _____

Address _____ City, State, Zip Code _____

Contact Name _____ Phone (Home) (Office) _____

The undersigned hereby makes application for use of school facilities as follows:

Name of Building _____ Part of Building _____

Date or Dates Desired _____

Hours Desired _____ --- _____ Number Expected to Attend _____

State Specific purpose of use - _____

Will Admission be charged? _____
Yes No

Is the organization not-for-profit? _____
Yes No

Check equipment that will be needed. (Additional charges may apply.)

Sound System _____ Scoreboard _____
Projector _____ Lighting _____
Cafeteria/Kitchen _____ Other (list) _____

If the membership of your organization limited to Abington Heights School District residents? _____ Yes
_____ No

If granted permission to use the above property or facility, and, if any, equipment or services, it is agreed by and between the school district and the requesting organization/individual as follows:

1. The requesting organization or individual granted use will abide by all policies, rules and regulations or the school district on the conduct and department of persons in or on school district premises or facilities, whether now or hereafter adopted.
2. The use of the property or facilities shall not, in any way, interfere with the operations of the school district or any of the programs or activities of the school district. If required for school district purposes, it is understood that the right is reserved to the school district to withdraw or rescind the grant of the use of the property or facilities on short notice.
3. Weapons, alcoholic beverages and controlled substances shall not be brought onto school district premises or into school district facilities. Smoking is prohibited in all school district buildings.

School district property, facilities and equipment will be used in a careful and prudent manner so as to prevent loss, defacement or damage. Good order and discipline shall be maintained by the requesting group/individual.

4. School district property, facilities and equipment will be used in a careful and prudent manner so as to prevent loss, defacement or damage. Good order and discipline shall be maintained by the requesting group/individual.

F-4
(2 of 3)

5. The property or facilities will be vacated by the time set forth above and shall be left in as good a condition as when the use began. Unless payment is made for cleanup and cleanup is specifically requested, the property or facilities will be left in a thoroughly clean condition by the requesting group/individual. Performance of clean-up by the school district will not diminish or eliminate any liability for damages of the requesting group/individual.
6. The requesting organization (and the undersigned officer, agent or representative thereof individually and jointly and severally with the organization) or individual, agrees (a) to pay for and assume all and full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities by such organizations or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, or in about available parking areas, or otherwise; (b) to reimburse and/or hold harmless the school district, its board of directors, and the members, agents, and employees thereof from any such loss, damage or claim, including, but not limited to, its of their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the school district to enforce any obligations imposed under this paragraph or otherwise herein.
7. The requesting organization/person shall provide to the school district, at least ten (10) days prior to the date of the first use, two copies of comprehensive public liability insurance policies for bodily injury or death in the minimum of \$1,000,000.00 for injury to one person, \$1,000,000.00 for one accident and property damage insurance worth \$1,000,000.00 covering the use with a company licensed to do business in Pennsylvania. This policy must be taken out in the name of the requesting organization/person and the school district. In the event that an insurance policy is not obtained as required herein, the school district may arrange for insurance in accordance with this application and agreement, with all costs to be charged to the requesting organization/person. Failure by either the requesting organization/person or the school district to obtain insurance shall not diminish or eliminate any liability of the requesting organization/person.
8. The school district is not responsible for the property of the requesting organization/person or of any property brought on school premises or in school facilities in connection with the use of school property or facilities by the requesting organization/person. All protective services desired by the requesting organization/person must be arranged by the requesting organization/person subject to the approval of the school district. The requesting organization/person shall be liable for the acts or omissions of any protective services engaged. The school district is not liable for the acts of omissions of any protective services engaged.
9. The requesting organization/person shall comply with all applicable laws; all requirements of the police and fire departments and other municipal authorities, and shall obtain and pay for all necessary permits and licenses. The requesting organization/person shall pay all taxes required.
10. The school district may remove from its premises/facilities any personal property left behind by the requesting organization/person or by anyone using the facilities.
11. The requesting organization/person shall not obstruct the halls, ramps, entrances of lobby of any building nor permit any chairs or movable seats to be or remain in the passageways and will keep the passageways clear at all times.
12. The requesting organization/person assumes responsibility for the acts of all participants and/or spectators for liability, injury or property damage.
13. Alteration or relocation of items or components mechanical or otherwise is prohibited unless prior written approval has been granted by the school district.
14. All Abington Heights School District organizations may use the facilities at no cost. If the time or nature of the request requires the District to incur an additional cost, the organization must reimburse the District for that cost.

- 15. All not-for-profit organizations **not** charging admission may use the facilities at no cost. If the time or nature of the request requires the District to incur an additional cost, the organization must reimburse the District for that cost.
- 16. All not-for profit organizations charging admission will be charged the assigned rates. If the time or nature of the request requires the District to incur an additional cost, the organization must reimburse the District for that cost.

F-5
(3 of 3)

- 17. All for profit organizations, regardless of admission charge, will be charged the assigned rates. If the time or nature of the request requires the District to incur an additional cost, the organization must reimburse the District for that cost.
- 18. The rental charge shall be paid at least ten (10) days in advance of the use of school district premises or facilities.
- 19. The requesting organization/person shall provide the following policing, traffic management and crowd control:

Date of Request: _____

Signature: _____

Printed name and title: _____

The above application is _____ approved _____ denied, subject to the following conditions:

Date of Action: _____

Abington Heights School District
200 E. Grove Street
Clarks Summit, PA 18411

Principal's Approval:

Signature

Date

Central Office Approval:

Signature

Date

Rental Fee

REQUEST FOR EXTENDED LEAVE

ABINGTON HEIGHTS SCHOOL DISTRICT
CLARKS SUMMIT, PA.

F4

REQUEST FOR EXTENDED LEAVE

Date _____

Building _____

TO _____
Principal

FROM _____
Teacher

I wish to request a _____ leave of absence (Sabbatical, Extended Personal, Maternity, Exchange Teaching) from _____ to _____.

I have attached a statement concerning the details of the leave and other information as required by Principles and Procedures, Leaves of Absence, D3, Section X11.

Please indicate your recommendation for this leave in the space below and forward my application to the Superintendent.

COMMENTS OF PRINCIPAL TO SUPERINTENDENT:

Date _____

Building Principal _____

TO _____

Your application for a _____ leave from _____ to _____

was _____ by the Board of School Directors at their meeting of _____, 19____.

COMMENTS:

ABINGTON HEIGHTS SCHOOL DISTRICT
CLARKS SUMMIT, PA

REQUEST FOR SHORT TERM LEAVE

O: _____
Principal

FROM: _____
Teacher

Date: _____

Building: _____ I wish to request a _____ leave of absence (Military,
Jury Duty, Emergency, Marriage)

from _____ to _____.

I have attached a statement concerning the details of the leave and other information as required by
Principles and Procedures, Leaves of Absence, D3, Section XII.

Please indicate your recommendation for this leave in the space below and forward my application to the Superintendent.

COMMENTS OF PRINCIPAL TO SUPERINTENDENT:

Date: _____ Building Principal: _____

TO: _____

Your application for a _____ leave from _____ to _____

is_____

COMMENTS:

Date: _____

Superintendent:_____

No. 815

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE

OF INTERNET, COMPUTERS AND
NETWORK RESOURCES

ADOPTED: November 14, 2012

REVISED:

ABINGTON HEIGHTS SCHOOL DISTRICT

<p>1. Purpose</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</p> <p>The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. The Board also supports the development of appropriate skills to analyze and evaluate such resources.</p> <p>The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum, mission, goals and objectives adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p>
-------------------	---

2. Definitions

18 U.S.C.
Sec. 2256

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

18 Pa. C.S.A.
Sec. 6312

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

20 U.S.C.
Sec. 6777
47 U.S.C.
Sec. 254

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

18 Pa. C.S.A.
Sec. 5903

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific

18 Pa. C.S.A. Sec. 5903	value for minors.
47 U.S.C. Sec. 254	<p>Obscene - any material or performance, if:</p> <ol style="list-style-type: none"> 1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.
3. Authority	<p>Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p> <p>The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The district makes no warranties of any kind, expressed or implied, for the access provided. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.</p>
Pol. 218, 233, 317	<p>The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.</p>
47 U.S.C. Sec. 254	<p>The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:</p> <ol style="list-style-type: none"> 1. Defamatory. 2. Lewd, vulgar, or profane.

	3. Threatening.
Pol. 103, 103.1, 104, 248, 348	4. Harassing or discriminatory.
Pol. 249	5. Bullying.
Pol. 218.2	6. Terroristic.
24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.
24 P.S. Sec. 4604	Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.
24 P.S. Sec. 4610 20 U.S.C. Sec. 6777	Upon request by students or staff, building administrators may authorize the temporary disabling or adjustment of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling or adjustment of Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.
4. Delegation of Responsibility	The district shall make every effort to ensure that this resource is used responsibly by students and staff.
24 P.S. Sec. 4604	The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.
	Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.
	Student user agreements shall also be signed by a parent/guardian.
	Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The district shall notify parents/guardians about the district's Internet, computers and network resources, and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district shall encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the district's Internet, computers and network resources.

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

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

20 U.S.C.
Sec. 6777
47 U.S.C.
Sec. 254
47 CFR
Sec. 54.520

47 U.S.C.
Sec. 254

SC 1303.1-A
Pol. 249

5. Guidelines

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

47 U.S.C.
Sec. 254
47 CFR
Sec. 54.520

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policies, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

SC 1303.1-A
Pol. 249

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

Pol. 237

7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.

Pol. 814

8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, district computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

17 U.S.C.
Sec. 101 et seq
Pol. 814

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences For Inappropriate Use

24 P.S.
Sec. 4604

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Pol. 218, 233, 317

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

References:

School Code – 24 P.S. Sec. 1303.1-A

PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256

Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777

Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254

Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520

Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814

ABINGTON HEIGHTS SCHOOL DISTRICT

SECTION: PUPILS
 TITLE: HOMELESS STUDENTS
 ADOPTED: August 21, 2013
 REVISED:

<p>1. Authority SC 1306 Title 22 Sec. 11.18 42 U.S.C. Sec. 11431 et seq</p> <p>2. Definitions 42 U.S.C. Sec. 11434a</p>	<p style="text-align: center;">251. HOMELESS STUDENTS</p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.</p> <p>Homeless students are defined as individuals lacking a fixed, regular and adequate nighttime residence, which include the following conditions:</p> <ol style="list-style-type: none"> 1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason. 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations. 3. Living in emergency, transitional or domestic violence shelters. 4. Abandoned in hospitals. 5. Awaiting foster care placement. 6. Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as a primary nighttime residence. 7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings. 8. Living as migratory children in conditions described in previous examples.
--	--

251. HOMELESS STUDENTS - Pg. 2

<p>3. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432</p> <p>4. Guidelines</p> <p>42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432</p>	<p>9. Living as run-away children, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.</p> <p>10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.</p> <p>School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.</p> <p>The Board designates the Assistant Superintendent to serve as the district's liaison for homeless students and families.</p> <p>The district's liaison shall coordinate with:</p> <ol style="list-style-type: none"> 1. Local service agencies that provide services to homeless children and youth and families. 2. Other school districts on issues of records transfer and transportation. 3. State and local housing agencies responsible for comprehensive housing affordability strategies. <p>The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.</p> <p>Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.</p> <p><u>Enrollment/Placement</u></p> <p>To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.</p>
--	---

251. HOMELESS STUDENTS - Pg. 3

<p>42 U.S.C. Sec. 11432 Pol. 200, 201, 203, 204, 209, 216</p>	<p>The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.</p> <p>If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.</p> <p>If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.</p> <p><u>Services</u></p>
<p>SC 1306 42 U.S.C. Sec. 11432</p>	<p>Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.</p> <p><u>Transportation</u></p>
<p>SC 1306 42 U.S.C. Sec. 11432</p>	<p>The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.</p>
<p>42 U.S.C. Sec. 11432</p>	<p>If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1306</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 403.1</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6301 et seq.</p> <p>Education For Homeless Children – 42 U.S.C. Sec. 11431 et seq.</p> <p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Guidelines for Enrollment of Homeless Children – Federal Register, 67 Fed. Reg. 10698</p> <p>PA Education for Homeless Children and Youth State Plan</p> <p>Board Policy – 000, 200, 201, 203, 204, 209, 216, 810</p>
--	--

