

Spring-Ford Area School District



High School Student and Parent Handbook 2016 - 2017

9th Grade Center • 10-12 Grade Center

Spring-Ford Area Senior High School

"A Commitment to Excellence in Education"

10-12 Center

350 S. Lewis Road

Royersford, PA 19468-2797

www.spring-ford.net

9th Grade Center

400 S. Lewis Road

Royersford, PA 19468-2706

www.spring-ford.net

Important Telephone Numbers

10-12 Center 610-705-6001

To report an absence for Grades 10-12 (call by 8:30 a.m.)
610-705-6001, press option 4

9th Grade Center 610-705-6011

To report an absence for Grade 9 (call by 8:30 a.m.)
610-705-6011, press option 4

Special Message Alert Hotline 610-705-6100

Strategic Plan Goals

Spring-Ford Area School District continues to be committed to ensure the continual improvement of both our educational program and our schools.

Spring-Ford Area School District ascribes to be the district that every parent would choose as their child's educational provider and will strive to ensure all programs are educational relevant, focused on achievement and have a priority on people.

Spring-Ford Area School District Mission and Vision Statement

Superintendent's Message

Dear Students and Parents:

It is my pleasure to welcome you back for the 2016-2017 school year. The Spring-Ford Area School District is dedicated to providing a safe and enriching learning environment, one in which each and every student is encouraged to achieve academic excellence and to become a life-long learner.

One key to a child's academic success is for the school, student and parent to maintain open and effective communication. With this in mind, I suggest you become familiar with the policies, procedures, rules, and regulations included within these pages as they contribute to creating a positive and safe learning environment for our students.

However, it is possible that this handbook may not resolve all situations that may arise during the course of the school year. Should you have a concern not adequately or clearly addressed within these pages, you may contact your child's principal, counselor, or teacher.

Best wishes for a productive and rewarding school year.

Sincerely,

David R. Goodin, D.Ed.
Superintendent of Schools

Message from the Principal of 10-12 Center

It is the desire and intent of school personnel to provide a sound, high-quality education under optimum conditions for all Spring-Ford Area School District students. This handbook provides information and guidelines for which each student should assume responsibility. Enlightened awareness and exemplary compliance will enhance his or her own education as well as that of other pupils. Please help us to ensure an orderly atmosphere that is conducive to learning.

The standards and expectations are high, but we believe that to be the aspiration of the great majority of students and their families in the Spring-Ford community.

Patrick J. Nugent, Ed.D.
Principal, 10-12 Grade Center

Message from the Principal of 9th Grade Center

Dear Parents and Students of the Graduating Class of 2020:

As students embark on their journey through high school, it is our goal to expose students to the most rigorous programs the Spring-Ford High School has to offer. The staff takes pride in all the programs and services offered here in the 9th Grade Center. The curriculum and instruction delivered by our teachers require students to think, problem-solve, interact with technology, and work collaboratively with others. We believe that the students' first involvement in high school is crucial to the development of their success as they acquire the knowledge and the skills required for college or competitive employment in the workplace.

The handbook provides information and guidelines detailing programs and policies of the Spring-Ford High School. The handbook is a valuable resource for you and your son or daughter so that you may become aware of the policies, rules, guidelines, and expectations.

We are excited about our freshmen students entering their first year in high school and want to make this year memorable and positive. The success of our freshmen student body is a team effort and requires us to work in concert with families and community groups to ensure students develop the fundamental knowledge and skills to move forward in their high school experience. Please feel free to call us with any questions, concerns, or ideas.

Theresa M. Weidenbaugh, Ed.D.
9th Grade Center Principal

Table of Contents

General Information

Administration	
9th Grade Center	5
10-12 Center	5
Chapter 4	9
District Policy Handbook Available for Review	1
Goal Statement	9
Message from the Principal	2
Message from the Superintendent	2
Non-Discrimination under Title IX and Section 504	1
Philosophy of Spring-Ford High School	9
Schedules	7-8
School Calendar 2016-2017	6
Strategic Plan Goals	1
Working Papers	9
Vision and Mission	1

Academic Information

Additional Plagiarism Guidelines	13
Advanced Placement (AP) Courses/Tests	10
Final Exams	11
Advanced Placement Final Exam Exemption	11
Senior Final Exam Exemption	11
Grading	9
Grading Guidelines	11
Graduating with Honors	11
Honor Roll	11
Homework	10
Midterm Exams	11
Online Grades	9
Progress Reports	10
Senior Academic Recognition Banquet	12
SchoolFusion	20
SFASD Annual Public Notice of Special Education Programs and Services and Gifted Education Programs	14
Shop, Art, Etc. Fees	13
Standards For Assignments	10
Summer School	12
<i>Related Board Policies:</i>	
<i>Curriculum Review By Parents And Students</i>	13
<i>Classroom Visitation</i>	13
<i>Opening Exercises/Flag Displays</i>	13
<i>Plagiarism</i>	12

Attendance

18-Year Old Students Signing Absentee Excuses	18
Additional School Attendance Regulations	16
Excused Absences	17
Reporting All Absences	16
Unexcused Absences	17
Adult-Sponsored Tours and Trips	16
After School Detention (For Lateness)	18
Early Dismissal	19
Emergency Closings	19
Skylert Parent Contact System	19
Notification Of Parents Of Accumulated Unexcused (Sections From Law)	17

Tardy	18
Time Allotments	18
<i>Board Policies:</i>	
<i>Attendance</i>	15
<i>Eligibility of Nonresident Students</i>	21
<i>Enrollment of Students</i>	20

Student Discipline

Guidelines for Penalties for Accumulated Demerits	25
Guidelines Regarding Drug Abuse	34
Additional School Guidelines: Resolution #97-4	39
Cooperation with Local Authorities	27
Demerit System - High School	23
Discipline Committee Meeting	27
Guidelines for Use of Electronic Devices	28
Hall Regulations	29
Right of Appeal	25
Saturday Suspension/Detention Alternative	27
Sound Reproduction Devices	28
Students Placed In Alternative Education	27
Violation of Electronic Devices Policy	29
<i>Board Policies</i>	
<i>Anti-Discrimination and Harassment</i>	35
<i>Bullying and Cyber Bullying</i>	38
<i>Dress And Grooming</i>	29
<i>Drug Abuse</i>	32
<i>Electronic Devices</i>	28
<i>Hazing</i>	34
<i>Sexual Harassment</i>	35
<i>Standards for Persistently Dangerous Schools</i>	40
<i>Standards for Victims of Violent Crimes</i>	41
<i>Student Discipline</i>	22
<i>Student Expression</i>	29
<i>Suspension And Expulsion</i>	26
<i>Terroristic Threats/Acts</i>	32
<i>Tobacco Use</i>	38
<i>Weapons</i>	32

Guidance/Student Services

Address Change/Withdrawal	45
College Applications/Transcript Requests	44
Counselor Assignments	42
Dual Enrollment	42
Educational Records	45
Future Planning Center	45
Graduation Requirements	42
Keystone Exam Requirements	43
Required Course Load	42
Scholarships	45
Senior Graduation Fee	42
Notice Of Rights Under Family Educational Rights And Privacy Act ("FERPA")	46
Western Montgomery Career and Technical Center	44
<i>Board Policies:</i>	
<i>Child Custody/Parental Rights</i>	45
<i>Graduation Requirements</i>	43

Health

Additional School Guidelines (Exclusion from School).....	53
AIDS Instruction	53
CHIP (Children’s Health Insurance Program).....	53
Health Services.....	48
Student Wellness.....	48

Board Policies:

<i>Communicable Diseases and Immunization</i>	51
<i>Exclusion from School: Communicable and Non-Communicable Diseases</i>	52
<i>Health Examinations/Screenings</i>	48
<i>Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors</i>	50
<i>Student Accident Insurance</i>	53

Programs/Activities

Assemblies.....	58
Cafeteria And Lunch Periods.....	53
Competitive Food Sales	55
Daily Cafeteria Service	54
Field Trip Lunches	55
Forgotten Lunch Money/Negative Balance	54
Free and Reduced Priced Meals.....	54
Non-Sufficient Funds Check Policy.....	55
Payment Guidelines	54

Dances	58
--------------	----

Extracurricular.....	59
----------------------	----

Athletic Awards	61
Band	60
Class Officers	59
Conflicts	60
Eligibility For Athletics/Extra-curricular Activities.....	61
National Honor Society.....	59
PAC-10 Code Of Conduct.....	60
School Publications.....	59
Student Council.....	59

Media Center	55
--------------------	----

Student Assistance Program (SAP)	55
--	----

Board Policy:

<i>Public Attendance At School Events</i>	62
<i>Student Activity Fee</i>	60

School Procedures

Acceptable Network Behavior Agreement 2016-2017.....	58
Use of the Electronic Communications Systems.....	57
Chaperone Guidelines for Educational Trips	68
Community Volunteers	69
Confidentiality	65
Crisis Intervention Plan	63
Field Trip Medication Guidelines.....	69
General Evacuations/Fire Drills	63
Grounds And Building.....	62
Lock Down Drills.....	63
Lockers	63
Student Complaint Process.....	64
Valuables/Money	64
Visitors.....	65

Board Policies:

<i>Anonymous Communications</i>	65
---------------------------------------	----

<i>Use Of School Grounds And Playgrounds</i>	70
<i>Field Trips/Educational Trips</i>	65
<i>Overnight/Foreign Travel</i>	66
<i>Searches</i>	63
<i>Staff-Student Communication/Relations</i>	56

Transportation

Additional Transportation Guidelines	73
--	----

Bus Schedule Changes	73
----------------------------	----

Auto Regulations	74
------------------------	----

Bus Incident Report Form	75
--------------------------------	----

Consequences for Improper Bus Conduct.....	73
--	----

Extracurricular Buses	77
-----------------------------	----

K-12 Bus Regulations.....	72
---------------------------	----

Traffic Rules	74
---------------------	----

Board Policies

<i>Transportation</i>	70
-----------------------------	----

<i>Video Monitors</i>	73
-----------------------------	----

Additional Information

Board of School Directors	76
---------------------------------	----

Spring-Ford Area School District Directory.....	77
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Spring-Ford High School: 10-12 Center Personnel

Administration/Secretarial

Patrick J. Nugent, Ed.D. High School Principal
Cheryl Heiser, Administrative Assistant 610-705-6022
Kathy Savage, Clerical Assistant/Receptionist 610-705-6020
Lorraine Moyer, Attendance Clerk..... 610-705-6001, ext. 2526
Mickey McDaniel Director of Athletics
Paula Weiss, Secretary 610-705-6030
David Krakower..... Supervisor of Special Education
Julie Signorovitch, Administrative Assistant 610-705-6212
TBD..... College Career Coordinator
Tricia Falco College Career Coordinator
William Bryfogle, Jr..... School Police Officer
Gwendolyn Phillips..... School Police Officer
Jason Corropolese School Resource Officer

10th Grade House Personnel

Elaine M. Ruppert..... 10th Grade House Principal
Wendy Mason, Secretary..... 610-705-6001, ext. 2590
TBD..... Guidance Counselor, A to K
Tanya Chambers..... Guidance Counselor, L to Z
Diane Connors, Guidance Secretary 610-705-6028

11th Grade House Personnel

Robert M. Colyer, Ed.D. 11th Grade House Principal
Katy Lampmann, Secretary 610-705-6011, ext. 2591
Keith Cetera, Ed.D..... Guidance Counselor, A to K
Denise Johnston Guidance Counselor, L to Z
Charlene Krause, Guidance Secretary 610-705-6011, ext. 2593

12th Grade House Personnel

Jeffrey A. Kollar, Ed.D. 12th Grade House Principal
Brandy Kershaw, Secretary 610-705-6053
Heather Steinmetz..... Guidance Counselor, A to K
Michael Rhodes Guidance Counselor, L to Z
Dorothea Gallagher, Guidance Secretary 610-705-6039

Spring-Ford High School: 9th Grade Center

Personnel

Administration/Secretarial

Theresa M. Weidenbaugh, Ed.D. 9th Grade Principal
Marion Pergine, Administrative Assistant..... 610-705-6011
David Krakower..... Supervisor of Special Education
Julie Signorovitch, Administrative Assistant 610-705-6212
TBD..... College Career Coordinator
Tricia Falco College Career Coordinator
William Bryfogle, Jr..... School Police Officer
Gwendolyn Phillips..... School Police Officer
Jason Corropolese School Resource Officer

9th Grade House Personnel

Douglas K. Reigner..... 9th Grade House Principal
Connie Henry, Secretary 610-705-6027
Brad Murlless..... Guidance Counselor, A to K
Kristin Beideman Guidance Counselor, L to Z
Tacy Valenteen, Guidance Secretary..... 610-705-6060

Contact Information

To leave a voice mail message for a staff member at the 10-12 Center or 9th Grade Center, please dial 610-705-6001 or 610-705-6011 and press “9” to access the names directory. You will be prompted to enter the first four or five letters of the person’s last name that you wish to contact.

If you would like to send an e-mail message to a staff member, please go to www.spring-ford.net. On the top navigation bar, click “Schools”. From the drop down, click “Senior High”. On the left navigation bar, click “Staff Directory” to access the list of staff members in the 9th Grade Center and 10-12 Center.

School Calendar 2016-2017 *(Dates subject to change)*

August 2016

- 23-25 Staff In-Service K-12
- 25 Marching Band Parent Preview Night, 6 PM
- 29 1st Student Day

September 2016

- 2 No School for Students
- 5 Labor Day (no school)
- 6-8 Senior Portraits, 2:30 p.m. - 8 p.m.
- 7 Senior Parent College Planning Meeting, 7 p.m.
- 8 Sophomore Class Ring Assembly, 12:40 p.m.
- 8 Senior Josten's Assembly, 9:40 a.m.
- 10 ACT Testing, 8 a.m. - 2 p.m.
- 14 Senior Essay Writing Workshop, 2:30 p.m.
- 15 Parent Class Ring Order Night, 5 p.m. - 8 p.m.
- 15, 16, 21 Class Ring Order Days, during lunch periods
- 14 9GC Open House, 7 p.m. - 9 p.m.
- 16 9-12 Student Pictures
- 20 10-12 GC Open House, 7 p.m. - 9 p.m.
- 28 Fall College/Career Fair, 6 p.m. - 8 p.m.
- TBD Day of 100 - Unity Day

October 2016

- 1 SAT, 8 a.m. - 2 p.m.
- 3 No School for Students
- 5 Financial Aid Night, 7 p.m.
- 8 Pageantry of Sound Marching Band, 6 p.m.
- 12 Staff In-Service, No School for Students
- 17-21 Spirit Week
- 19 PSAT Testing for ALL Sophomores
- 21 Powder Puff Football Game, 6 p.m. - 9 p.m.
- 22 Homecoming Parade, 12 p.m.
- 22 Homecoming Game, 2 p.m.
- 22 Homecoming Dance, 6 p.m. - 11 p.m.
- 27 Fall Play Preview, 4 p.m.
- 28 Fall Play, 7 p.m.
- 28 9-12 Student Picture Re-takes
- 29 Fall Play, 12 p.m.
- TBD Taste of Spring-Ford, 5:30 p.m. - 8:30 p.m.

November 2016

- 8 Staff In-Service, No School for Students
- 11 Senior Class Group Portrait, 7:30 a.m.
- 16 FAFSA Completion Event, 6 p.m. - 9 p.m.
- 21-22 Parent Conferences, No School for Students
- 23 No School for Students
- 24-25 Thanksgiving Break (School Closed)
- TBD Student Blood Drive, 6 a.m. - 3 p.m.

December 2016

- 5-16 Winter Keystone Exam Window
- 7 Transition to College Program
- 10 ACT Testing, 8 a.m. - 2 p.m.
- 13 Orchestra/Band Concert, 7 p.m.
- 16 Winter Choral Concert, 7 p.m.
- 26-30 Winter Break (school closed)

January 2017

- 2 Winter Break (school closed)
- 16 Martin Luther King Jr. Day (school closed)
- 18 Sophomore Parent Night, 7 p.m.
- 21 SAT Testing, 8 a.m. - 2 p.m.
- 25 AP & Dual Credit Information Session, 6:30 p.m.

- 19-24 Mid-Term Exams (Tentative)
- 28 Indoor Color Guard Show, 5 p.m.
- TBD District Band Festival (concert evening of 29th)

February 2017

- 4 Winter Ball, 7 p.m. - 10:30 p.m.
- 10 ASVAB Testing, 7:45 a.m. - 11:45 a.m.
- 11 ACT, 8 a.m. - 2 p.m.
- 11 Winter Ball (Snow Date)
- 17 Staff In-Service, No School for Students
- 20 President's Day (school closed)
- 22 Junior Parent College Planning Presentation, 7 p.m.
- TBD Freshman/Sophomore Pre-Winter Ball Assembly

March 2017

- 2 Musical Preview, 4 p.m.
- 3-4 Spring Musical, 7 p.m. - 10 p.m.
- 8 Spring-Ford Night at MCCC
- 11 SAT, 8 a.m. - 2 p.m.
- 15 Staff In-Service, No School for Students
- 22 Spring College/Career Fair, 6 p.m. - 8 p.m.
- 27 Indoor Senior Night/Concert, 7 p.m.
- 28 Band Concert

April 2017

- 1 Indoor Percussion Show, 7 p.m. - 10 p.m.
- 6 NHS Induction Ceremony, 7 p.m.
- 8 ACT Testing, 8 a.m. - 2 p.m.
- 12-17 Spring Break
- 25 Senior Impact Awards, 6 p.m. - 9 p.m.
- 27 String Jamboree Concert, 7 p.m. - 9 p.m.
- 28 Senior Decision Day
- 29 Spring-Ford Prom, 6 p.m. - 11 p.m.
- 29 SNAP Post-Prom, 11:30 p.m. - 4 a.m.
- TBD Junior and Senior Safe Driving Assemblies

May 2017

- 1-12 AP Exams
- 1 District Jazz Festival, 7 p.m.
- 2 High School Orchestra Concert, 7 p.m.
- 12 Festival of the Arts, 6 p.m. - 8:30 p.m.
- 12 Spring Choral Concert, 7 p.m. - 9 p.m.
- 13 Festival of the Arts, 10 a.m. - 2 p.m.
- 13 High School Band Concert, 7 p.m. - 9 p.m.
- 16 Staff In-Service, No School for Students
- 15-26 Spring Keystone Exam Window
- 18 Senior Academic Recognition Banquet, 6 p.m.
- 19 SADD's Mr. Spring-Ford, 7 p.m. - 9 p.m.
- 25 Senior Commencement Awards/Scholarship Night
- 29 Memorial Day (school closed)
- TBD Senior Class Trip
- TBD Health and Wellness Fair

June 2017

- 3 SAT, 8 a.m. - 2 p.m.
- 6 Senior Athletic Recognition Banquet, 5:30 p.m.
- 7-9 Senior Final Exams (Tentative)
- 9-14 Underclass Final Exams (Tentative)
- 14 Commencement (Tentative)
- 14 Last Student Day (Tentative)
- 15 Last Day for Teachers (Tentative)
- TBD Baccalaureate, 7 p.m. - 8:30 p.m.
- TBD End of Year Music Banquet
- TBD Senior Slide Show 6 p.m. - 7:30 p.m.

REGULAR DAILY SCHEDULE (7:40 - 2:20)

First Lunch Schedule

7:40 AM	Period 1
8:28 AM	
8:33 AM	Period 2
9:21 AM	
9:28 AM	Period 3
10:14 AM	
10:14 AM	Lunch 4B (4)
10:43 AM	
10:48 AM	Period 4E (56)
11:41 AM	
11:46 AM	Period 5C (78)
12:34 PM	
12:38 PM	
1:27 PM	Period 6
1:32 PM	
2:20 PM	Period 7

Second Lunch Schedule

7:40 AM	Period 1
8:28 AM	
8:33 AM	Period 2
9:21 AM	
9:28 AM	Period 3
10:14 AM	
10:18 AM	Period 4A (45)
11:12 AM	
11:12 AM	Lunch 5B (6)
11:41 AM	
11:46 AM	Period 5C (78)
12:34 PM	
12:38 PM	
1:27 PM	Period 6
1:32 PM	
2:20 PM	Period 7

Third Lunch Schedule

7:40 AM	Period 1
8:28 AM	
8:33 AM	Period 2
9:21 AM	
9:28 AM	Period 3
10:14 AM	
10:18 AM	Period 4A (45)
11:12 AM	
11:17 AM	Period 5A (67)
12:05 PM	
12:05 PM	Lunch 5D (8)
12:34 PM	
12:38 PM	
1:27 PM	Period 6
1:32 PM	
2:20 PM	Period 7

A.M. HOMEROOM SCHEDULE (7:40 - 2:20)

First Lunch Schedule

7:40 AM	Period 1
8:20 AM	
8:25 AM	Period 2
9:04 AM	
9:08 AM	AM HOMEROOM
9:28 AM	
9:34 AM	Period 3
10:14 AM	
10:18 AM	Lunch 4B (4)
10:43 AM	
10:48 AM	Period 4E (56)
11:41 AM	
11:46 AM	Period 5C (78)
12:34 PM	
12:38 PM	
1:27 PM	Period 6
1:32 PM	
2:20 PM	Period 7

Second Lunch Schedule

7:40 AM	Period 1
8:20 AM	
8:25 AM	Period 2
9:04 AM	
9:08 AM	AM HOMEROOM
9:28 AM	
9:34 AM	Period 3
10:14 AM	
10:18 AM	Period 4A (45)
11:12 AM	
11:12 AM	Lunch 5B (6)
11:41 AM	
11:46 AM	Period 5C (78)
12:34 PM	
12:38 PM	
1:27 PM	Period 6
1:32 PM	
2:20 PM	Period 7

Third Lunch Schedule

7:40 AM	Period 1
8:20 AM	
8:25 AM	Period 2
9:04 AM	
9:08 AM	AM HOMEROOM
9:28 AM	
9:34 AM	Period 3
10:14 AM	
10:18 AM	Period 4A (45)
11:12 AM	
11:17 AM	Period 5A (67)
12:05 PM	
12:05 PM	Lunch 5D (8)
12:34 PM	
12:38 PM	
1:27 PM	Period 6
1:32 PM	
2:20 PM	Period 7

P.M. HOMEROOM SCHEDULE (7:40 - 2:20)

First Lunch Schedule

7:40 AM	Period 1
8:28 AM	
8:33 AM	Period 2
9:21 AM	
9:26 AM	Period 3
10:14 AM	
10:19 AM	Lunch 4B (4)
10:43 AM	
10:48 AM	Period 4E (5/6)
11:41 AM	
11:46 AM	Period 5C (7/8)
12:34 PM	
12:39 PM	Period 6
1:15 PM	
1:20 PM	PM HOMEROOM
1:40 PM	
1:45 PM	Period 7
2:20 PM	

Second Lunch Schedule

7:40 AM	Period 1
8:28 AM	
8:33 AM	Period 2
9:21 AM	
9:26 AM	Period 3
10:14 AM	
10:19 AM	Period 4A (4/5)
11:12 AM	
11:12 AM	Lunch 5B (6)
11:41 AM	
11:46 AM	Period 5C (7/8)
12:34 PM	
12:39 PM	Period 6
1:15 PM	
1:20 PM	PM HOMEROOM
1:40 PM	
1:45 PM	Period 7
2:20 PM	

Third Lunch Schedule

7:40 AM	Period 1
8:28 AM	
8:33 AM	Period 2
9:21 AM	
9:26 AM	Period 3
10:14 AM	
10:19 AM	Period 4A (4/5)
11:12 AM	
11:17 AM	Period 5A (6/7)
12:05 PM	
12:05 PM	Lunch 5D (8)
12:34 PM	
12:39 PM	Period 6
1:15 PM	
1:20 PM	PM HOMEROOM
1:40 PM	
1:45 PM	Period 7
2:20 PM	

TWO HOUR DELAY SCHEDULE (9:40 - 2:20)

First Lunch Schedule

9:40 AM	Period 1
10:11 AM	
10:16 AM	Period 2
10:47 AM	
10:52 AM	Period 3
11:23 AM	
11:28 AM	Lunch 4B (4)
11:58 AM	
12:03 AM	Period 4E
12:34 PM	
12:39 PM	Period 5C
1:10 PM	
1:15 PM	Period 6
1:46 PM	
1:51 PM	Period 7
2:20 PM	

Second Lunch Schedule

9:40 AM	Period 1
10:11 AM	
10:16 AM	Period 2
10:47 AM	
10:52 AM	Period 3
11:23 AM	
11:28 AM	Period 4A
11:58 PM	
12:03 PM	Lunch 5B (6)
12:34 PM	
12:39 PM	Period 5C
1:10 PM	
1:15 PM	Period 6
1:46 PM	
1:51 PM	Period 7
2:20 PM	

Third Lunch Schedule

9:40 AM	Period 1
10:11 AM	
10:16 AM	Period 2
10:47 AM	
10:52 AM	Period 3
11:23 AM	
11:28 AM	Period 4A
11:58 PM	
12:03 PM	Period 5A
12:34 PM	
12:39 PM	Lunch 5D (8)
1:10 PM	
1:15 PM	Period 6
1:46 PM	
1:51 PM	Period 7
2:20 PM	

Philosophy of Spring-Ford Area Senior High School

Spring-Ford Area Senior High School's philosophy is based on the premise that all students should be provided with opportunities to acquire the knowledge and develop the skills essential to survive and prosper in a changing world. The school encourages students to recognize both their needs and abilities and to develop appropriate skills guided by the expertise of the professional staff. The school has a duty to educate and to motivate students in developing their inherent potential for effective use in higher education, vocations, and vocational interests.

Spring-Ford also has an obligation to awaken all students to their responsibilities to society and to develop concerned and functioning citizens who will base judgments on sound, critical standards, who will make logical decisions, and who will shape their society with enthusiasm, and with discretion. The school encourages all students to develop self-confidence and value themselves as individuals, knowing that a positive self-image is the foundation of responsible citizenship and humane acceptance of those who differ in their cultural heritage.

Finally, the school endeavors to create an environment in which the goals of quality education can be attained for the benefit of the students it educates and the community it serves.

Goal Statement

The philosophy of Spring-Ford Area Senior High School is detailed in the following goals. It is the school's intention that all members of the student body:

1. Continue the development of essential learning.
2. Select academic challenges, choose co-curricular activities, and examine vocational opportunities which best meet their individual needs and interests.
3. Develop attitudes and values which promote self-discipline and responsible citizenship.
4. Develop the self-confidence and self-esteem necessary for independent thought and action.
5. Recognize their potential and strive to achieve it.
6. Understand their democratic heritage with its balance of privilege, duty, and responsibility.
7. Acquire good health and safety practices conducive to their well-being.
8. Study and learn in a safe, supportive, and pleasant school environment.

Chapter 4

Chapter 4 is a regulation from the Pennsylvania Department of Education which defines curriculum, academic standards and assessment. The purpose is to facilitate the improvement of student achievement and to provide parents and the community with a measure by which school performance can be determined. Spring-Ford Area School District adheres to Chapter 4 regulations in planning and implementing curriculum and instruction.

Working Papers

Working Papers can be picked up and will be issued at both the 9th Grade Center, 400 South Lewis Road, and the 10-12 Center, 350 South Lewis Road, during the hours of 8 a.m. to 3:30 p.m. unless school is closed for holidays or for inclement weather. Summer hours vary so please call ahead first.

Parent or legal guardian of the student must stop by the main office of the appropriate grade level office to complete a working paper application form for those students, 14 through 17 years of age, living in the Spring-Ford Area School District. Students who are residents of the Spring-Ford Area School District who are attending Spring-Ford schools OR students attending a private or parochial school - all must show a birth certificate, passport, baptismal certificate, or student driver's license at this time.

A permit is immediately issued. The student must sign the permit in the presence of the deputy issuing the permit.

Grading

Marking System

The faculty makes every effort to mark fairly and accurately. The numerical scale is listed below:

A:	90 to 100	Excellent
B:	80 to 89	Good
C:	70 to 79	Average
D:	65 to 69	Below Average
F:	Below 65	Failure

Both the mid-term and final exam will be 10% each of the total yearly grade. The importance of this grade should not be underestimated. Report cards and guidance transcripts are the only official reporting documents.

Online Grades

Online grades allows greater parent and student access to attendance, assignments and grades.

- **Availability:** Parents and students can each sign on to Skyward to view student attendance, upcoming assignments, and individual grades. When a parent is signed on, the parent will be able to choose information about their child(ren). When a student is signed on, the student can view his or her information only.

- **Username/Passwords:** A username and password will be provided in written form to all parents and students at the beginning of the school year. Both parents and students are encouraged to change the password received to a password of their own choice. Passwords will not be reset via phone call, letter or e-mail. Anyone who needs a password reset must visit the school office and present identification.
- **How:** Visit the Spring-Ford Area School District website at www.spring-ford.net and click on the link for Skyward. Enter your username and password in the appropriate boxes.
- **When:** Parents and students are encouraged to sign on to check assignments and grades as frequently as possible all marking period long throughout the school year. The more you sign on, the better informed you will be about the student's progress.
- **What To Expect:** Assignments and assessments will vary from teacher to teacher and course to course. It is not expected that all teachers will post their assignments and grades with the same speed and frequency. However, Spring-Ford teacher's in grades 2-12 will keep an up-to-date electronic grade book. Assignments will use adequate descriptors and dates specially designed to impart that knowledge to student and parent readers. Current assessments will be entered in a timely manner.
- **What To Do:** When questions arise with respect to assignments and assessments, parents are encouraged to communicate with the teacher. One communication tool is through e-mail. The teacher's e-mail address appears on the progress report screen.

Progress Reports Provided

Written progress reports are no longer provided. Parents can assess a student's progress by accessing grades online. Parents are encouraged to contact the classroom teacher if additional information is required.

Standards For Assignments

All students are expected to submit quality work. Every job is a self portrait of those who did it. Autograph your work with quality. To that end, the following expectations apply to anything handed in:

- Place name, date, assignment, and class period in the upper right hand corner;
- Work cannot be on a torn sheet of paper; and
- Handwriting must be legible with no graffiti or other printings.

Homework

Contained in Spring-Ford Area School District Board Policy 130

Homework reinforces that which is learned in school. Homework shall be assigned regularly to promote achievement, establish good work habits, and instill self-discipline. Assignments given as homework shall vary in complexity with the maturity and ability of the pupil. Parents have critical roles in making homework a meaningful part of the total instructional program.

1. Goals of Homework

The goals of homework are:

- To improve and reinforce basic skills through additional practice
- To provide review and practice of skills learned in class
- To increase knowledge and understanding of content and concepts introduced in class
- To prepare for classroom instruction
- To improve self-discipline and independent work habits
- To nurture and reinforce good study skills
- To enhance home/school communication

2. Student's Responsibility

The role of the student includes the following expectations and activities:

- Make sure he/she understands the assignment - its purpose, when it is due, how it should be done.
- Be diligent in submitting assignments on time with an effort to turn in work that is neat, accurate, and complete.

High School Expectations

- High school students should expect two hours of homework daily.
- In cases where a student is absent for three or more days, the guidance office may be contacted for assistance. In cases where the student knows in advance that he/she will be absent for medical or other reasons, it is the student's responsibility to see his/her teachers ahead of time to obtain the assignments which will be missed, and if applicable submit an Educational Trip Form.

Advanced Placement (AP) Courses/Tests

Students who desire to register for AP classes must complete an application in the guidance department. Students who take the AP exams will do so, then resume their regular schedule that day. Students are expected to attend their regularly scheduled classes after testing time.

Midterm Exams

Several days will be set aside at the end of the second marking period for the purpose of administering mid-term examinations. Each student will be required to take an examination in all major subject areas. During mid-term examination days, students may be required to report to school only when scheduled for an examination, and may leave when the examination period is over. However, bus transportation will be on a regular schedule; no modifications will be made. Students who lack transportation must remain at school and will be required to report to a designated supervised study area. Students are required to take the mid-term examination at the designated time. The mid-term exam schedule is reviewed yearly and is subject to change.

Final Exams

Several days will be set aside at the close of the school year for the purpose of administering final examinations. No extracurricular or school-related activities shall be scheduled during this week.

Each student will be required to take an examination in all major subject areas. During final examination days, students may be required to report to school only when scheduled for an examination, and may leave when the examination period is over. However, bus transportation will be on a regular schedule; no modifications will be made. Students who lack transportation must remain at school and will be required to report to a designated supervised study area. Students are required to take the final examination at the designated time. The final exam schedule is reviewed yearly and is subject to change.

Senior Final Exam Exemption

Senior students and students enrolled in AP courses will have the opportunity to be exempt from taking a final exam in a course if they meet the following criteria:

- Seniors only, with the exception of students enrolled in advanced placement courses;
- 90% or better grades in all four marking periods throughout the academic year in that subject; and
- Mid-term grade must also be 90% or better.
- Student must approach teacher with a request for an exemption. If an exemption is not approved in advance by the teacher, the student is expected to take the final exam at the scheduled time. Student must complete an exam exemption form containing parent and teacher approval.

Advanced Placement Final Exam Exemption

Students who earn an 80% or higher grade point average in all four marking periods of an AP class will be exempt from the final exam if they take the AP exam. Midterm exam grade must also be 80% or higher. This means that if on the last day of class the cumulative grade of a student who took the AP exam drops to 79.9%, that student would need to take the final exam, which would count for 10% of his/her class grade.

A student who qualifies for a final exam exemption in a particular course may still choose to take the final if he or she would like the opportunity to possibly improve the Final Average grade for that course.

Grading Guidelines - Spring-Ford Area High School

GPA and class rank will be computed using final grades from ALL courses, including minor courses (up to 7 credits). If over 7 credits, second semester dual-credit courses will not be computed in GPA and class rank.

AP Courses AND Honors courses will be weighted if the student achieves a 70% or above in the course.

The term “**weighted grade**” is used to describe the process of assigning additional strength or numerical value to a grade a student earns in certain courses designated as “weighted” courses. Designated weighted courses will be given the following added value: 7% for AP courses and 5% for honors courses.

Courses designated as “**weighted courses**” (i.e. AP and Honors) will be more rigorous, require prerequisites, and are more demanding than college preparatory courses. These classes will stress analytical skills and higher-order thinking. Students should expect to spend more time on homework in these courses.

Advanced Placement Courses are the most demanding courses. AP courses cover information, skills, and assignments found in corresponding college courses. These types of courses require extensive reading with multiple texts. They are research-based, requiring several projects. There is an external assessment instrument and curriculum to follow. Tests will include essay and objective parts. Multiple assessment instruments would include problem-solving activities. Daily assignments are very detailed and in-depth while exams include essay portions. Placement in any AP course will be contingent upon application. College policies vary regarding credit for AP courses. Students are advised to consult college representatives for specific information.

Honor Roll

Each marking period, a student may earn a designation of “Honor Roll” or “Distinguished Honor Roll” on his or her report card.

To be placed on the Honor Roll, a student must earn a ninety percent (90%) or above grade point average with all grades of A, ninety percent (90%), or B, eighty percent (80%), in all major and minor subjects. To be placed on the Distinguished Honor Roll, a student must earn a ninety-five percent (95%) or above grade point average with all As, ninety percent (90%), in major subjects and must not have more than one (1) B, eighty percent (80%), in his/her minor subjects.

Weighting is not used in calculating honor roll for each marking period.

Graduating with Honors

Upon completion of four years of high school, a student may earn an “Honors” or “Distinguished Honors” designation as he or she graduates. To graduate with Honors, a student must have a minimum weighted grade point average of 90%. To graduate with Distinguished Honors, a student must have a minimum weighted grade point average of 95%.

Senior Academic Recognition Banquet

Seniors who have earned a cumulative average of 95% or above at the end of the third marking period of his/her senior year will be invited to the Academic Recognition Banquet. Student averages are not rounded to 95%.

Summer School

Spring-Ford Senior High may operate an on-line summer school program. Coursework may be completed by students at home or anywhere they have Internet access and exams will be taken at the high school. Course offerings may include English, Algebra, Basic Math Applications, Geometry, Applied Science, Biology, Earth Science, Government, and U.S. History. Offerings may be added or deleted depending on enrollment and/or availability of certified teachers.

Summer school is open to only those students who have failed a subject. The enrollment criteria follows:

1. A student must have earned a 60% or better in a subject in order to enroll.
2. A student must have been absent less than 25 total days during the school year in order to enroll.
3. A student who fails a course which would be a prerequisite to another may not take that course in summer school no matter what grade they have earned.

Exceptions to the above may be made with written recommendation of the classroom teacher and department head. Final approval for exceptions will be made by the principal.

Plagiarism

Spring-Ford Area School District Board Policy 243

The Board recognized its responsibility to protect the original ideas and statements of those who provide materials for school use. This policy is meant to uphold standards of academic integrity and to help students develop intellectually, creatively and ethically.

Plagiarism, the theft of intellectual property, is the use of and representation of another person’s ideas or words as your own. This definition applies to ideas or words taken without proper acknowledgement from any published source, from any site on the Internet, or from work completed by another student. This includes copying word for word without correctly documenting the source, paraphrasing someone else’s work without giving credit, or submitting someone else’s work as your own. It also includes cutting and pasting from any Internet site.

Plagiarism may take several forms, including the following:

1. Copying word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases.
2. Paraphrasing ideas from any outside source without proper acknowledgement.
3. Submitting in whole or in part a paper written by another student.
4. Allowing one’s essay, assignment, or test answers to be copied by another student.
5. Other - Students are not to submit in whole or in part an assignment written for another course.

The Board will not assume responsibility for any act of plagiarism by students. To avoid any inference of plagiarism, students should acknowledge any work that is not their own (i.e. language, ideas, diagrams, charts, art, music, computer software, video, etc., which are not original must be documented). The School Board, recognizing that plagiarism is theft of intellectual property, commits to encouraging strict academic integrity and to helping students develop ethically by adopting the following plagiarism policy.

A student may be suspected of plagiarism whenever his/her writing closely resembles another piece of writing familiar to the reader or when ideas and sentence structure differ markedly from other materials written by the student.

In order to help students avoid plagiarism, the following action shall be instituted:

- The district shall teach developmentally appropriate lessons in research skills at all grade levels as reflected in research component of the K-12 language arts curriculum.

The district establishes the following consequences for plagiarism:

- Plagiarism which involves using phrases or lines of text without proper citation. This level of plagiarism will result in ten percent (10%) reduction of the grade (Grades 7-12).
- Plagiarism which involves using two or more paragraphs of someone else’s ideas or words without proper attribution or repeatedly paraphrasing without crediting the source. Significant portions of the paper are not the student’s own work. Students in Grades 7-8 will receive a minimum grade of “60” for the assignment. Students in Grades 9-12 will receive “0” for the assignment.
- Plagiarism (Grades 9-12) occurs if most of the work has been copied from another source. This includes turning in a paper written by someone else. The consequences include a grade of “0” for the assignment and shall result in a notation on the student’s permanent record.

Additional Plagiarism Guidelines

For questions about the correct format for documenting sources, please contact the teacher making the assignment or consult the Research Guide posted on the High School's Media Center webpage, which can be found at www.spring-ford.net.

Opening Exercises/Flag Displays

Spring-Ford Area School District Board Policy 807

The Board adopts this policy to ensure that all District schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.

A United States flag shall be displayed on or near each school building during school hours, in clement weather and at other times determined by the Board.

A United States flag shall be displayed in every classroom, gymnasium, auditorium, multipurpose rooms, media centers and all assembly rooms.

Each student shall be required to salute the flag and recite the Pledge of Allegiance or the National Anthem during opening exercises. A student may refuse to recite the Pledge of Allegiance or salute the flag based on religious conviction or personal belief.

A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises.

Opening exercises may include a period of silent prayer or meditation.

The building principal shall provide written notice to the parents/guardian of a student who refuses to salute the flag or recite the Pledge of Allegiance.

Shop and Art Fees

Students in shop and art classes will submit a fee for project materials. Those taking art as a minor (Ceramics, Studio Minor, Graphics Minor) will pay \$5; those taking art as a major (Foundations, Art II, III, IV and Studio Major) will pay \$10; Jewelry majors' fee will be \$15; \$5 print fee to all 9-12 Photography classes; and Jewelry/3D minors' fee will be \$10. Those taking shop courses (Materials Manufacturing I, Technology System I and II) will pay \$10; Students taking Materials Manufacturing II will pay the cost price for materials used in projects they construct. Students making special projects requiring more than normal expense will be responsible for purchasing materials. **New projects will not commence until financial obligations on an earlier or initial project are paid.** This is to be closely monitored by each appropriate staff member at the end of each marking period.

Curriculum Review By Parents And Students

Spring-Ford Area School District Board Policy 105.1

The Board adopts this policy to ensure that parents have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The rights granted by this policy are granted to parents of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing setting forth the specific material being sought for review.
2. The written request shall be sent to the Assistant Superintendent for Instruction.
3. The district will respond to the parent or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.

The Superintendent or designee shall annually notify parents and students regarding the contents of this policy and their rights.

Classroom Visitation

Spring-Ford Area School District Board Policy 907

The Spring-Ford Area School District recognizes the need to provide parents/guardians with reasonable access to their child's classrooms within parameters that ensure the visitations do not interfere with the educational process. In addition, there may be instances when it is necessary for other approved visitors to visit classrooms. This policy and the attached procedures establish guidelines governing classroom visits.

School buildings are school district property and their use will be limited to purposes authorized by the Board and the administration. As such, all persons other than regularly assigned pupils and school district employees who enter school buildings shall follow the visitor guidelines and report immediately to the main office.

Any unauthorized person or persons found in school buildings will be directed to the office to register as a visitor or asked to immediately leave the premises, and may be subject to prosecution for trespassing under the provisions of the laws of Pennsylvania.

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school.

1. Individuals wishing to visit any school within the district shall make arrangements through the principal's office a minimum of twenty-four (24) hours in advance. The visit shall be limited to only the specified purpose in order minimize disruptions and to protect the confidentiality of children in the classroom. Visits will be limited to no more than forty-five (45) minutes per semester per child, unless the principal approves alternative arrangements.
2. Upon arrival at the school, approved visitors shall enter the designated entrance and report to the main office where they will register and receive a visitor badge. The badge shall be displayed at all times during the visit. At the conclusion of the visit, the visitor shall sign out in the main office before leaving the building.
3. Staff members shall be expected to require visitors to display a visitor's pass, confirming they have registered at the school office and received proper authorization.
4. The classroom teacher shall have the right to terminate any classroom visitation if the visitation is affecting normal classroom procedures or causes any disruption to the instruction of the children.
5. Visitors shall refrain from interacting with staff or students or intervening with the instruction unless invited by the principal or teacher to do so.
6. If the visitation is terminated by the classroom teacher and the visitor is asked to leave, the teacher shall immediately notify the principal's office.
7. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.
8. Visitors who arrange for a classroom visitation shall be given instructions in written form (or, if the visitor is visually impaired, the instructions will be presented verbally). Visitors shall be required to sign and date a statement verifying they have received, understand, and agree to follow the Classroom Visitation Procedures and Confidentiality Guidelines. Visitors shall not be permitted to visit the classroom until they sign the verification statement.

SFASD Annual Public Notice of Special Education Programs and Services and Gifted Education Programs

I. Individuals With Disabilities Education Act (IDEA)

Spring-Ford Area School District is required by the Individuals with Disabilities Education Act (IDEA) to provide a free, appropriate, public education (FAPE) to "children with disabilities." Pursuant to the IDEA, students are considered to be children with disabilities if they need special education and related services and have one or more of the following physical or mental disabilities:

- Autism, including pervasive developmental disorders
- Deafness, hearing Impairment including Deafness
- Blindness, visual Impairment including Blindness
- Emotional Disturbance
- Intellectually Disabled
- Multiple Disabilities
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Orthopedic Impairment
- Other Health Impairment

The IDEA further requires the provision of FAPE to children with disabilities between the age of three and the school district's age of beginners known as "eligible young children." The Montgomery County Intermediate Unit (MCIU) provides early intervention services and programs to eligible young children located within the Spring-Ford Area School District. Eligible young children are afforded the same rights as school age children including screening, evaluation and an appropriate program and services. Information regarding potential signs of developmental delays and other risk factors that could indicate disabilities can be found on the MCIU website at www.mciu.org or by calling 610-755-9400 .

II. Services for Protected Handicapped Students

Spring-Ford Area School District must provide services to and may not discriminate against "protected handicapped students" in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Protected handicapped students may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

III. Gifted Education

In Pennsylvania, school age students qualify to receive specially designed instruction when they have been identified as "mentally gifted." A student is mentally gifted when he or she has outstanding intellectual and creative ability that requires specially designed programs or support services not ordinarily provided in the regular education program. Spring-Ford Area School District will determine whether a student is mentally gifted based upon multiple criteria, including IQ score, which indicate gifted ability. The determination of gifted ability will not be based on IQ score alone.

IV. Screening and Evaluation

Spring-Ford Area School District uses procedures to help identify children who may qualify for services, including parent/teacher referrals, review of student records and screening for hearing, vision and speech and language problems. If you believe that your child may be eligible for special education and related services or gifted education, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program.

Requests for screening and evaluation may be made in writing to your child's building principal or to: Spring-Ford Area School District, Office of the Assistant Superintendent, 857 South Lewis Road, Royersford, PA 19468. Requests for screening and evaluation will be kept confidential. If you believe that your child may qualify for early intervention services, you may contact the MCIU directly at 610-755-9400 .

Attendance

Spring-Ford Area School District Board Policy 204

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal/assistant principal may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.

Students are expected to be in school, on time. The Board considers the following conditions to constitute reasonable cause for absence or lateness from school:

1. Illness.
2. Quarantine.
3. Injury.
4. Required court attendance.
5. Death in family.
6. Family emergency.
7. Family educational travel with prior approval.
8. Other excused absences if approved by district office.

A written excuse note signed by the parent, legal guardian or attending physician is required upon the student's return to school. Failure to submit a written excuse signed by the parent, legal guardian or attending physician within three (3) school days of the student's return to school will be recorded as an unexcused and/or unlawful absence. Messages left on the district absentee hot line are not accepted in place of the written excuse note.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

All absences from school for religious holidays or for religious instruction shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, driver examination and/or family emergency.

The Superintendent of Schools or the Superintendent's designee(s) shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
4. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

The Superintendent or designee shall develop procedures for the attendance of students which:

1. Ensure a school session that conforms with requirements of state regulations.
2. Govern the keeping of attendance records in accordance with state statutes.
3. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules.
4. Identify the chronic truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
5. Ensure that students legally absent have an opportunity to make up work. As a general practice and upon return from an excused absence, students will be allotted two (2) days to make up academic work for each day absent (this does not apply to long term assignments of which students were already aware).
6. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

When either of the following conditions exist, the school principal shall require a physician's excuse for each period of absence:

1. A persistent, systematic pattern of absence has been established (i.e. every Monday, or once each week).
2. More than ten (10) days of absence has been accumulated during the current school year.

An absence or period of absence shall be deemed unexcused if a physician's statement is not submitted as required under the provisions of this policy.

If a student has been absent three (3) days or the equivalent, without lawful written excuse, signed by the parent/legal guardian or attending physician, the principal/assistant principal will issue to the parent/legal guardian written notification that future unexcused and/or unlawful absences will not be permitted. Additional unexcused and/or unlawful absences will result in a citation being issued in accordance with the Pennsylvania School Code.

Habitually truant shall mean absence for more than three (3) school days or their equivalent, following the first notice of truancy, given under section 1354 of this act. A person may be habitually truant after such notice.

A **chronic truant** is defined as a pupil who has fifteen (15) days of unexcused and/or unlawful absences.

If any pupil of compulsory school age is a chronic truant, the school principal/ assistant principal is authorized to proceed against the child before a juvenile court as provided by the School Code in accordance with the laws of the commonwealth.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

Adult-Sponsored Tours and Trips

Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in a family trip provided during the school term at the expense of the parents when such trip is evaluated by the district Superintendent or the Superintendent's designee(s). Pupil participants therein are subject to direction and supervision by an adult acceptable to the district Superintendent or the Superintendent's designee(s) and to the parents of the pupils concerned.

The following regulations are applicable:

1. Absences for non-school trips shall not be excused unless a written request by the parent has been approved by the building principal. Such requests are to be submitted in a format developed by school officials five (5) days prior to the date of the trip.
2. Only ten (10) days of absence for nonschool trips during any school year will be classified as excused. Additional days will be classified as unexcused and/or unlawful and will be subject to the legal procedure prescribed by attendance regulations.
3. Coursework missed during a period of excused absence to participate in a trip must be completed satisfactorily after return to school within fourteen (14) calendar days subsequent to the last approved day of absence. Given adequate notice of planned absences, teachers are requested, insofar as such is possible, to provide an outline of assignments for completion during the period of absence. Work submitted by students in conforming with this requirement is to be evaluated, without penalty, for late submission.
4. Absences from school to participate in adult-sponsored tours and trips may not be approved for students who are failing two (2) or more subjects; for students who are identified as chronic truants and/or, for students for whom a physician's excuse is required.
5. Students who participate in non-school trips of educational merit shall, at the discretion of the teacher, give an oral or submit a written report concerning the highlights of the trip. At the discretion of the teacher, such report may be accepted in lieu of comparable course requirements.

Additional School Attendance Regulations

Procedure for Reporting All Absences

1. To report absences for any reason, parents are requested to call the Attendance Line at 610-705-6001, option 4 for (grades 10-12) or 610-705-6011, option 4 (grade 9), prior to 8:30 a.m. on the day of the absence. The line operates 24 hours.
2. A note from the parent explaining the specific reason for the absence is required by State law. This note must be received within 3 days of the pupil's return to school and should be placed in the attendance bin in your house office. This note should include the child's full name, date of absence, and homeroom number.

3. Students returning to school after having recovered from a communicable disease must present a health permit or a doctor's certificate. When under a doctor's care, a doctor's certificate of permission to return to school should be presented.
4. When a student is absent from school more than 10 days in a school year, the school may require a doctor's excuse for each succeeding absence, or the absence may be declared unexcused. Also, if a student exhibits a persistent and/or systematic pattern of absence, a doctor's excuse may be required for absences.
5. Once a student accumulates 10 or more days of absence the following will occur:
 - The student will not be permitted to attend school dances and/or activities (including the prom).
 - If applicable, the student will lose their parking permit for the remainder of the school year (without refund) and will not be permitted to drive to school.
 - The student may no longer be eligible to participate in school activities (including commencement)

Right to appeal: Each student has the right to appeal to the Attendance Review Committee (ARC). These reviews will be scheduled within five school days of such request. All requests to appeal must be originated from student and or their family and directed to the appropriate house principal.

Excused Absences

1. Absence due to personal illness, death in the immediate family, quarantine, and exceptionally urgent cases are considered excused absences.
2. Students absent per the above are permitted and encouraged to make up all missed work. See "Time Allotments" in this section for time limits.
3. Failure to return a written excuse within 3 days will result in an excused absence reverting to an unexcused absence.
4. To participate in an extracurricular activity, the student must be in attendance at the school before 8:28 a.m. on the day of the activity. If a student is sent home ill any time during the day, he/she may not participate in that day's activity; i.e. meeting, practice, contest, event, etc.
5. Absences due to college visits are considered excused absences. A student must present proof of the visit upon return to school.

Unexcused Absences

1. Absence for any reason other than those mentioned above will be considered unexcused.
2. In the event of an unexcused absence, students will receive a grade of zero for all missed work.
3. According to State law, an unexcused absence of a pupil under the age of 17 is also illegal. Warning letters are sent to the parents when three illegal days are accumulated. A fourth illegal absence is cause for a fine to be levied on the parent.
4. There is no such holiday as "Senior Day." Pupils will be denied the privilege of making up work if they miss school on what students might call "Senior Day." Such absences are considered truanancies and are subject to penalties.

Notification Of Parents Of Accumulated Unexcused Absences (Sections From Law)

Parents will be notified when their child has accumulated 3.0 unexcused absences. Such nonattendance without lawful excuse is a violation of the Compulsory Attendance Provisions of the Public School Code of the Commonwealth of Pennsylvania. Parents will then be required to return the child to school at once and show lawful reason to the principal for the child's absence. Failure to do this will make the parent/guardian liable to the penalty imposed by law as the parent/guardian. If the student is illegally absent again, the parent will be charged before a Justice of the Peace or other proper authority without further notice from the school authorities.

Sections from the Law:

Section 1326: The term "compulsory school age" as hereinafter used, shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than at the age of eight years, until the age of 17 years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

Section 1327: Every child of compulsory school age having a legal residence in the Commonwealth of Pennsylvania, as provided in this article, and every migratory child of compulsory school age, is required to attend a day school in which the subjects and activities prescribed by the State Council of education are taught in the English language. Such child or children shall attend such school continuously through the entire term, during which the public elementary schools in their respective districts shall be in session, or in cases of migratory children during the time the schools are in session in the districts in which such children are temporarily domiciled.

Section 1333: Every parent, guardian, or person in parental relation having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, together with costs, and, in default of the payment of such fine and costs by the person so offending, shall be sentenced to the county jail for a period not exceeding five days.

Section 1354: It shall be the duty of every principal or teacher of a public school to report immediately to the attendance officer, district superintendent, supervising principal, or secretary of the board of school directors, the names of all children on the list furnished to him who have not appeared for enrollment and he/she shall also properly report, from time to time, to the attendance office, district superintendent, supervising principals, or the secretary of the board of school directors, the names of all children who

having enrolled have subsequently withdrawn from school or who have been absent three days, or their equivalent, without lawful excuse. Such person shall thereupon serve the parent, guardian, or other person in parental relation to such children unlawfully absent from school, the written notice herein before provided, and if it shall appear that, within three days thereafter, and child, parent, guardian, or other person in parental relation shall have failed to comply with the provisions of this act, the superintendent, supervising principal, attendance officer, or secretary of the board of school directors, in the name of the school district, shall proceed against the person so offending, in accordance with the provisions of this act.

18-Year Old Students Signing Absentee Excuses

The Division of Child Accounting, Department of Education, Harrisburg, has indicated that an 18 year old is no different than other students. They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student. This would require a notarized statement from the parents absolving them of all legal responsibility, proof of a change of address (voting registration, license, etc.) or whatever other proof the school would consider appropriate. Marriage for an 18 year old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen year old. An 18 year old is required to follow the attendance rules of the school. The only time an 18 year old is treated differently is when there is a specific law, such as, the privilege of voting.

Time Allotments

1. Upon return from an excused absence, students will be allotted two days to make up academic work for each day absent. This regulation does not apply to long term assignments of which students were already aware.
2. If the student has been present each day during the report period, no "I's" will be given. A failing grade will be given for the work not submitted.
3. All students must assume the responsibility of contacting the teacher for the assignments missed.
4. No grade will be changed after one report period has passed following the issuance of that grade.
5. All "I's" received during the first, second or third report period shall be made up before the close of the next marking period. An "I" received during the fourth marking period shall be made up by the close of summer school.
6. Students are responsible for obtaining missed assignments from teachers when absent 1-3 days. If the absence will exceed three days, parents may contact the guidance office and pick up assignments for their child.
7. Students do not have the privilege of making up work that is missed due to absence on "Senior Day."

Tardy

If a student is going to be tardy, a parent or guardian should phone the school. The initial notification must be followed by a written note from home, verifying the lateness. However, written notice does not necessarily excuse the tardiness. As stated in Board Policy 204: Attendance, the Board considers the following conditions to constitute reasonable cause for absence or lateness from school:

1. Illness.
2. Quarantine.
3. Injury.
4. Required court attendance.
5. Death in family.
6. Family emergency.
7. Family educational travel with prior approval.
8. Other excused absences if approved by district office.

Reasons other than those listed above may be referred to the House Principal. Students arriving late must report immediately to the appropriate House Office to receive a late admission slip.

After School Detention (For Lateness)

Students will initially be assigned detention for tardiness to school. Detentions will run from 2:35 to 3:30 p.m., Monday, Tuesday, Wednesday and Thursday. A detention will be assigned after the third unexcused lateness during a given semester (there are two semesters, with the first ending at the conclusion of the second marking period.). Detentions will be assigned for the fourth, fifth, and sixth lateness. Saturday suspension will be assigned for the seventh, eighth and ninth lateness. Following the ninth lateness, any additional lateness may result in an out-of-school suspension. In addition to an after school detention, students will be required to report to a silent study hall (after their third unexcused tardy) in lieu of their assigned class. They will receive a zero for that class and any class missed preceding their arrival on that date. Additionally, any student who accumulates beyond nine unexcused tardies may be prohibited from extracurricular activities.

Every attempt to communicate with parents will be made concerning lateness; however, a mandatory meeting between the grade-appropriate principal and the parent may be necessary for chronic lateness.

Students who fail to attend an assigned detention will be assigned a Saturday suspension, and those students who fail to attend the Saturday suspension will be assigned an out of school suspension.

A student who accumulates 15 unexcused latenesses during the school year will be prohibited from attending school-sponsored dances.

Early Dismissal

We conduct a one-session day. That is, if students are present in the morning, they are also to be present in the afternoon. To secure authorization the student must adhere to the following regulations:

1. Prior to an early dismissal, a note stating the reason and signed by the student's parent or guardian must be brought to the attendance office upon arrival. After first period, all early dismissal forms should be brought to the grade specific House Office for dismissal. At the discretion of the administration, a dental or medical appointment card may be required to verify the dismissal, or return from the dismissal. If a note is requested and not turned in, the early dismissal will not be considered excused.
2. Phone calls will be made by the office at the discretion of the principal to verify the reason and time of the request.
3. All students must sign out at the Attendance Office before leaving the building. If returning later the same day, students must also sign in at the Attendance Office.
4. Students who are official members of legitimate community service organizations may leave periodically if certain criteria are met. By agreement with the local fire chiefs, student members of their organizations will be dismissed to attend calls only when specifically requested by the fire chief for a particular call. Students arriving late in the morning due to emergency calls must bring a note from their respective fire chief. Please note that Act 103 of 1989 of School Law prohibits pagers in school without prior approval of the administration. An example would be members of local fire departments. These students must:
 - a. Submit (annually) an official letter verifying membership.
 - b. Be passing all classes.
 - c. Have fewer than 10 demerits.
 - d. Have authorization from the principal or a house principal.

Emergency School Closings

Should school have to be closed because of weather conditions, heating failure, etc., it will be done only by official notification or by the district Superintendent. If schools close early due to emergency conditions, it may be necessary to dismiss students early without warning. Parents should make prior arrangements concerning where their child should go if no one is home and should make certain that their child understands what they are to do. Do not call school personnel. However, you may call the District's Special Message Alert Center at 610-705-6100 for updates on closings or early dismissals. When there are emergency school closings, there will be no after-school or evening activities on that date. Information on School Closings due to inclement weather and other emergencies will be announced on the following sources:

Online:

SFASD webpage: www.spring-ford.net
SFASD Facebook page: www.facebook.com/SpringFordASD
SFASD Twitter: @SpringFordASD

Radio:

KYW AM 1060, Spring-Ford's Code Number is 308

Telephone:

Special Message Alert Center: 610-705-6100

Television:

Ram Country TV (RCTV) on Comcast Channel 969
Ram Country TV (RCTV) on Verizon FIOS Channel 44
KYW Channel 3 (CBS) - www.philadelphia.cbslocal.com
WFMZ Allentown 69 - www.wfmz.com
WCAU Channel 10 (NBC) - www.nbcphiladelphia.com
WPVI Channel 6 (ABC) - www.6abc.com
WTFX Channel 29 (Fox) - www.myfoxphilly.com

Skylert Parent Contact System

Skylert is an automated message distribution service to which the district subscribes. The service allows central administrators and building principals the ability to distribute a message to the homes of all district students or to various sub-groups within a very brief period of time. In certain more urgent or emergency situations, a message can also be delivered to cell and work phone numbers. Please note that work phone numbers that include an extension cannot be contacted.

While the district considers the Skylert system to be a valuable tool to contact parents, parents should not consider the Skylert system to be a 100% guarantee of receiving any given message. The system is not based in the district and is subject to a variety of limitations that are beyond the control of the district and the Skylert vendor. In the event of a weather-related problem or other emergency, parents are urged to check the districts website. Below are tips to make your Skylert system experience more effective:

- Update your home, cell and work phone numbers on Skylert AND Skyward regularly.
- When Spring-Ford distributes a Skylert system message, look at caller ID for a Spring-Ford school building phone number on the display (610-705-6000 through 610-705-6012).
- Like most automated calling systems, there will be a pause after you pickup the phone before the message is delivered. During that time, the system is assessing whether it has reached a live voice or answering machine and the quality of the connection.
- If you are in a noisy location or if you are on a cell phone in a windy location, the message might restart several times, not delivered at all, or cut off during delivery.
- You can press * at the end of the message to listen to the message again.
- Not all messages delivered via the Skylert system are weather-related or emergency calls. Reminders about school events and activities will also be distributed to your home phone from time to time.

Refer to the district's website at www.spring-ford.net for the latest information regarding Skylert.

SchoolFusion

Parent Website Registration and Classroom Webpage Access

As of this printing, SchoolFusion is Spring-Ford's dynamic web solution. As a parent using SchoolFusion, you will enjoy instant access to important information about your child's classroom and school activities. Using your SchoolFusion username and password, you can quickly access assignments, class announcements, calendar events and more—all in one convenient online location.

Parent Accounts include the following features:

- Access to any Teacher Classroom Page your child belongs to
- Nightly email digests (optional)
- Schoolwide calendar of announcements and events
- Subscriber-based alerts/notifications

Student Accounts include the above features as well as:

- Personal student calendars to encourage organization and time management
- Ability to directly email teachers
- Personal space to store digital files and folders
- Access to handouts posted by teachers
- Submit homework online
- Receive a Daily Digest of homework and announcements

Please note: Students do NOT need to register for accounts! Students will login using their district issued network username and password and membership to their Classroom FusionPage(s) is automatic.

The SchoolFusion Registration Process

To begin registration, please go to www.spring-ford.net and from the "For Parents" menu and select "SchoolFusion Registration." An informational PDF will explain the registration process and how to access important information. When you have reviewed the information, please click the "Begin Registration" link. NOTE: In order to register, you will need the following information:

1. Your child's student ID number. You must enter at least one Student ID number in order to complete registration. If you have more than one child attending SFASD, enter all their Student ID numbers at this time.
2. An email address or user name
3. First and last name
4. Phone number

At the end of the registration process, you will be asked to verify and validate your email address. When you have received the SchoolFusion approval email, you may now login using the username and password you entered when you created your account.

Classroom Webpage Access- Personal Dashboard

Once logged into SchoolFusion the login area will be replaced with your Personal Dashboard. The "My Family" link allows you to view your children's classroom FusionPages, Teacher Profiles and Recent Activity areas from one convenient location.

Enrollment of Students

Spring-Ford Area School District Board Policy 200

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

District of residence shall be defined as the school district in which a student's parents/guardians reside.

School age resident students and eligible nonresident students shall be entitled to attend district schools.

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parent Registration Statement, as required by law and regulations.

The district shall administer a home language survey to all students enrolling in district schools for the first time.

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.

The district shall not inquire about the immigration status of a student as part of the enrollment process.

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

See Related Board Policies 138, 201, 202, 203, 216.1, 251

Eligibility Of Nonresident Students

Spring-Ford Area School District Board Policy 202

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.

The Board may permit the admission of nonresident students in accordance with terms of this policy.

The Board shall require that appropriate legal documentation showing dependency or guardianship or sworn statement of residential and financial support be filed with the Superintendent of Schools before an eligible nonresident student may be accepted as a student in the district schools. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education. The Board shall require legal documentation for continuation of enrollment to be submitted annually.

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid. The Board shall address children who are homeless in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. Children or youth, and their families, who are living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled up with relatives or friends due to a lack of housing are considered to be homeless.

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school, and tuition shall be charged for the period of attendance in the district.

The Board shall not be responsible for transportation to or from school for any student residing outside school district boundaries or elementary school attendance boundary.

Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.

It is the policy of the district not to accept non-resident tuition students except as required by law and in accordance with this policy.

Nonresident Children Placed in the District

Any child placed in the home of a district resident by a court or government agency shall be admitted to the schools and shall receive the same benefits and be subject to the same duties as resident children.

Inmates of Institutions

A child who is an inmate of an institution for the care or training of children located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute, so long as required by law.

Future Residents

Upon written application to the Superintendent, the children of families who expect to become residents of this school district and who have signed a contract to buy, build, or lease a residence in the district shall be admitted to Spring-Ford Area School District on or after the beginning of the semester during which they expect to become residents. No tuition will be charged unless the parents fail to submit proof of residence in the district within ninety (90) school days after the date of initial entry. Tuition charges for those who fail to qualify as residents shall commence at the end of the ninety (90) day grace period and will continue until such time as residence within the school district is established. Tuition charges shall be as provided under Section 2561 of the Public School Code. Tuition for the remainder of the school year must be paid in full between the 91st and 101st school day or the student will be disenrolled.

Former Residents

Any senior student moving from the district during the school year shall be allowed to complete that academic year only after proof of residency within the district has been established the first day of the student school calendar and a written application has been made to the Superintendent. Students in other grades who move from the district after March 15 shall be entitled to complete that academic year only tuition free.

Foreign Exchange Students

All organizations seeking to place foreign exchange students in the Spring-Ford Area Senior High School must first seek the initial approval of the principal and final approval of the Board.

The American Field Service and Rotary will be given the first opportunity to place foreign exchange students in the senior high school because of the high level of support which they are able to provide. Other organizations will be permitted to place foreign exchange students in the senior high school only if they can prove special needs or there are other extenuating circumstances.

The proper procedure for any organization to follow would be to contact the high school for a meeting to discuss the foreign exchange program prior to notification of any host families. Determination can be made at that time whether to proceed or not for the next school term.

It is recommended that the number of foreign exchange students be limited to a maximum of two (2) per school year.

Other Nonresident Students

Nonresident students may be admitted to the District without payment of tuition in accordance with Section 1302 of the Pennsylvania Code and with appropriate affidavits and evidence provided in accordance with the district's administrative requirements showing legal dependency, guardianship, residential and financial support of the student or legal and primary physical custody in accordance with governing law.

The student must live full-time and not just for the school year with district residents who assumed legal dependency or guardianship or residential support of the student.

The Superintendent or designee shall develop procedures for the enrollment of nonresident children which:

1. Admit such students only on proper application and submission of required documentation by the parent or guardian on the sole discretion of the Board, unless required otherwise by law.
2. Prior to accepting a student for enrollment, the administration will require proof of residency. The Board reserves the right to verify the residency of any enrolled student at any time
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.

Regulations

1. All categories of nonresident students shall be considered for entry or continued attendance only after a written application has been submitted to the office of the Superintendent. Tuition students shall not be accepted without prior approval by the Board.
2. The Superintendent is authorized to approve the attendance of future residents who qualify for tuition-free attendance. S/He is also responsible for referring for approval of the Board all cases in which a future resident fails to establish residency in accordance with Board policy.
3. The principal of each school building shall be responsible for ascertaining the residency status of students who seek enrollment in the district's schools, providing direction to nonresidents concerning the provision of district policy, and giving prompt written notice to the Superintendent or his/her designee of any change in student residency status addressed by this policy.

Student Discipline

Spring-Ford Area School District Board Policy 218

It is a common desire of parents and teachers to promote good behavior in school. It is most likely even the desire of most students. Demanding appropriate behavior is not the only important element of good education—but it is a very important first step. Behavior which infringes on the rights of others necessitates disciplinary action by professional personnel who have a basic responsibility to teach good citizenship and to assist each student to develop self-control.

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. These rules for students in kindergarten through twelfth grade are called the Code of Conduct.

The School Board shall include policies governing student discipline and a listing of student rights and responsibilities. Students have a right to a free and full education. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to conform with the following:

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

Rules governing student conduct shall require students to conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to the educational program in which they are engaged; obey constituted authority and respond to those who hold that authority.

The Board prohibits the use of corporal punishment as a form of discipline for students in the district. Corporal punishment is defined as any form of physical contact with intent to punish. However, reasonable force may be used by teachers and school authorities under any of the following or similar circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other objects deemed to be dangerous in the judgement of the teacher and/or school authority.
3. For the purpose of self-defense.
4. For the protection of persons or property.

The Superintendent with the school principal shall prepare rules for students which provide for:

1. Parental conferences.
2. Sequential discipline.
3. Suspension from school attendance in accordance with Board policy.
4. Expulsion from school attendance in accordance with Board policy.
5. Referral to alternative school.
6. Referral to juvenile authorities.

The Superintendent shall publish and provide to all students and their parents the rules of this district regarding the code of student conduct and the sanctions which may be imposed for breach of those rules. The Code of Conduct shall be adopted by the Board. A copy of the Code of Conduct shall be provided to students and parents through the senior high school, middle school, intermediate school and elementary handbooks distributed to all students in kindergarten through twelfth grades at the beginning of each school year. A copy of the Code of Conduct shall also be made available in each school library.

The building principal and/or the assistant principal shall have the authority to assign discipline to students, subject to the rules and regulations of the Board and to the student's due process right to notice, hearing, and appeal, as required by applicable law. If the student is a student with a disability, the principal and/or assistant principal must consult the student's IEP or Chapter 15 Service Agreement.

Teaching staff members and other employees of the Spring-Ford Area School District having authority over students shall have the authority to take such reasonable actions as may be necessary to control the conduct of students in all situations and in all places where such students are within the jurisdiction of the Spring-Ford Area School District Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

When disciplining students with disabilities the district is also subject to federal and state law applicable to students with disabilities. For such students, Board members and employees must refer to the Individual with Disabilities Education Act, its accompanying regulations, and Pennsylvania regulations in Chapter 14, as well as Section 504 of the Rehabilitation Act, and Chapter 15 of the Pennsylvania regulations. Consistent with Chapter 14 and Board Policy 113.1, punishment for a manifestation of a student's disability is not permitted.

Role of the Principal and/or the Assistant Principal

The principal and/or assistant principal assumes the responsibility for overseeing the condition of discipline in his/her building. Each principal and/or assistant principal is responsible for establishing a positive learning environment for all students.

Role of the Teacher

The child's classroom teacher provides the first level of intervention in the event of a disciplinary problem. The teacher, utilizing situational leadership, collects information, assesses each problem, and determines what action will be appropriate and effective.

Role of Parents

It is anticipated that parents will embrace the Spring-Ford Discipline Policy and support school and district rules. *(See the full policy online for elementary, intermediate and middle school expectations.)*

High School Demerit System

Level I - Offenses Leading to Suspension

2-5 Demerits

1. Forgery.
2. Cutting class, assemblies, lunch, study hall and/or homeroom.
3. Failure to report to detention assigned by a teacher for unsatisfactory effort in a subject or subjects.
4. Two or more dress violations.
5. Improper hall conduct.
6. Unbecoming behavior in peer relationships.
7. Misuse of corridor pass or privilege.
8. Unauthorized presence in building.

5-8 Demerits

1. Leaving school building or school property without permission.

5-10 Demerits

1. Violation of Tobacco Use Policy.

Level II - Offenses Leading to Suspension and/or Expulsion

3-5 Demerits

1. Leaving class without permission.
2. Minor damages to school property/misuse of school equipment and supplies.
3. Failure to report to detention (conduct reasons).
4. Disrespect for authority.
5. Abusive language (including profanity and/or inappropriate gestures).
6. Failure to report to office when requested.

5-8 Demerits

1. Truancy

5-10 Demerits

1. Misconduct in the cafeteria (could lead to assigned seat).
2. Open defiance and contempt for authority.
3. Refusing to leave classroom when ordered to do so.
4. Disruptive behavior which causes an interruption or disruption to the school and education environment and process.
5. Asocial behavior - unwillingness to conform to conventional behavior.

5-20 Demerits

1. Peer harassment (verbal and/or physical).
2. Fighting: two or more individuals engaged in harmful and/or offensive contact (will be referred to school police and/or local police).
3. Willful destruction of school property (extreme cases may lead directly to expulsion).
4. Persistent asocial behavior.

5-30 Demerits

1. Participation in a theft (may be referred to school police).

20-30 Demerits

1. Theft (will be referred to local police).
2. Assault and Battery: the application of force to another resulting in harmful or offensive contact (will be referred to local police).
3. Violation of the Sexual Harassment Policy.
4. Violation of the Terroristic Threats/Act Policy.
5. Violation of the Hazing Policy.
6. Severely asocial behavior.
7. Disruptive behavior which causes severe disruption to the school and education environment and process.
8. Behavior which places others in peril.

30 Demerits: Immediate ten-day suspension (will be referred to police)

1. Deliberate physical attack on school personnel.
2. Intentional entrance without consent from the building principal into restricted noneducational area(s) such as boiler room/maintenance room(s), catwalk(s), ceiling, roof and technology wiring closet.
3. Violation of the Weapons Policy. Any student who is in violation of the weapons policy while attending or participating in school-sponsored curricular or extracurricular activities conducted on or off school premises shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year. When the period of exclusion has ended, the student is eligible to participate in activities which have not already begun.
4. Violation of the Drug Abuse Policy including being under the influence.
5. Violent criminal offense (refer to police for determination) as defined in Title 18 of the Pennsylvania Consolidated Statutes (such as kidnapping, robbery, aggravated assault [on the student], rape, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, and/or attempt to commit any of the following: homicide, murder or voluntary manslaughter).

Penalties For Accumulated Demerits For Students In Grades 9-12

1. A student who reaches a level of five (5) demerits will be alerted and a letter will be sent to the home. The student may request a meeting with the assistant principal.
2. A student who reaches a level of ten (10) demerits will be suspended for up to three (3) days.
3. A student who reaches a level of twenty (20) demerits will be suspended for up to five (5) days.

4. Any student who is subject to school suspension for a second time or has twenty (20) or more demerits during the school year will be ineligible to seek election or serve as a class officer or member of student government, attend and participate in interscholastic athletics, or attend and participate in student activities for the remainder of that school year. This includes all school activities, during the day and evening, including commencement and commencement exercises.
5. A student who reaches the level of thirty (30) demerits will be suspended for up to ten (10) days.
6. A student who has exceeded thirty (30) demerits will be suspended for up to ten (10) days for each multiple of ten (10) demerits beyond thirty (30) demerits.
7. A student who accumulated forty (40) demerits or more may be recommended to the School Board for expulsion.

Additional Sanctions

1. A student who has been suspended from school will not be permitted to participate or attend any school-sponsored curricular or extracurricular activities or student activities conducted on or off school premises for the duration of the suspension.
 2. Any student in violation of the following infraction(s) during the school day or while attending or participating in school-sponsored curricular or extracurricular activities, conducted on or off school premises, shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year from the date of the incident:
 - a. Violation of the Drug Abuse Policy.
 - b. Possession, use and/or under the influence of alcohol.
 - c. Stealing or vandalism requiring severe disciplinary action.
 - d. Violation of the Weapons Policy.
 - e. Violation of the Sexual Harassment Policy.
 - f. Violation of the Terroristic Threats/Acts Policy.
 - g. Violation of the Hazing Policy.
 3. Any student who receives an expulsion from the school district shall be ineligible to seek election or serve as a class officer or member of student government, participate in interscholastic athletics, or participate in student activities for a period of one (1) calendar year from the date of expulsion.
- A student who goes through a 45 school day attendance period free of any demerits will have up to five (5) demerits removed.

Right Of Appeal

A parent/guardian may have one (1) appeal for probationary reinstatement to school activities after a period of not less than forty-five (45) school days. No student will be permitted to become a member of any school-sponsored activity which has already officially started for that school year. An Appeal Board must be convened within ten (10) school days after receiving the request for appeal.

The Appeal Board shall consist of seven (7) members. Members of the Appeal Board shall consist of:

- a. Three (3) members of the professional staff.
- b. One (1) building administrator.
- c. One (1) guidance counselor.
- d. Two (2) Board members.

The Appeal Board shall give consideration to at least the following:

- a. Grades.
- b. Demerits.
- c. Attendance.
- d. A counseling plan.
- e. Letters of recommendation from any or all of the following: (At least two will be required)
 1. Staff members.
 2. Parents/Guardians.
 3. Clergy.
 4. Employers.
 5. Community organizational leaders.

See Related Board Policies 113.1, 123, 218.1, 218.2, 221, 222, 226, 227, 233, 247, 248

Guidelines for Penalties for Accumulated Demerits

- Students assigned one-day suspension have the right and the responsibility for all assignments. Students have the responsibility to contact their teachers *prior to the suspension* to receive their assignments. No extensions of due dates will be allowed, except that assignments due on the day of suspension may be turned in the first school day after the suspension without penalty.
- Students who miss a quiz, test, or other work deemed by the teacher that must be done within the classroom, must make arrangements to do so within two school days after the suspension.

- All assignments and work not completed in a timely manner will be assigned a grade of zero.
 - A student who reaches a level of five demerits will be alerted and a letter will be sent to the home. The student may request a meeting with the house principal.
 - A student who reaches a level of 10 demerits will be suspended for up to three days.
 - Any pupil who commits a 10-30 demerit offense will be immediately subject to a minimum three-day suspension.
 - A student who reaches a level of twenty demerits will be suspended for up to five days plus probationary stipulation upon return to the regular schedule. In addition, the Code of Conduct with respect to extracurricular activities applies.
 - Any student found to be in violation of the weapons or drug policy is subject to an immediate 10-day out-of-school suspension.
 - Students suspended have the right to assignments missed during suspension. In most circumstances, students are given at least 24 hours notice prior to the first day of a suspension; therefore, it is the responsibility of the student to secure assignments from his/her teachers prior to the beginning of the suspension. In those cases where an immediate suspension is imposed, the administration will seek assignments from teachers and place them in the respective house office for pick-up by the students. Students suspended out-of-school may pickup assignments or schedule help with a teacher after 2:20 p.m. on a day of suspension, but only with **prior** approval of an administrator. Failure to submit assignments promptly on return from a suspension can result in a grade of zero for any assignment missed.
 - A student who reaches the level of 30 demerits and every multiple of 10 demerits beyond 30 will be suspended for up to 10-days, plus probationary stipulations.
 - A student who accumulates 30 demerits for offenses listed in Category II could be recommended to the School Board for expulsion.
 - After having been suspended on four occasions, a further accumulation of 10 demerits could result in recommendation for expulsion regardless of the category of offenses.
 - Any student who accumulates 20 demerits in Category II or 30 demerits in Category I may be referred for psychological evaluation.
 - A student who goes through a 45 school day attendance period free of any demerits will have up to five demerits removed.
- The student may request an informal meeting with an administrator when they reach a total of ten demerits per administrative approval.

Suspension And Expulsion

Spring-Ford Area School District Board Policy 233

The Board recognizes that exclusion from the educational program in the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a child for such time as it deems necessary or may expel him/her from school for a period exceeding ten (10) school days or permanently as it deems necessary. Exclusions affecting certain exceptional children shall be subject to disciplining students under the Individuals With Disabilities Education Act and its accompanying regulations, Chapters 14, 15 and 342 of the Pennsylvania State Board of Education Regulations and Standards.

Suspension (Exclusion From School)

The principal and/or assistant principal in charge of a public school may suspend any pupil for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible thereafter.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard in his/her own behalf before the school official who holds the authority to reinstate him/her.

The parents and the Superintendent of the district shall be notified immediately in writing when the student is suspended.

If a suspension shall exceed three (3) school days, consistent with the State Board of Education Regulations (22 Pa. Code § 12.8 (c)), the student and parent(s) or guardian will be given the opportunity for an informal hearing with the principal and/or assistant principal. Such hearing shall take place as soon as possible except that, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Delaying the hearing will not operate to delay the student's return to school.

A student may be suspended up to ten (10) school days following a hearing by the principal and/or assistant principal.

The following due process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the suspension must be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing must be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his/her own behalf.
- The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

Expulsions

The Board may expel any student whose misconduct and disobedience warrants this sanction for any period exceeding ten (10) school days, which includes permanently expelling the student from the rolls of the district.

No student shall be expelled without an opportunity for a formal hearing before the Board and upon action taken by the Board after the hearing.

The formal hearing shall observe the due process requirements of the Pennsylvania State Board of Education Regulations (22 Pa. Code § 12.8 (b)), which include:

- Notification of the case must be sent to the student’s parents or guardian by certified mail.
- Sufficient notice of the time and place of the hearing must be given.
- The hearing must be held in private unless the student or parent requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his/her own behalf.
- A record must be kept of the hearing, either by a stenographer or a tape recorder. The student is entitled, at the student’s expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed.
- Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the U. S. Eastern District Court.

The students who are under seventeen (17) years of age and who are expelled, are subject to the compulsory school attendance laws even though expelled, and they must be provided an education.

Parents or guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days of the adoption of the Board’s resolution to expel that they are unable to do so. The district shall then make provisions for the student’s education. If thirty (30) days pass without satisfactory evidence that the required education is being provided to the student, the district shall recontact the parent and either make provisions for the student’s education, or take action under the Juvenile Act to ensure the student receives a proper education.

If the approved educational program is not complied with, the school district may take action to ensure that the student will receive a proper education under the Juvenile Act.

Each suspended student involved in a formal hearing shall be restored to a regular educational program pending the outcome of the hearing, except when in the opinion of the Superintendent, the presence of the student in school poses a danger to him/herself or others as to warrant continued absence.

The Superintendent shall develop rules and regulations to implement this policy which shall include:

- The publication of standards in accordance with Board policy on student discipline.
- Procedures that ensure due process before the deprivation of a student’s right to attend school and comport with this policy.
- Procedures for periodic case review of expelled pupils each semester.

See Related Board Policies 123, 218, 218.1, 218.2, 222, 226, 227, 248

Saturday Suspension/Detention Alternative

Under some circumstances one-day, three-day, and five-day out-of-school suspensions may be served on Saturday mornings between 8 a.m. and 12 p.m. Provided staffing is available, the assigned house principal may allow a student to satisfy a suspension by attending Saturday detention. The number of Saturdays will equal to the number of days of the suspension. Once the choice is made for Saturday detention, failure to report or failure to report on time at 8 a.m. for any scheduled Saturday may result in an out-of-school suspension for the original number of days regardless of the Saturday time already served. The administration reserves the right to require that any suspension be served out-of-school instead of on a Saturday.

Students involved in fights will not be permitted to serve the suspension on Saturday. Students serving suspensions on Saturday are required to provide their own constructive work. No sleeping, talking, eating, or drinking is permitted. Students who fail to bring work **and** remain productive or who fail to abide by the rules may be asked to leave and will **be required to** serve the full out-of-school (regardless of the number of Saturdays served). Under the discipline system, suspensions served on Saturday result in the same consequences as a regular out-of-school suspension.

Discipline Committee Meeting

Under certain circumstances, a meeting of the faculty discipline committee might be held in addition to, or in conjunction with, an informal hearing with the house principal.

Students Placed In Alternative Education

Students who are placed in an Alternative Education Program are not permitted on school grounds without prior administrative approval. This also includes all extra curricular activities and events. In the event a student is found on school property, he/she may be cited for trespassing.

Cooperation with Local Authorities

Incidents of a serious nature which violate school rules and civil laws may be referred to the local authorities.

Sound Reproduction Devices

The use or playing of sound reproduction devices (including pagers, cell phones, compact disc 'cd' players, walkmans, iPods, two-way radios, laser lights, etc.) during the school day is prohibited. These devices are expected to be out of sight and off during instructional periods and will be confiscated by staff and given to the appropriate grade-level principal.

Electronic Devices

Spring-Ford Area School District Board Policy 237

The Board adopts this policy to establish reasonable rules and regulations to authorize students to possess personal electronic devices in school while still ensuring the presence of these devices do not disrupt the educational environment or are used to distract, harass or threaten other students or staff.

The following definitions shall apply for purposes of this policy:

Personal Electronic Device or PED: an electronic device that emits an audible or visual signal, displays a text message, visual image or otherwise summons or alerts the user of the device in some manner. This definition of this term includes, but is not limited to, CD/DVD/audio cassette tape players, cellular telephones, digital audio players (iPods or MP3 players), digital cameras, digital video recorders, electronic e-mailing devices, laptop computers, tablet computers (iPads and similar devices), pagers, portable game players, radios, smart phones, video cameras or any device that provides a wireless connection to the Internet.

Use shall mean any of the following:

1. Carrying or possessing a PED that is either visible (regardless if it is "on" or "off") or can be heard, or is placed in a location with the expectation and desire that it be visible or audible.

2. A PED that emits an audible signal, vibrates, is in "sleep mode," displays a message or otherwise summons interacts or in any way conveys a message to the device user or any other person at the users direction.

A PED that is "turned off" such that is not activated and cannot self-activate (which in some devices may require the removal of the power source) and is stored out-of-sight in a container such as a back pack, bookbag, locker, pocket, purse, vehicle, etc. shall not be deemed "in use."

The Board restricts use of PEDs by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities during the school day.

Students are solely responsible for safe storage of the PEDs that they choose to bring to school. The school district shall not be liable or responsible for the loss or damage to any PED that a student brings to school, interscholastic athletic events, extracurricular activities or school-sponsored trips or for any data stored on such a PED.

The school district bears no liability for any financial loss directly or indirectly stemming from the confiscation of a PED as a result of a policy violation.

The Superintendent or designee shall develop administrative guidelines to implement the district's electronic devices policy. The Superintendent or designee shall annually notify students, parents/guardians and staff about this policy and any administrative guidelines by publishing such policy and guidelines in the student handbook, newsletters, posted notices, and other efficient methods.

Personal Electronic Devices may be used by students at appropriate times, as determined by the Superintendent or designee, during the school day, on school grounds, on school buses or other vehicles provided by the district. Administrative guidelines shall be developed by the Superintendent or designee to establish the types of devices that may be used by students and the appropriate use of such devices.

Prohibited Use Of PEDs In School

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Students who have received such images, and who are not otherwise involved in the taking or distribution of such images, may report such activity to school officials without violating this policy.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Students shall not use PEDs in locker rooms, lavatories or the nurses' office for any reason.

Students shall not engage in the unauthorized audio or video recording of another person during the school day.

Students shall not use PEDs to bully, harass or threaten another person in violation of school district policies and rules or federal or state laws.

Prohibited Use Guidelines shall also apply to student conduct that occurs off school property if:

1. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

2. The conduct has a direct relationship to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.

Permissible Use Of PEDs In School

Students may use personal electronic devices in the classroom during the school day for instructional purposes only as authorized by the supervising teacher in each classroom. Use of PEDs for verbal, visual and/or text messaging, without specific authorization of the supervising teacher, shall not be considered an appropriate instructional purpose.

A student using the wireless Internet capabilities on a permitted PED shall abide by the district's computer/Internet acceptable use policy. A failure to do so is a violation of this policy as well as the district's acceptable use policy, and the student will be subject to the consequences for the prohibited use of PEDs, in addition to the consequences set forth in the district's computer/Internet acceptable use policy.

Students who serve as members of a volunteer fire company, ambulance or rescue squad may use personal electronic devices during the school day for the exclusive purpose of being called by their company or squad in order to respond to an emergency, if the students have received the prior permission of their building principal.

A student who has an Individualized Education Plan (IEP) or Section 504 plan may use a PED during the school day, if the authorized plan expressly states that the student may use the device for instructional purposes and the device is used in a manner consistent with stated purposes in the plan.

Coaches of interscholastic athletic teams and sponsors of extracurricular activities (School Representatives) shall have discretion to regulate and limit student use of PED's while participating in interscholastic athletics, extracurricular activities and school-sponsored trips where the School Representatives reasonably believe such use will interfere with the particular program.

Enforcement Of Policy

Building administrators are authorized and required to enforce this policy and any administrative regulations under this policy.

Penalties For Violations

Building principals, teachers and security personnel are authorized to confiscate a student's PED when used in violation of this policy. All confiscated PEDs shall be delivered to the building principal's office as soon as practical for return to student at the end of the school day or the student's parent/guardian for a second of subsequent offense.

School administrators may impose additional disciplinary sanctions against students for policy violations, including suspensions from school or recommendations for expulsion from school as warranted by the facts and circumstances in a particular case.

See Related Board Policies 113, 218, 233, 815

Guidelines for Use of Electronic Devices

Students shall comply with the guidelines set by school officials for the educational use of laptop computers and personal electronic devices. The following definitions shall apply:

Personal Electronic Device or PED is an electronic device that emits an audible or visual signal, displays a text message, visual image or otherwise summons the user of the device in some manner. This definition of this term includes, but is not limited to, CD/DVD/audio cassette tape players, cellular telephones, digital audio players (iPods or MP3 players), digital cameras, digital video recorders, electronic e-mailing devices, electronic readers, laptop computers, tablet computers (iPads and similar devices), pagers, portable game players, radios, smart phones, video cameras or any device that provides a wireless connection to the internet.

Technology Zones: In an effort to continually address the advanced technological needs of our students and as we continue to prepare our students to be active 21st century learners we have recently established technology zones in both the **9th grade and 10-12 grade centers**. Technology zones are defined as areas in the building where cellular phones and iPods are permitted. The high school technology zones are the cafeteria, study hall, the hallways during passing time and the Media Center. With this privilege comes responsibility and expectations. The use of communication features on cellular devices during instructional time, or in a disruptive manner in the school atmosphere, is prohibited. Each teacher has the right to allow the use of mobile devices (e.g. cell phones, iPods, PDA's) during instructional time. The Spring-Ford Area School District realizes that cellular/mobile phone technology is ever changing and current phone applications could be used as educational tools and potentially integrated into the classroom.

Grades 9-12

Laptop computers and personal electronic devices brought to school shall be restricted to instructional-related activities in classrooms or study hall at the discretion of the teacher.

Electronic readers (e.g. Kindle, Nook) may be use during non-instructional time in homeroom, cafeteria, study hall.

Students are permitted to use cellular/mobile phones while in technology zones. Phones are to be kept on vibrate at all times while in school. Uses outside of these areas carry specific consequences that will be enforced immediately.

Violation of Electronic Devices Policy

The following are the consequences associated with the violation of Policy 237:

First Offense: The device will be confiscated and the student's parent/guardian will be notified. The device will be returned to the student at the end of the school day.

Second Offense: The device will be confiscated. The device will not be returned to the student. The parent/guardian must appear at the school to collect the device.

Third and Subsequent Offenses: The device will be confiscated. The device will not be returned to the student. The parent/guardian must appear at the school to collect the device. The third and subsequent offenses will be treated as open defiance with consequences ranging from detention to suspension.

In addition, any violation of this policy which also involves cheating, harassment, bullying, intimidation, or the invasion of another person's privacy, will be subject to additional consequences. In the event that any criminal activity has occurred, law enforcement will also be contacted.

Hall Regulations

1. Traffic will be two-way in the halls, with students staying to the right. *Do not loiter. Do not run.*
 2. Students arriving prior to 7:25 a.m. are to report to either the cafeteria or the front hallway on either floor each morning.
 3. Keep noise and loud talking in corridors to a minimum. This is especially important during periods 4 and 5.
 4. Students are not permitted to consume food/drink (with the exception of water only) in the hallways or classrooms during the academic day (7:40 a.m. -2:20 p.m.).
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Student Expression

Spring-Ford Area School District Board Policy 220

The Board respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:

- libel any specific person or persons;
- seek to establish the supremacy of a particular religious denomination, sect or point of view;
- advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students;
- are obscene or contain material otherwise deemed to be harmful to impressionable students who may receive them;
- incite violence, advocate the use of force, or urge the violation of law or school regulations;
- advertise goods or services for the benefit of profit-making organizations; and
- solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

The Board shall require that students who wish to distribute materials submit them for prior review. Where the reviewer cannot show within two school days that the materials are unprotected, such material may be distributed. Appeal from prior review shall be permitted to the Superintendent and the Board in accordance with district rules.

The Board shall require that distribution of printed materials take place only at the places and during the times set forth in the rules and regulations of this district in order that such distribution not interfere with the orderly operation of the schools.

The Superintendent shall develop rules and regulations for the distribution of printed material which shall include:

- procedures for the prior review of all material to be distributed. Such procedures shall designate a reviewer, who shall bear the burden of showing the material to be unprotected, require that the time consumed by the review process not be so excessive as to constitute a prohibition in itself, and delineate an appeal process;
 - designation of the places at which and times during which material may be distributed;
 - the requirement that students who distribute printed materials shall be responsible for clearing any litter that results from their activity; and
 - disciplinary action for those students who distribute printed materials in contravention of this policy and the rules of this district or who continue the manifestation of an unprotected expression after a person in authority orders that they desist.
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Dress And Grooming

Spring-Ford Area School District Board Policy 221

Proper dress and grooming are marks of good citizenship and determine, in many cases, the behavior and attitude of a pupil. When attending school or school functions, a good citizen will wear properly fitted clothing that does not attract excess attention or reflect discredit upon the school.

Spring-Ford Area School District administration reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or in any manner jeopardizing to the health, welfare or safety of a student or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extracurricular activities such as band, athletics, etc.

The following are specifics to the Dress Code for Spring-Ford Area School District.

SECTION I: GENERAL

1. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
2. Undergarments should not be exposed in any way.
3. All dress and grooming should be appropriate. Students are expected to dress in accordance with good taste and personal pride. Students have the responsibility to keep themselves, their clothes, and their hair clean.

SECTION II: TOPS

1. Tops may not be “low cut” or exposing. Bare midriffs and bare backs are not permitted.
2. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts.
 - b. Spaghetti strap less than ½ inch/halter/mesh tops.
 - c. See-through blouses or shirts.
 - d. Tube tops/crop tops/half-shirts.
3. Any top that allows the midriff, cleavage or undergarments to be exposed is not permitted.
4. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

SECTION III: PANTS/SHORTS/SKIRTS

1. Pants, shorts, skirts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Boxer shorts worn as outerwear are not permitted.
3. Dresses, skirts, and/or shorts are to be fitted for both comfort and appearance, must be in good taste, and appropriate length. Appropriate length is defined as clothing that is not provocative or draws excessive attention.

SECTION IV: OFFENSIVE DRESS

1. Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
 - a. Have sexually suggestive writing/pictures.
 - b. Advocate violence.
 - c. Advertise or promote the use of tobacco, alcohol or drugs.
 - d. Have double meaning wording or obscene language.
2. A tattoo (permanent or temporary) must be covered if it:
 - a. Has sexually suggestive writing/pictures.
 - b. Advocates violence.
 - c. Advertises or promotes the use of tobacco, alcohol or drugs.
 - d. Has double meaning wording or obscene language.
 - e. Slogans or symbols designed to be provocative or offensive to others.

SECTION V: FOOTWEAR

1. Some sort of shoe must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted.

SECTION VI: JEWELRY

1. Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard is not permitted.

SECTION VII: HEAD WEAR

1. Hats, caps, bandanas, sunglasses, visors, and sweatbands are not permitted unless an accommodation is necessary.

SECTION VIII: HEALTH AND HYGIENE

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

SECTION IX: DISCIPLINE

1. Students violating the Dress Code shall be subject to the following discipline:
 - a. **FIRST OFFENSE:** At the building administrator’s discretion, the student will be retained in the office until student/professional/staff/parent/guardian provides a proper change of clothing.
 - b. **SECOND OFFENSE:** At the building administrator’s discretion, the student will be retained in the office until student/professional/staff/parent/guardian provides a proper change of clothing. Parents/Guardians will be notified by phone and a detention will be issued.

c. **THIRD OFFENSE:** Student will be retained in the office until parent/guardian provides a proper change of clothing. In the event that a parent/guardian cannot be reached on the day of the violation, the parent/guardian may be asked to accompany the student to school to meet with the principal prior to his/her return to the classroom. Students may receive demerits which could result in further discipline. Parents/Guardians will be notified in writing.

The rules and procedures have been developed in respect to the Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents/guardians are expected to exercise careful judgment in the selection of appropriate attire for school. **See Related Board Policy 325**

Weapons

Spring-Ford Area School Board District Board Policy 218.1

The Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

The term **school property** means all buildings, facilities, and grounds on the school campus, school buses and other conveyances providing transportation to or from school or school-related functions or activities, school parking areas, and any facility being used for a school function or activity.

The term **school zone** means in, or on the grounds of a public, parochial or private school, or within a distance of one thousand (1,000) feet from the grounds of a public, parochial or private school.

The term **weapons** shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku (stick), metal knuckles, poisons, drugs, ammunition, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of or designed to harm, threaten or harass students, staff members, parents and patrons of the District.

The term **firearm** means any instrument which will or is designed to or may readily be converted to expel and projectile by the action of an explosive; the frame or receiver of any such instrument; any firearm muffler or firearm silencer; or any destructive device.

The term **destructive device** means any explosive, incendiary, or poison gas, including, but not limited to, any bomb, grenade, rocket, missile, mine, or device similar to any of the aforementioned instruments.

The term **possessing** means a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

Violations of this policy shall be immediately reported by the principal/assistant principal to the appropriate law enforcement agencies for investigation of violations of and possible prosecution under the Federal Gun-Free School Zones Act of 1990 and/or the Pennsylvania Crimes Code. Notwithstanding referrals of violations to law enforcement agencies, the school officials are authorized to conduct investigations relating to disciplinary action for violations of this policy and further authorized to take any immediate actions required to protect the health, safety, and welfare of the school community.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act (IDEA).

The Superintendent's designee, the principal or assistant principal of the building, shall report the discovery of any weapons prohibited by this policy to the student's parents/legal guardians and to local enforcement officials.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education. The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year. Any violation of this policy shall result in an administrative recommendation to the Board of School Directors for expulsion from the schools of the Spring-Ford Area School District for a period of not less than one (1) year, subject to the review of the Superintendent of Schools, on a case-by-case basis, and fulfillment of all due process requirements under the Pennsylvania Public School Code of 1949, as amended, and the implementing regulations of the State Board of Education.

Weapons under the control of authorized law enforcement personnel shall be permitted on school property and within a school zone. The Superintendent of Schools may authorize other persons to possess weapons on school property or within a school zone subject to special conditions or procedures as prescribed by the Board of Education.

Students and staff shall be informed concerning this policy at least annually.

See Related Board Policies 113.1, 123, 218, 218.2, 226, 227, 233

Terroristic Threats/Acts

Spring-Ford Area School Board District Board Policy 218.2

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

Terroristic threat - shall mean a threat to commit violence, (1) communicated with the intent to terrorize another with the reasonable expectation that it will be received as such, or (2) to cause evacuation of a building, or (3) to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

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

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

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

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

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

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall immediately suspend the student for a minimum of five (5) days.
2. The building principal shall promptly report the incident to the Superintendent of Schools and the local police department.
3. The building principal will refer the student to the Building Student Assistance Team.
4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

See Related Board Policies 123, 218, 226, 233, 248

Drug Abuse

Spring-Ford Area School District Board Policy 227

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district, the schools should strive to prevent the abuse of drugs.

The possession, use of and/or condition of being under the influence of narcotic drugs or dangerous drugs are defined in the Controlled Substances Act and below. Drugs and the possession of paraphernalia related to the use thereof on school property, buses, or at any school-sponsored function is prohibited. This also includes all substances which constitute so-called bogus or counterfeit drugs.

For purposes of this policy, the term drug, drugs, and/or controlled substances shall mean: all controlled substances prohibited by law; all look-alike drugs; all alcoholic beverages and all malt beverages; any drug paraphernalia including electronic cigarettes; any anabolic steroids; any prescription drug; any mood altering substance; any mind altering substance; and/or, any inhalant except those for which permission for use in school has been granted pursuant to Board policy.

The Board prohibits huffing, vaporizing, unlawful manufacture, possession, use, distribution and/or sale of any drug or controlled substance at any time, on district property at any time, on district-sponsored or sanctioned transportation, and at any district-sponsored or sanctioned event even if conducted off district property.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs, at the sole expense of the student's parent(s) and/or legal guardian(s).

The Superintendent shall prepare rules for the identification and control of abuse of controlled substances in the schools which shall: establish procedures dealing with students suspected of huffing, vaporizing, unlawful manufacture, possession, use, distribution, and/or sale of controlled substances in the district, on district property, or at district-sponsored or sanctioned events, up to and including expulsion and referral for prosecution; discourage abuse of controlled substances; and establish procedures for the instruction and readmission to school of students convicted of offenses involving controlled substances. In addition, the Superintendent shall ensure that students are made aware of this policy, and that students violating this policy are subjected to the Discipline Code and Discipline Policy.

Incidents of alleged violations by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. In all cases involving students and drugs, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

Implementation Of Policy

1. Students bringing prescription medication to school for reasons of health must present to the school nurse a note signed by the parent.
2. Students judged to be in need of immediate medical attention will be taken by a staff member to the school nurse.
3. It is the responsibility of each school employee to notify the building administrator of any students who appear to be in apparent need of immediate medical attention, or of students allegedly huffing, vaporizing, unlawfully manufacturing, possessing, using, distributing, and/or selling controlled substances.
4. School personnel and coaches shall not recommend, supply and/or dispense any drug, medication or food supplement. In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches shall never condone, permit, encourage, supply, recommend and/or dispense any drug, medication or food supplement recommended by the manufacturer for performance-enhancing purposes.
5. Parents are to be informed of the apprehension of a child for the huffing, vaporizing, unlawful manufacture, possession, use, distribution and/or sale of controlled substances. Evidence will be turned over to the police.
6. The principal and/or the assistant principal is required to notify police of all incidents in which students are apprehended for the huffing, vaporizing, unlawful manufacture, possession, use, distribution, and/or sale of controlled substances on district premises. Any physical evidence of violation of laws relating to drug abuse shall be turned over to police officials by the principal and/or assistant principal. The district will ask the police to cooperate and produce the physical evidence at the hearing.
7. The principal and/or the assistant principal shall give the Superintendent immediate verbal notice of all drug violations. Such notice shall be followed before the end of the subsequent day with a written report setting forth the pertinent details of the incident.
8. Students who violated this policy will be required to receive a Student Assistance Program (SAP) assessment.
9. A student apprehended by school officials for the alleged violation of this policy shall be subject to the following disciplinary procedures:
 - a. The building administrator will immediately implement a ten-day out-of-school suspension.
 - b. The principal and/or the assistant principal shall recommend expulsion to the Superintendent of Schools, on a case-by-case basis.
 - c. The principal and/or the assistant principal shall take all steps necessary to comply with the Individuals with Disabilities Education Act for students with disabilities.
10. All desks, clothing, backpacks, gym bags, and other personal possessions, and lockers used by students shall be subject to inspection by the school authorities when reasonable suspicion exists.

See Related Board Policies 122, 123, 207, 210, 218, 222, 226, 233

Guidelines Regarding Drug Abuse

A student found to be in violation of the drug policy will be referred to the Student Assistance Program (SAP). Students may have to participate in counseling through a community agency or a private practitioner.

Private vehicles must be registered in the principal's office in order to secure a parking permit and are therefore subjected to inspection by school authorities.

Hazing

Spring-Ford Area School District Board Policy 247

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy, **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that subjects an individual to extreme mental stress, including but not limited to prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which results in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal and/or assistant principal. Professional and support employees, coaches and/or activity sponsors must promptly report such incidents to the building principal and/or assistant principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal and/or assistant principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited by means of:

1. Placement of written policy in Board Policy Book in each school building.
2. Publication in student handbooks.
3. Verbal instructions by the coach or sponsor at the start of the season or program and publication.
4. Publication in coach's manual in school staff handbook.

Complaint Procedure

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal and/or assistant principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal and/or assistant principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal and/or assistant principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct.

See Related Board Policies 122, 123, 218, 218.1, 218.2, 222, 227, 233, 248

Sexual Harassment

Spring-Ford Area School District Board Policy 248

The Spring-Ford Area School District is committed to assuring equal educational opportunities to all persons and does not discriminate on the basis of sex. Furthermore, the Spring-Ford Area School District is committed to maintaining an educational environment for all its students which is free from any type of sexual harassment.

The School Board of the Spring-Ford Area School District will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.

For the purpose of this policy, sexual harassment of a student will be defined as follows:

1. Unwelcome sexual advances.
2. Requests for sexual favors.
3. Other inappropriate verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature.
4. Unwelcomed touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.

Where:

1. Submission to such conduct is made either explicitly a term or condition of the student's status in a course, program, or activity.
2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student.
3. Such conduct is so severe, persistent or pervasive that it substantially affects an individual's ability to participate in or benefit from an educational program or activity, or otherwise denies an individual access to the school's educational resources.

Procedures: Any student who alleges sexual harassment by any staff member or student in the Spring-Ford Area School District may complain directly to his/her principal or the Director of Human Resources (Spring-Ford Area School District, Title IX Coordinator). Each complaint will be promptly investigated utilizing developed internal guidelines.

Sanctions: Any person found violating this policy will receive appropriate disciplinary action.

Anti-Discrimination and Harassment

Spring-Ford Area School District Board Policy 248.1

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district: to continually strive to maintain an educational environment in which discrimination and harassment are not tolerated; to prevent and eliminate prohibited discrimination and harassment; to encourage positive student interactions and understanding and the right to associate freely with other students or groups; and to encourage students who believe they have been the victims of prohibited discrimination or harassment to promptly report such incidents to designated employees.

Accordingly, the Board prohibits all forms of unlawful discrimination of students, including harassment, based on race, color, national origin, sex, and disability, by any member of the school community;

The Board further prohibits discrimination, including harassment, based on association with other students of the protected classifications or groups representing such protected classifications, by any member of the school community;

The Board further prohibits retaliation or reprisals against any person who makes a good faith complaint of prohibited discrimination or harassment by any member of the school community; and

The Board further prohibits knowingly making false reports of discrimination or harassment.

The Board recognizes various legitimate expression interests may be implicated in an anti-discrimination and harassment policy and that the offensiveness of a particular expression as perceived by some students, standing alone, is not a legally sufficient basis to establish prohibited discrimination or harassment. The Board does not intend this policy to chill freedom of expression, but instead attempts to balance legitimate speech and expression interests with its obligation to provide a safe and effective educational environment.

In furtherance of this policy, the Board directs that complaints of discrimination or harassment shall be investigated promptly. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The Board further assures and hereby directs that effective corrective action shall be taken as appropriate, including steps to remedy discriminatory effects and to prevent recurrence or retaliation.

Prohibited Conduct

1. Harassment prohibited by this policy includes any of the following.

a. **Bias Harassment** - Unwelcome expressive or physical conduct by any member of the school community relating to a student's sex, race, color, religion, national origin, age or disability when the conduct is so severe, pervasive and objectively offensive that it adversely affects a student's ability to participate in or benefit from an educational program or activity, or substantially interferes with a student's educational performance. Such harassment includes by its nature what is known as "hostile environment" discrimination.

b. ***Quid Pro Quo* Discrimination/Harassment** - No school personnel reasonably believed by the student to hold a position of authority or some manner of control over the student, whether real or perceived, shall explicitly or implicitly condition a student's participation in an educational program or activity or base an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. *Quid pro quo* discrimination/harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and, thus, avoids the threatened harm. This statement herein is not intended to in any way limit the applicability of any statutes, including those relating to voluntary or involuntary sex acts or consent, or of any Board policy.

c. **Criminal Harassment** - Conduct by a member of the school community when, with intent to harass, annoy or alarm a student, the person follows a student in or about common areas; subjects or threatens to subject a student to unwelcome physical contact; or behaves in a manner which alarms or seriously annoys a student and that serves no legitimate purpose, is also prohibited and may be reported as harassment as provided herein.

d. **Physical Harassment** - Non-expressive, physically harassing conduct that simply interferes with a student's education, whether based on a protected characteristic or not, is prohibited and may be reported as harassment as provided herein.

e. **Association Harassment** - Expressive or physical conduct, directed at a person's association with any other person or any lawful group commonly associated with or presenting the protected characteristics, whether actual or perceived, of sex, race, color, religion, national origin, or disability is prohibited and may be reported as harassment as provided herein.

f. **Retaliation Harassment** - It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment, any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

2. Bias Discrimination

a. The district shall not, on the basis of sex, race, color, religion, national origin, disability, or association with any person presenting such protected characteristics, exclude any student from participation in, deny any student the benefits of, or otherwise subject any student to discrimination under any educational program or activity, including athletics.

b. No school personnel, in providing any aid, service, or benefit, whether directly or through contract or other arrangement, shall not:

- 1) Treat one student differently from another in determining whether such student satisfies any requirement or condition for the provision of such aid, benefit, or service,
- 2) Provide different aids, benefits, or services or provide aid, benefit, or service in a different manner,
- 3) Deny any student any such aid, benefit or service,
- 4) Subject any student to separate or different rules of behavior, sanctions, or other treatment relating to such aid, benefit, or service,
- 5) Afford an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded to others, unless necessary to provide a qualified disabled person with aid, benefit, or services that are as effective to obtain the same result, to gain the same benefit, or to reach the same level of achievement as provided to others,
- 6) Aid or perpetuate discrimination by providing significant assistance to any agency, organization, or person that discriminates, on the basis of a protected characteristic,

7) Otherwise limit any student in the enjoyment of any right, privilege, advantage, or opportunity, on the basis of sex, race, color, religion, national origin, age, disability, or association with any person presenting such protected characteristics.

The above statements of prohibited conduct are in addition to or in supplement of any other non-discrimination policies of the district.

3. **False Report** - A person who knowingly makes a false report may be subject to the same action that the district may take against any other individual who violates this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.
4. Lewd, vulgar, and or indecent expressive or physical conduct is prohibited, whether or not the conduct amounts to harassment.
5. Harassment/discrimination based on sex may be committed by either males or females, and may occur regardless of the sex of the harasser or the victim.

Unless the context indicates otherwise, and except as specifically defined herein, the terms harass, harassing, and harassment as used in this policy shall be given their common meaning.

1. **Civil Rights Coordinator** is the person designated:

- a. To coordinate efforts to comply with various civil rights and discrimination laws.
- b. To be the primary contact for inquiries about this policy.
- c. To be the custodian of records of complaints and investigations.
- d. To oversee the investigative process.
- e. To assess the training needs of district staff, including building principals or designated investigators, and students in connection with dissemination, comprehension, and compliance with this policy.
- f. To track all complaints.
- g. The Civil Rights Coordinator is responsible to monitor the implementation of nondiscrimination procedures in the following areas:
 - 1) Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
 - 2) Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
 - 3) Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
 - 4) District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
 - 5) Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

2. As prescribed in the attached internal guidelines, the Investigator shall be responsible to complete the following duties when receiving a complaint of discrimination:

- a. Inform the student or third party of the right to file a complaint and the complaint procedure.
- b. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
- c. Notify the complainant and the accused of the progress of the investigation at appropriate stages of the procedure.
- d. Conduct interviews of the complainant, respondent and any witnesses.
- e. Draft findings in the form of a report to the interested parties, Civil Rights Coordinator and Superintendent.

3. **Expressive or physical conduct** includes, by way of example, but is not limited to, spoken or written communication, gestures, depictions, and pictures.

4. **School Community** includes any one or combination of students, school employees (including teachers, staff, and administrators), independent contractors, school visitors, school volunteers, all others who enjoy the use of district facilities and programs, and anyone engaged in business with the district. Any prohibited harassment addressed in this policy may be committed by any individuals, or combination of individuals, of the school community.

5. **School Personnel** includes the school community, except for students.

6. **Severe, pervasive and objectively offensive** is considered in the totality of the circumstances under which the alleged harassment occurred and is considered from both a subjective and objective perspective.

a. Factors to consider when determining the nature of the discrimination/ harassment in this regard include, but are not limited to:

- 1) The ages of the accused and the student, including simple chronological age, age disparity, developmental age or maturity, and the ability of the student to perceive, and the degree of perception, of the nature of the conduct.
- 2) The relationship between the student and the accused.
- 3) The frequency; duration, and intensity (one (1) outrageous incident may be sufficient) of the conduct.
- 4) The number of persons involved.
- 5) Whether the conduct was physically threatening or humiliating.
- 6) The manner of conduct alleged, such as expressive conduct, physical conduct, direct discrimination (for example exclusion based on protected characteristic), or combination thereof.
- 7) The location and context of conduct.
- 8) Any previous complaints from or about the same individuals as well as previous similar complaints in the same school.
- 9) The degree of interference and disruption, both to the student specifically and to the educational environment generally.

b. Where expressive conduct is involved, consideration of the time, manner, and place of the conduct must be considered, including but not limited to:

- 1) Whether the expressive conduct would reasonably be viewed as school sanctioned, such as when expressed in a school newspaper or school assembly.
- 2) The degree of ability to escape the conduct, such as in a classroom, or in the hallway or a free time.
- 3) The relative ages and abilities of the accused and the student to understand and perceive the meanings of the expressive conduct as well as the nature of the forum in which expressed, such as during an exchange of political view or in an unsupervised setting with multiple harassers, or in elementary versus high school.
- 4) The degree with which the expressive conduct disrupts the educational environment.
- 5) The nature of the conduct, such as a request for sexual favors or classroom analysis of sexuality in literature.

7. **Unwelcome** - Conduct to which a student submitted, acquiesced, failed to complain about, or even previously participated in, does not thereby mean the conduct was welcomed or meaningfully consensual. For example, the Board always considers inappropriate any illegal sexual conduct between adult school personnel and minors, and even “consensual” sexual relationships between adult school personnel and secondary students are presumptively always inappropriate. Whether conduct was unwelcomed, like so much of the consideration of harassment/discrimination is determined on the unique facts of each complaint.

The Board further directs that the school community shall be responsible for maintaining an educational environment free from prohibited discrimination and harassment.

District Action

If after appropriate investigation the district determines that a complaint of discrimination or harassment is founded and violates this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Notification

The district shall annually inform the school community as well as parents/guardians of this policy against discrimination and harassment and of the discrimination/harassment grievance procedures, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Presentation by staff to students.
4. Posting of notice in prominent locations.

Such notice shall include the name, mailing address, and telephone number of the Civil Rights Officer as well as the mailing address and telephone number of the U.S. Department of Education, Office for Civil Rights. The Civil Rights Coordinator identified in this policy is:

Director of Human Resources
Spring-Ford Area School District
857 South Lewis Road
Royersford, PA 19468

See Related Board Policies 103, 701, 806, 906

Bullying and Cyber Bullying

Spring-Ford Area School District Board Policy 249

The Spring-Ford Area School District is committed to providing all students and employees with a safe and civil educational environment, free from harassment or bullying. Spring-Ford Area School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

All forms of bullying and cyber bullying by school district students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.

Bullying shall mean a pattern of repeated harmful behavior by a person or a group of persons with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified three (3) forms of bullying:

1. **Physical** – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **Verbal** – includes taunting, malicious teasing, name-calling, and making threats.
3. **Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

Cyber bullying shall mean forms of verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, or personal profile web sites such as My Space. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

Each staff member shall be responsible to make their best efforts to maintain an educational environment free of bullying and cyber bullying. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to school district employees and their parents/guardians. Parents/Guardians are encouraged to report suspected bullying to the building principal.

All employees who receive a complaint alleging bullying or cyber bullying shall investigate to determine if bullying or cyber bullying is indicated. If the employee suspects that bullying or cyber bullying has occurred, a referral must be submitted to the building principal. Employees who witness acts of bullying shall respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

The building principal or his/her designee will inform parents/guardians as appropriate.

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

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

See Related Board Policies 218, 220, 233, 248

Tobacco Use

Spring-Ford Area School District Board Policy 222

The Board recognizes that tobacco use by students presents a health and safety hazard which can have serious consequences for both users and nonusers. For purposes of this policy, tobacco use shall be defined as a lighted or unlighted cigarette, electronic cigarette (e-cigarette), cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

It is the intent of the Board to create a healthful environment within its schools. Well-documented research evidences multiple health hazards from the inhalation of tobacco smoke by both smokers and nonsmokers.

The Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus, while participating in any activities sponsored by the school, and on school property owned by, leased by, or under control of the school district.

The school district shall initiate prosecution of a student who violates the tobacco use policy. The Superintendent or designee shall annually notify students and parents about the district's tobacco use policy by publishing such policy in the student handbook, posted notices and other efficient methods. The Superintendent or designee shall develop procedures to implement this policy.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be subject to the penalties in the discipline code which is set forth in detail in the student handbook and shall be fined up to \$50 plus court costs or admitted to alternative adjudication for violating the provisions of Resolution #97-4, The Fire and Panic Act, and the Tobacco Act.

Related Board Policies 218, 226, 227, 233

Additional School Guidelines: Resolution #97-4

WHEREAS, the Spring-Ford Area School District (herein "School") is concerned about the health, education and welfare of its students and seeks to provide for the comfort of all parties by regulating and controlling tobacco in or on School property; and

WHEREAS, the Commonwealth of Pennsylvania (herein "Commonwealth") vested in the School all necessary powers to carry out the provisions of the Pennsylvania School Code pursuant to 24 P.S. S 2-211; and

WHEREAS, the Commonwealth vested in the Board of School Directors expressed power to adopt and enforce such reasonable rules and regulations as it may deem necessary and proper regarding the conduct and deportment of all pupils attending the public schools in the district, during the time they are under the supervision of the School, including the time coming to and returning from school pursuant to 24 P.S. S 5-510; and

WHEREAS, the Commonwealth promulgated the "Fire and Panic Act" (herein "Act") for the purposes of protecting the public health and to provide for the comfort of all parties by regulating and controlling tobacco in certain public places, including schools, pursuant to 35 P.S. S 1230.1 et seq.; and

WHEREAS, the Commonwealth amended the Act to vest in the School the power to initiate criminal prosecution of a pupil who commits an offense under the School Tobacco Control Act (herein "Tobacco Act") pursuant to 18 Pa. C.S.A. S 6306.1; and

WHEREAS, subsection (B) of the Act allows the School to impose a fine of not more than \$50, for the benefit of the School, and court costs, upon conviction of the Act, or for the court to admit the pupil to an Adjudication Alternative Program provided under 42 Pa. C.S.A. S 1520; and

WHEREAS, it is the intent of the School to impose a criminal fine or initiate placement in an adjudication alternative program for those students who are prosecuted under the provisions of the Tobacco Act and it is the intent of this Resolution to be an addition to any other disciplinary actions that the School may take in accordance with the Student Disciplinary Code, as amended; and

WHEREAS, it is the intent of this Resolution to become a formal part of the Student Disciplinary Code and that any inconsistent provisions in the Student Disciplinary Code shall be superseded by way of this Resolution.

NOW THEREFORE, the Board of School Directors of the Spring-Ford Area School District hereby resolves as follows:

1. For the purposes of this Resolution, the following definitions shall apply:
 - a. "Tobacco" means a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

- b. "School property" means in the school building, a school bus or on school property owned by, leased by, or under the control of the School.
- c. "Pupil" means a person between the ages of 6 and 21 years, who is enrolled in the school.
- 2. No Spring-Ford Area School District pupil shall use or possess tobacco on school property as defined in this Resolution.
- 3. In addition to any of the remedies that exist in the Spring-Ford Area School District Student Disciplinary Code, the School hereby imposes a criminal fine or placement in an adjudication alternative program for violating the provisions of this Resolution, The Fire and Panic Act, and the Tobacco Act.
- 4. The School Administration shall notify employees, students, and parents of this Resolution (which contains the policy of the Board of School Directors) in a student handbook and parents newsletter, and on posters or other efficient means.
- 5. The School Administration shall be authorized to issue Commonwealth of Pennsylvania Non-traffic citations and collect the fines, and, if appropriate, file them with the appropriate District Justice for the expressed purpose of criminally prosecuting violations of this Resolution in addition to the Student Disciplinary Code.
- 6. The administration is hereby delegated authority to promulgate administrative guidelines within the intent of this Resolution to implement the District Justice procedures.
- 7. In the event of any inconsistency between the Student Disciplinary Code and this Resolution, this Resolution shall prevail.

Standards for Persistently Dangerous Schools

Spring-Ford Area School District Board Policy 143

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for identifying persistently dangerous schools.

As used in these standards, the following terms shall be defined as provided herein:

Dangerous incidents - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).

Department - shall mean the Pennsylvania Department of Education.

Local Educational Agency or LEA - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.

Persistently dangerous school - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:

- 1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents.
- 2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least 2% of the school's enrollment.
- 3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.

Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under these standards or that has had such designation removed by the Department.

Student Opportunity to Transfer

- 1. Except as provided below, a student who attends a persistently dangerous school must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.
- 2. A student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation.

Department of Education's Responsibilities

- 1. The Department shall identify those schools that meet or exceed the criteria for a persistently dangerous school by analyzing the Annual Report on School Violence and Weapons Possession (PDE-360). In identifying persistently dangerous schools, the Department will use the most recent data available to it from the reporting LEA, and will take all reasonable steps to verify that the data is valid and reliable.
- 2. After review and verification of PDE-360 data, the Department shall promptly inform an LEA when any of its schools meets the definition of persistently dangerous school.
- 3. The Department shall provide technical assistance to the LEA in developing a corrective action plan. The Department shall review proposed corrective action plans submitted by LEAs and shall approve suitable corrective action plans.
- 4. After approval of the corrective action plan, the Department shall conduct a site visit to each persistently dangerous school to assess the school's progress in implementing the plan. If no significant improvement is observed, the Department may require the LEA to submit a revised corrective action plan for that school.
- 5. The Department shall reassess a school's designation as persistently dangerous at the end of the school year during which its corrective action plan is completed.
- 6. During the reassessment described above, the Department shall remove the designation if the school no longer meets the definition of persistently dangerous school.

LEA's Responsibilities

- 1. Pursuant to Pennsylvania's Safe Schools Act, Act 26 of 1995, as amended, all school entities as defined by the Act must report to the Department all incidents involving acts of violence; possession of a weapon; or the possession, use, or sale of a controlled substance, alcohol, or tobacco by any person on school property or at school-sponsored events or on school transportation to and from school or school-sponsored activities.

2. Within ten (10) school days of receiving notification by the Department, an LEA shall notify the parent or legal guardian of each student who attends the school that the Department has identified the school as persistently dangerous.
3. The LEA shall offer all students who attend the school the opportunity to transfer to a safe public school, including a charter school, within the LEA.
4. The notification and offer to transfer shall state that no student is required to transfer to another school.
5. Upon receipt of an application to transfer, the LEA shall transfer the student within thirty (30) calendar days.
6. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.
7. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
8. A charter school only has to accept a student who meets its admission criteria if space is available.
9. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.
10. The LEA must submit a corrective action plan to the Department within thirty (30) calendar days of receiving notification that a school has been identified as persistently dangerous.
11. The LEA must receive approval from the Department for its corrective action plan and shall implement all steps contained in its corrective action plan within the time periods specified in that plan.
12. After the Department has notified an LEA that a school is no longer identified as a persistently dangerous school, the LEA is encouraged to permit students who transferred to complete their education at their new school. LEAs may not require students to return to their original school if the students are enrolled in a charter school.

Standards for Victims of Violent Crimes

Spring-Ford Area School District Board Policy 144

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends.

As used in these standards, the following terms shall be defined as provided herein:

Local Educational Agency or LEA - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.

Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.

Victim or student victim - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that s/he attends.

Violent criminal offense - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:

1. Kidnapping.
2. Robbery.
3. Aggravated assault (on the student).
4. Rape.
5. Involuntary deviate sexual intercourse.
6. Sexual assault.
7. Aggravated indecent assault.
8. Indecent assault.
9. Attempt to commit any of the following: homicide, murder or voluntary manslaughter.

Student Opportunity to Transfer

1. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends, must be offered the opportunity to transfer to a safe public school, including a charter school, within the LEA.
2. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student's parent/guardian, or school officials.
3. A student victim (or his/her parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities.

LEA's Responsibilities

1. Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that s/he has the right to transfer to a safe public elementary or secondary school, including a public charter school, within the LEA.
2. The notification and offer to transfer shall state that no student is required to transfer to another school.
3. Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application.
4. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/ guardian.

5. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
6. A charter school only has to accept a student who meets its admission criteria if space is available.
7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.

Guidance

Counselor Assignments:

Grade 9 - A to K	Brad Murlless
Grade 9 - L to Z	Kristin Beideman
Grade 10 - A to K	TBD
Grade 10 - L to Z	Tanya Chambers
Grade 11 - A to K	Dr. Keith Cetera
Grade 11 - L to Z	Denise Johnston
Grade 12 - A to K	Heather Steinmetz
Grade 12 - L to Z	Michael Rhodes
College Career Coordinator	TBD
College Career Coordinator	Tricia Falco

Required Course Load

Course requests are generated via computer. We are not able to honor requests for specific teachers. All students are required to take:

- Five major subjects (classes meeting daily), two minor subjects and Physical Education, OR
- Six majors and Physical Education.

The school day consists of seven periods. All students must schedule 37 to 38 periods per cycle. Some 12th graders may be permitted to schedule 36 periods per cycle. Cycles are six days in length, with days numbered 1-6. Cycles repeat every six days.

Under most circumstances, once a student selects and passes a course, that course may not be repeated. Schedule changes for next year should be made before the end of the current school year. However, changes can be made up to the last weekday in July each year. No student or parent-initiated change may be made after the last weekday in July. If it is determined that there are extenuating circumstances that exist, a student may be permitted to drop a course and an F will be recorded as the final grade in the subject.

Senior Graduation Fee

Seniors will be charged a \$35 fee for graduation. The fee covers the student's graduation cap and gown, their diploma and cover.

Graduation Requirements

A student must earn at least 22 credits to receive a diploma and to participate in the commencement ceremony. The state mandated credits are:

- 4.0 credits English
- 3.0 credits Social Studies
- 3.0 credits Mathematics
- 3.0 credits Science
- .4 credits Health
- 1.6 credits Physical Education

Dual Enrollment

Dual-credit enrollment provides junior and senior students with a preview of college level instruction, the opportunity to earn college credit which can be transferred to most colleges and universities, and the chance to take advanced and intellectually challenging courses. Students will be able to use these courses for both college and high school credit. Dual-credit classes are semester based classes that typically meet on an every-other-day basis.

- Only **senior** students who take dual-credit classes are eligible for Open Campus. Open Campus allows senior students to arrive late or leave early on the days/semester that the dual-credit class does not meet.
- Any dual-credit student carrying over 7.0 credits will not have his/her second semester dual-credit course calculated in class rank or GPA.
- Students will not be permitted to drop a spring semester dual-credit class.
- Senior Final Exam Exemption does not apply for these college classes.
- Dual-credit classes will count toward elective graduation requirements.

Keystone Exam Requirements

In March 2014, the Pennsylvania Department of Education published updated changes to Chapter 4, the governing document for public education in our state. The updates set more rigorous requirements for high school graduation through the adoption of Keystone Exams. These exams are end-of-course assessments that measure what a student has learned as a result of their coursework. The new graduation requirements read as follows:

In order to graduate from a public high school in Pennsylvania, your child must meet specific requirements established by the Local Education Agency (LEA) in which he/she is enrolled. These local requirements include graduation requirements mandated by the Commonwealth to guarantee that a Pennsylvania diploma reflects the knowledge and skills that our graduating students need to be successful in college and the workplace in an increasingly complex and challenging economy. This guide is designed to assist you in understanding how proposed changes to Pennsylvania's Public School Code, which authorizes commonwealth graduation requirements, will impact your child.

Graduation Requirements for Students Graduating in (or after) 2017:

Students WILL be required to demonstrate proficiency in each of the content areas listed below by passing a Keystone Exam in the following subject areas: Algebra I, Biology, Literature

Pathway to Proficiency:

Spring-Ford Area School District is committed to ensuring all students reach proficiency on the Keystone Exams. The following procedures are in place to help guide students and parents through the path to proficiency:

- All students in grades 7-9 (except those taking the PASA assessment) will take the Algebra I Keystone when they complete the course.
- All students in grades 9 or 10 (except those taking the PASA assessment) will take the Biology Keystone when they complete the course.
- All students (except those taking the PASA assessment) will take the Literature Keystone in 9th grade.

Students who score proficient or advanced on each exam have met the graduation requirement. Please note: a student who scores proficient is not able to retake the exam to attempt to achieve advanced. It is also important to note that each student's highest Keystone performance level in Algebra I, Biology, and Literature will be included on student transcripts beginning with the Class of 2017.

Students who DO NOT score proficient or advanced must retake the Keystone Exam(s) at least two additional times (three times minimum if non-proficient on the first two exams) at later date. Our Pathway to Proficiency is described below.

Class of 2017 and Beyond

Students in the Class of 2017 and beyond who have not achieved proficiency on a Keystone exam will be required to complete an intervention before retaking the applicable Keystone. Intervention may take the form of a specific course within a student's schedule, or another form of tutorial.

Students who are not proficient after at least three attempts before his/her Senior year on the Algebra I Keystone are required to complete and pass a Keystone Remediation Course for Algebra I.

Students who are not proficient after at least two attempts (if possible before the fall of his/her Senior year) on the Biology Keystone are required to complete and pass a Keystone Remediation Course for Biology. Students who are not proficient after at least three attempts (if possible before the fall of his/her Senior year) on the Literature Keystone must complete and pass 10th Grade English.

Additional Guidelines

If the student passes the Keystone Exam, but does not pass the course associated with the Keystone Exam he/she does NOT have to re-take the course, but credit will not be awarded for the failed course.

Students who did not score proficient on a Keystone Exam must participate in remediation prior to re-taking the Keystone/module. The remediation must be consistent with the student's educational program. The school must continue providing remediation/instruction until the student demonstrates proficiency in the subject area or until the student passes the corresponding remediation or English course.

All students (except those taking a PASA exam) shall attempt the Keystone Exams in each subject area three times (if possible before his/her Senior year) before moving to the Keystone Remediation Course.

Graduation Requirements

Spring-Ford Area School District Board Policy 217

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies. The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, and proficiency on district and state assessments. The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by the Pennsylvania Department of Education, as well as those established by the Spring-Ford Area School District Board of Directors. The Board may permit an identified student with a disability to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a diploma and will continue to receive educational services. A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12. Credits toward graduation can only be earned when a student is in grade 9 through 12. High School courses taken by students in grades below 9th grade shall not count toward graduation requirements.

The Board requires that each candidate for graduation shall have earned at least twenty-two (22) credits and demonstrate proficiency on district and state assessments to receive a diploma and be involved in the commencement ceremony.

The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement. Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations. Students shall be informed of graduation requirements and the amount of credits they are required to complete. Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements. Written notification shall be sent to parents/legal guardians of students in danger of not fulfilling graduation requirements at the end of the student's junior year and at the conclusion of the second and third marking periods of the student's senior year. A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning and has completed all requirements for graduation.

Early Graduation

Students requesting early graduation must submit a written request executed by their parent/guardian to do so through their high school counselor, who shall confer with the student and parent prior to recommending the request for approval by the high school principal, Superintendent and Board. Students desiring to graduate early must:

1. Request permission for early graduation by June 1st of his/her sophomore year (10th grade),
2. Have attended Spring-Ford Area School District for one (1) complete school year, and
3. Have an academic ranking in the top ten percent (10%) of their class.

By June 1st of his/her sophomore year, the student will submit a plan detailing the manner in which all graduation requirements (twenty-two credits and proficiency on district and state assessments) will be satisfied. By June 30th, the Superintendent or designee will respond to the student and parent(s)/guardian(s) regarding approval/denial of the submitted plan. Each course taken offsite and/or on-line needs to be separately approved using the Course Advancement Approval Process to ensure that the course meets the expectation of the Spring-Ford Area School District and graduation requirements. Courses taken offsite and/or on-line are not calculated toward GPA and/or honor roll. To graduate as an honor student, the student shall have a cumulative average of at least ninety percent (90%) at the end of first semester of eleventh grade. Students graduating early forgo their opportunity to be valedictorian or a commencement speaker.

Early College Admissions – Seniors Only

Students requesting participation in an early college admissions program must submit a written request executed by their parent/guardian to their child's high school guidance counselor, who shall confer with the student and parent/guardian prior to recommending the request for approval by the high school principal, Superintendent and Board. Application for early college admission must be submitted by June 1st of their junior year. Students who request permission for early admissions application must have completed the 11th grade and be achieving in the top quartile of their class, and have been in attendance in the Spring-Ford Area School District for one (1) complete school year. The student must maintain a C average in his/her freshman year of college work and must be considered a full-time student before the school district will approve a request for a Spring-Ford diploma. Credits presented for the diploma must include all courses mandated by the State Board of Education regulations which have not been completed prior to college entrance. To graduate as an honor student, the pupil shall have a cumulation honor average of at least ninety percent (90%) at the end of grade eleven and shall maintain an Honor Average or Dean's List as determined by the college. To be valedictorian or a commencement speaker, the student shall be a full-time member of the home school. It shall be the obligation of the student to maintain communication with the home school before leaving for college in September and between semesters to finalize details of graduation and for information concerning student activities.

Dual Enrollment

Students currently enrolled in the eleventh (11th) or twelfth (12th) grade may enroll in Dual (credit) Enrollment course options subject to the restrictions noted in the established guidelines. To remain eligible for continued enrollment, students must maintain a 70% average; and must conform to the State Board of Education curriculum regulations for dual high school and college enrollment. All dual enrollment students will be subject to the following guidelines:

Part-Time Dual Enrollment

- Dual credit classes may count only toward elective graduation requirements.
- Any dual credit student carrying over 7.0 credits will not have their second semester dual credit course calculated in class rank or GPA.
- All students must register for dual enrollment courses through their Spring-Ford Senior High School counselor.
- Dual enrollment placement tests determine math course selection, however if a similar course has previously been completed and credit awarded, a student will not receive additional Spring-Ford credit.
- Only seniors who take dual credit classes are eligible for open campus. Open campus allows senior students to arrive late or leave early on the days/semester the dual credit class does not meet.
- If previously scheduled, students are not permitted to drop a spring semester dual credit class.
- Senior Final Exam Exemption does not apply for these college classes.
- On a case-by-case basis and with pre-approval by the student's house principal, college courses may be substituted for graduation requirements imposed by the school district.

Full-Time Dual Enrollment

- All students must register for dual enrollment courses through their Spring-Ford Senior High School counselor.
- Any junior enrolling as a full-time dual enrollment student must take at least three (3) credit courses in their first semester and four 3-credit courses each semester following and be on track to meet the Spring-Ford graduation requirements.
- Any senior enrolling as a full-time dual enrollment student is required to take three 3-credit courses both semesters and must remain on track to meet Spring-Ford graduation requirements. Note that English, math, science, and social studies are required and must align with Spring-Ford Senior High School course offerings (approved via the student's counselor).
- Participation in PIAA requires students to be enrolled in four (4) courses per semester and passing each course with at least a 70% average.
- All full-time dual enrollment students must have scored proficient or advanced on all required Keystone end-of-course exams.

- All dual enrollment courses must be approved by the student's guidance counselor one semester in advance.
- Any course taken to replace a Spring-Ford required course must be approved prior to the last day of the previous school year, i.e. English Comp 101, American National Government 124, Health and PE.
- All dual enrollment health courses will equal .50 Spring-Ford Senior High School credit.
- All dual enrollment Physical Education courses will equal .33 Spring-Ford Senior High School credit.
- All dual enrollment (3 or more) credit courses will receive one (1) Spring-Ford High School credit.
- Full-time dual enrollment students are recommended to meet with their counselor once a semester.
- Students may not take winter session (condensed) courses for Spring-Ford Senior High School credit.
- Any dual credit student carrying over 7.0 credits will not have their second semester dual credit course calculated in class rank or GPA.
- Dual enrollment placement tests determine math course selection, however if a similar course has previously been completed and credit awarded, a student will not receive additional Spring-Ford credit.
- Students are responsible for checking that all prerequisite requirements have been met before registering for a course.
- Senior Final Exam Exemption does not apply for these college classes.
- Students participating in full-time dual enrollment are not eligible to be considered for valedictorian or a commencement speaker.

DIPLOMAS FOR ELIGIBLE VETERANS

Veterans of World War II

In order to recognize and honor veterans who left high school prior to graduation to serve in World War II, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:

1. Was honorably discharged from the Armed Forces of the United States of America.
2. Served in the United States military between September 16, 1940 and December 31, 1946.
3. Attended high school between 1937 and 1946 and would have been a member of a graduation class during the years 1941 through 1950 but did not graduate due to entry into military service.

Veterans of Korean War

In order to recognize and honor veterans who left high school prior to graduation to serve in Korean War, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:

1. Was honorably discharged from the Armed Forces of the United States of America.
2. Served in the United States military between June 27, 1950 and January 31, 1955.
3. Attended high school between 1947 and 1955 and would have been a member of a graduation class during the years 1951 through 1957 but did not graduate from high school due to entry into military service.

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements. The Superintendent shall submit to the Board for its approval the names of veterans eligible for a high school diploma.

Western Montgomery Career and Technical Center (WMCTC)

WMCTC has course offerings for students in grades 9, 10, 11 and 12. Students who enroll at the Western Montgomery Career and Technical Center will **not** be permitted to return to Spring-Ford Area Senior High School after the first two weeks of school. Likewise, a student may only request a schedule change to attend WMCTC within the first two weeks of school.

College Applications and Transcript Requests

Senior students will apply to college directly online through the colleges website. Once the application is submitted, the student will request his/her transcript online through Naviance. Requests will be processed and submitted electronically to the colleges.

Future Planning Center

The Future Planning Center (FPC) is a resource center for Spring-Ford students and their parents. Information on college admission, scholarships, financial aid, standardized tests, military, and employment can all be found in the FPC. Students can access the FPC during their study halls during the school day. Students must sign-up prior to their scheduled study hall in order to receive a pass. Students are encouraged to sign-up one or two days prior to their scheduled study hall. Students and parents can also meet with the College Career Coordinators for an individual appointment on Wednesday nights from 6 to 9 p.m. These appointments must be scheduled in advance.

Scholarships

The Spring-Ford Area School District, various individuals and numerous community service organizations provide scholarships for students who have demonstrated achievement in a variety of endeavors. Scholarships are posted online through Naviance and students are encouraged to check Naviance weekly for new scholarships.

Educational Records

The school maintains a record of attendance, achievement, and other test data required to administer the educational program and to guide and assist students in planning their futures.

The Spring-Ford Area School District will, upon written request, permit the parent or eligible student (a student 18 years of age and older) to personally inspect and review his/her educational records. The district will comply with the request within 30 days. After the first request, a fee of at least \$1 will be charged for additional copies of educational records. Questions concerning the accuracy of the records may be submitted to the building principal. Written permission is required for the release of any records.

Directory information may be disseminated without prior written approval by parents or eligible student. Directory information includes the following: the student's name, address, telephone number, date and place of birth, major field of study; participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance by the student and other similar information.

Address Change/Withdrawal

If you move within the district, please give your new address along with proof of residency (i.e. copy of the new lease or deed) to your guidance counselor's secretary immediately. *Addresses cannot be changed without the proof of residency.*

Any student moving out of the Spring-Ford School District should contact his/her House Guidance Secretary immediately for withdrawal paperwork. Please note that you are obligated to return all textbooks and library books at the time of withdrawal. Student records will not be forwarded or released until all obligations are met.

Students intending to quit school must first contact their guidance counselor. The counselor will explain the State laws and requirements concerning quitting school.

Child Custody/Parental Rights

Spring-Ford Area School District Board Policy 238

In cases where a child does not live with both natural parents, the district has a need to designate an individual or more than one (1) individual with the responsibility and ability to make decisions on behalf of the child.

As used herein, and except in the case of separated parents with equally shared physical custody, the **Parent of Record** is defined as that person with whom the child resides and who is identified in the school records as being responsible for school purposes. Where the parents of the child are both living with the child or, where separated, the physical custody of the child is equally shared between the parents, both parents shall be deemed Parents of Record.

Although other parents or guardians who are not deemed Parents of Record may have input in such decisions, the Parent of Record shall have final responsibility for all educational and medical decisions required by the district.

Where legal custody (as opposed to physical custody) of a child is explicitly granted to a single individual through a court order, court approved custody stipulation or other court directive, the individual to whom legal custody has been granted shall be designated as the Parent of Record and the legal custodian despite any physical custodial arrangements for the child that might indicate otherwise.

Where the legal custodians of a child have executed documents permitting a district resident to accept responsibility for the child pursuant to 22 Pa. Code §11.19, then that district resident shall be the Parent of Record upon properly executing an affidavit of support. Thereafter, exercise of authority by the legal custodians shall be deemed a withdrawal of permission for the district resident to act as provided in 22 Pa. Code §11.19.

As used herein, **legal custody** shall mean the ability and right to make particular decisions concerning the subject child. It shall not be used to indicate that physical custody has been legally decided.

A **resident parent** shall be defined as a child's parent, whether natural or adoptive, residing with the child.

A **non-resident parent** shall be defined as a child's parent, whether natural or adoptive, not residing in the same residence as the child.

The school district shall comply with the wishes of the parent who has obtained court awarded legal custody of the child regarding the other parent's rights, in so far as possible and in accordance with law and the dictates of any court orders.

The Board reserves the right to request written documentation of any custody award or any adjudication determining parental rights. All instances of legal and physical custody of the child, whether through informal arrangement or court order, shall be notated in the pupil's files.

Court Orders: In all cases where a custody order has been entered that sets forth either legal custody or physical custody rights over a child enrolled in the school, it shall be the duty of each parent to submit a copy of such an order to the district, so that the district may place it in the child's file. Such an order is expected to set forth the physical and legal custody rights of each party, as well as any visitation rights retained by parents or any other person.

If the court order allows the parents to negotiate the terms of physical custody, the parents must submit a written physical custody schedule signed by both parents, along with the court order.

No Court Order – Living Exclusively With One (1) Parent: In those instances where a child is residing with a single resident parent but no court of competent jurisdiction has entered an order providing for the custody of the child, the Board shall recognize the Parent of Record as the individual with authority to make educational decisions concerning the child. Under these circumstances:

1. The non-resident parent may participate and is encouraged to participate in the educational process of the child.
2. All correspondence should be sent to the Parent of Record.

3. The child shall not be released to the non-resident parent without a court order or the Parent of Record's permission. In the event the administration receives a court order to release the child to the non-resident parent or any other person or agency, it shall comply with the order but will seek to notify the Parent of Record prior to the release of the child.
4. Access to a child by the non-resident parent during school hours will occur under staff supervision.
5. All school information that shall be sent shall be directed to the Parent of Record. Additional copies of all the child's records may be obtained by either parent upon submission of a written request for the information desired. Such a request shall be made separately for each instance that documents are desired.
6. The Parent of Record shall be notified of any request by the non-resident parent for copies of any item from the child's educational record.

Legal Custody Awarded To One (1) Parent Only: When the courts have awarded legal custody, as opposed to physical custody, the right to make educational decisions for the child lies with the individual granted legal custody. In this case, involvement of the individual without legal custody, despite any physical custody arrangement that might suggest otherwise, should be subject to the approval of the individual with legal custody and any applicable court order. Where a custody order does not make reference to legal custody, then legal custody shall be deemed to be equally shared.

Except as otherwise provided by law, all correspondence, notices and records shall be sent solely to the Parent of Record absent direction from the Parent of Record to release the same to any other person.

Except as provided in a current custody order or other order, no child is to be released to the non-resident parent without first attempting to contact the Parent of Record and obtaining permission for the release.

Access to a child by the non-resident parent shall not occur except under the terms set by the Parent of Record or prescribed in the most current court order.

Joint Or Shared Custody: Where there is a joint custody, or shared custody, both parents may be equally involved in the educational process. Principals should make reasonable efforts to involve all parties in the education of the child, however, the Parent of Record shall have the final say in decisions affecting the child, unless state law or order of the court indicates otherwise. In a joint or shared custody situation:

1. The district will make reasonable efforts to release the child from school only to the person with awarded or arranged period of physical custody.
2. Absent a court order that specifically indicates otherwise or submission of documentation pursuant to 22 Pa. Code §11.19, one (1) parent must be a resident of the school district and the student must reside with said parent at least fifty percent (50%) of the time in order to be enrolled or to continue to attend classes in the school district.

General Provisions: Official school records must use the child's legal name as recorded on the birth certificate or court document. School teachers and administrators are permitted to use the surname preferred by the student and guardian in day-to-day school activities. If a child seizure is anticipated, appropriate school personnel, law enforcement and the Parent of Record should be alerted to this possibility. In cases of any doubt as to the appropriate level of access to afford a parent to a child or a child's educational record, the Superintendent should be contacted and, if not resolved, the advice of the school solicitor or district magistrate should be sought. Upon a change in custodial status, the Parent of Record must complete the district's custodial parent form.

Notice Of Rights Under Family Educational Rights And Privacy Act ("FERPA")

Spring-Ford Area School District protects the confidentiality of personally identifiable information gathered about its students in accordance with federal and state law. FERPA affords parents and students eighteen years of age and older certain rights with respect to the student's educational records. These rights are summarized as follows:

- 1) **The right to inspect and review** the student's educational records within 45 days of the date that the District receives a request for access. Parents should submit a written request to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parents of the time and place where the records may be inspected. Parents have the right to request copies of the records and the District may charge a reasonable copying fee as long as it does not prevent the parents from exercising their right to inspect and review their child's records.
- 2) **The right to request the amendment of the student's educational records** that the parents believe are inaccurate, misleading or violate the privacy or other rights of the child. Parents may request that the District amend a record by writing to the school principal, clearly identifying the part of the record they would like to change, and specifying why the change is warranted. The District will notify the parents in writing of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parents upon notification of the right to a hearing.
- 3) **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that Federal and State law authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4) The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Complaints may be made by contacting the Family Policy Compliance Office at the following address: U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

A copy of the Confidentiality Procedural Guidelines is available for inspection at the Administrative Office of Spring-Ford Area School District. Additional information regarding student records, including access request information, is available by calling the District at 610-705-6000.

Notice for Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Spring-Ford Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Spring-Ford Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Spring-Ford Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want Spring-Ford Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30, 2015. Correspondence may be sent to:

Office of the Assistant Superintendent of Schools c/o Spring-Ford Area School District
857 S. Lewis Road
Royersford, PA 19468

Spring-Ford Area School District has designated the following information as directory information:

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

- Student's Name
- Date of birth
- Electronic mail address
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Honors and awards
- Most recent previous school attended
- Photograph
- Dates of Attendance

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Student Wellness

The Spring-Ford Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. To promote a healthier school environment and student achievement, Spring-Ford Area School District students will learn about and participate in positive dietary and lifestyle practices.

Health Examinations/Screenings

Spring-Ford Area School District Board Policy 209

In compliance with the School Code, the Board shall require that District students submit to health and dental examinations in order to protect the school community from the spread of communicable disease; to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs; and to ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall provide a copy of a private comprehensive health examination upon original entry, in sixth grade and in eleventh grade. Each student shall provide a copy of a comprehensive private dental examination upon original entry, in third grade and in seventh grade.

A school health and/or dental examination can be conducted at the parent's in lieu of the private examination.

The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements and other tests deemed advisable, at intervals established by the district.

The individual records of health examinations shall be maintained as a confidential record, subject to all applicable laws, regulations and Board Policies.

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Where it appears to school health officials or teachers that a student deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents/Guardians of students who request a school physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may submit a copy of a private physical and/or dental examination or screening. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

The Superintendent or designee shall instruct all staff members to observe continually students for conditions that indicate health problems or disability and report promptly such conditions to the school nurse.

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district. The Superintendent or designee shall ensure that notice is provided to all parents regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

Health Services

PA Department of Health Division of Immunizations

The regulations require immunization of school children grades K-12 and special education classes with certain antigens. The required antigens will be similar to those required in previous regulations.

At the present time, the State of Pennsylvania requires the following immunizations for attendance in **ALL GRADES**:

- Four doses of Tetanus*
- Four doses of Diphtheria*
- Three doses of Polio Vaccine*
- Two doses of measles**
- Two doses of mumps**
- One dose of Rubella (German measles)**
- Three doses Hepatitis B
- Two doses of Varicella (Chicken Pox) vaccine or history of the disease

*usually given as DPT or DTaP or DT or TD - one dose administered after 4th birthday

**usually given as MMR

Additional Requirements for Students entering 7th Grade:

- One dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap) (*If five years has elapsed since last tetanus, diphtheria, pertussis immunization*)
- One dose of Meningococcal conjugate vaccine (MCV)

A student will be exempt from the requirements for immunization whose parent or guardian objects in writing to such immunization for religious grounds or whose physician certifies the child's condition contraindicates immunization.

If a student has at least one dose of the antigen in the series, they will be placed on provisional status until the required number of doses has been received, but no longer than eight (8) months from the first day of attending school.

A student will be excluded from school at the end of the provisional period (8 months from the student's first day of attendance in the current school year) if their immunization record is incomplete.

Health Information Card

Cards will be sent home with students on the first day of school. The cards provide the school nurse with important information relevant to the student in the event emergency care needs to be administered. This information includes known allergies, health history, and the names and telephone numbers of a relative, friend, or neighbor authorized by the parent(s)/guardian(s) for the district to contact should we be unable to reach a parent/guardian in the event of an emergency. Each student is required to have a card on file. Parents/guardians should complete the form and return it to school immediately after the first day of school. The school nurse should be informed of changes to this information throughout the year. In the case of an extreme emergency when a parent/guardian or authorized emergency contact person cannot be reached, your child will be transported to a hospital if necessary.

PA School Health Law Requirements

A comprehensive confidential health record is kept on every student. Every child of school age attending school within the Commonwealth of Pennsylvania must provide record of the following health services per mandated school health laws:

- Dental exams: upon entry to school (K or grade 1), grade 3, and grade 7
- Physical exams: upon entry to school (K or grade 1), grade 6, and grade 11

PA state physical and dental exam forms can be found on the district website under district health forms or your school nurse can provide you with a blank form if necessary.

It is recommended that the examination be done by your family doctor/ dentist since they can best evaluate your child's health status and assist you in obtaining the necessary follow-up treatments and corrections. Otherwise, annual school dental and physical exams will be arranged by your school nurse and you will be notified of the date and time of the exams.

Annual Screening Exams

All students will receive annual vision screening, annual growth screening (height, weight, body mass index calculation), and a hearing screening in grades K, 1, 2, 3, 7, and 11. Screenings for scoliosis occur in sixth and seventh grades.

A referral will be sent home for any student that does not pass the screening exam indicating the need for further follow up by a health care professional. Growth screening information will be available through "Skyward Parent Access Health Information."

Annual Body Mass Index Screening

Each student's Body Mass Index (BMI) and BMI percentile will also be calculated. This growth screening information, which will include your student's BMI percentile, will be available through Skyward Parent Access Health Information.

Administration Of Medication

Medication should be scheduled around school hours if possible. Medication orders are required from a physician for all prescription and over-the-counter medicine, as well as herbal remedies. The order from the physician must include:

- Student's name
- Name, signature, and phone number of the licensed prescriber
- Name of medication
- Route and dosage of medication
- Frequency and time of medication administration
- Date of the order and discontinuation date
- Specific directions for administration if necessary

All medications administered in school require the completion of the "Authorization for School Medication Administration" form found on the district website (www.spring-ford.net) under Forms, Health. A new prescription is needed EVERY school year for medicine that is taken on a long term basis. Physicians' orders (licensed prescriber's order) do not carry over from one (1) school year to the next. They are good for one (1) school year and summer only.

A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. The medication must be in the original over-the-counter or pharmacy labeled bottle. Prescription medication labels must contain:

- Student's name, address, telephone number and Federal DEA (Drug Enforcement Administration) number of the pharmacy
- Patient name
- Directions for use (dosage, frequency and time of administration, route, any special instructions)
- Name and registration number of the licensed prescriber
- Prescription serial number
- Date originally filled
- Name of medication and amount dispensed
- Controlled substance statement, if applicable
- Medication in plastic bags or containers other than their original pharmacy container are NOT acceptable.

For life threatening allergic reactions, oral Benadryl and/or epinephrine may be administered. If you prefer epinephrine NOT be given please contact your School Nurse for more information. It is recommended that any student who should NOT receive epinephrine for emergencies wear a medi-alert bracelet indicating this.

Inhalant Use for Asthma

All students who have a prescribed inhaler may carry the inhaler while in school providing the "Authorization for School Medication Administration—Instructions for Use of Inhaler at School" form is completed, signed by both prescribing physician and parent or guardian and on file in the health office. The student must comply with all instructions and regulations associated with carrying and self administering the inhaler while at school. The student shall notify the school nurse immediately following each use of an asthma inhaler during the school day. Students not in compliance with these school policies regarding self administration of their inhaler while at school risk loss of the privilege to carry their inhaler during the school day.

Possession/Use of Asthma Inhalers/ Epinephrine Auto-Injectors

Spring-Ford Area School District Policy 210.1

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

The district shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.

See Related Board Policies 113.1, 216, 218 and 227

Communicable Diseases And Immunization

Spring-Ford Area School District Board Policy 203

In order to safeguard the school community from the spread of certain communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS), the Board requires the following procedures to be used.

A. Immunization: All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons. No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Advisory Health Board and in the manner directed by the Secretary of Health. These diseases are listed in the student handbooks, subject to annual review. The implementation of this policy shall be the responsibility of the Superintendent or the Assistant Superintendent and the building principal of each school building in the district, who shall be subject to the sanctions of law for violation of the State statute for immunization of pupils. A child shall be exempt from the requirements for immunization whose parent or guardian objects in writing to such immunization for religious grounds or whose physician certifies that the child's physical condition contraindicates immunization. The Superintendent shall annually review the State standards for immunization of pupils and direct the responsible district personnel accordingly; inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health is subject to Board approval.

B. Health Records: The District shall require that prior to admission to school for the first time that the parent(s) or guardian shall complete a medical history report form which shall include information regarding known communicable diseases. The nurse or school physician may use such reports to advise the parent of the need for further medical care as set forth in Policy No. 209. The school nurse(s) shall report the presence of suspected communicable diseases to the appropriate local health authority as required by the Department of Health. All health records shall be confidential and their contents shall be divulged only when necessary for the health of the child or at the request of the parent or guardian to a physician. As part of the health record, a certificate of immunization for each child enrolled shall be maintained as established by the Pennsylvania Department of Health. The district may require that the parents or guardian complete a medical history report form which shall include information regarding known communicable diseases. The Board shall require that the medical history information submitted with health and dental examinations required under Policy 209 "Health Examinations" be periodically revised to include recent medical advice as to communicable diseases.

C. Attendance: The following policy shall supplement the Board's Policy No. 204 on student attendance by establishing guidelines for the attendance of students with communicable diseases. The Board authorizes that students who have been diagnosed by a physician or are suspected of having the disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions. Students who have been diagnosed by a physician as being absent due to a communicable disease not specifically listed by the Department of Health or who have been diagnosed as a carrier of such disease may be excluded for the protection of the school community under the following procedures. Consistent with the right to a free public school education, and the obligation to protect the health and welfare of its clientele, the Spring-Ford Area School District establishes this policy and related procedures pertaining to the attendance, admission, or exclusion of children known to be infected with human T-lymphotropic virus type III/lymphadenopathy associated virus (including children diagnosed as having AIDS). The purposes of the policy and procedures are to:

1. Provide the Board with information and/or recommendations based on the particulars of each case.
2. Assure confidentiality of pupil records and to be sensitive to the needs of the infected child.
3. Ascertain that all educational options for the child have been examined.
4. Offer the Board recommendations based on medical knowledge and expertise prevailing at the time of decision.

The Board further directs that it shall be a responsibility of the Assistant Superintendent for Instruction to implement the procedures and assemble the data required for presentation to the Board at the time a recommendation concerning school attendance is presented by the Superintendent. The following procedures are to be implemented immediately upon receipt of knowledge by the District that a child is infected with human T-lymphotropic virus type III/lymphadenopathy-associated virus (including children diagnosed as having AIDS):

1. The school physician will be directed to seek medical confirmation from the attending physician or to examine the child and perform such tests as are required to make a diagnosis.
2. An infected student will immediately be certified by the District as eligible for homebound instruction while the case is being investigated to determine the most appropriate educational placement.
3. The Pennsylvania Department of Health shall be consulted. Specifically, the Department is to be given the particulars of the case and the written advice of the Department is to be requested.
4. The guidelines issued by the Center for Disease Control (or other such agency recommended by the Pennsylvania Departments of Health and Education) pertaining to children infected with human T-lymphotropic virus type III/lymphadenopathy associated virus (including children diagnosed as having AIDS) -current at the time the decision is to be made -are to be reviewed and a summary report containing details relevant to the case is to be prepared.
5. Each case is to be evaluated by an advisory medical review board consisting of at least three (3) of the following: the school physician, the student's physician, a physician on the staff of the Pennsylvania Department of Health, and one or more physicians in private practice. The written recommendation of the advisory panel will be based on an evaluation of medical risks to the student, other students, and school employees.
6. After the aforementioned reports have been received and reviewed, the Assistant Superintendent, Director of Special Services, and principal shall examine all educational options that are available and prepare a written recommendation to the Superintendent. These options would include, but are not limited to:
 - a. Normal school attendance
 - b. Change of assignment within the school district
 - c. Classification as handicapped student
 - d. Classification as exceptional student in need of special education
 - e. Continuation of homebound instruction
 - f. Excusal from school upon parental request
 - g. Exclusion from school for health reasons
 - h. Exclusion from school for reasons other than health
7. The District solicitor is to be consulted by the Assistant Superintendent. The solicitor shall review the written reports and provide a written opinion attesting to the legality of the proposed course of action.
8. All professional employees knowledgeable about the child, the infection, and the decision to be made are to be reminded of the sensitivity of the matter and their legal obligation to preserve confidentiality.

The Assistant Superintendent for Instruction and the Superintendent will review all of the material prior to making recommendations to the Board. Those particulars of the case which can be released without impinging on the obligation of confidentiality shall, on request, be shared with the Board.

Exclusion From School: Communicable and Non-Communicable Diseases

Spring-Ford Area School District Board Policy 203.1

A. When the school nurse identifies symptoms of the following conditions, a student shall be excluded from school and may not return to class or ride the school bus until s/he receives approval and clearance by the school nurse, or, if requested by the school nurse or principal, a doctor's certificate of clearance for returning to school:

1. Acute contagious conjunctivitis (pink eye)
2. Impetigo contagioso
3. Pediculosis capitis (head lice). Nits are to be removed from the child's head before the child is permitted to return to school.

B. The school nurse may exclude from school a student who exhibits the symptoms of various communicable diseases as listed below:

1. Unusual skin eruptions
2. Soreness of throat
3. Suspected diseases of eyes

C. The school nurse may exclude from school a student who exhibits the symptoms of various communicable diseases as listed below. A child shall not be permitted to return to school without a doctor's Certificate of Condition, satisfactory treatment, and complete recovery:

1. Pediculosis corporis (body lice)
2. Scabies
3. Tinea circinata (ringworm)
4. Favus (ringworm of scalp)
5. Trachoma
6. Symptoms of whooping cough

D. For the following contagious childhood diseases, specified periods of exclusion are required. If a student is to be readmitted in less than the required days, a doctor's certificate must be presented. Unless otherwise notified, the school will consider the first day absent as the first day of onset. All periods of exclusion shall be based on calendar days.

1. Measles: 6 days from onset of rash
2. Whooping cough: 4 weeks from onset
3. Respiratory streptococcal infection including scarlet fever: 7 days from onset
4. Chicken pox: 6 days from onset
5. German measles: 3 days from onset
6. Mumps: 6 days from onset

E. Exclusion and isolation shall be required for the following diseases. A student will only be readmitted upon presentation of a release from health authorities.

1. Diphtheria
2. Bacillary dysentery
3. Infectious hepatitis
4. Meningococcal infectious
5. Poliomyelitis
6. Salmomellocis
7. Streptococcal infections
8. Tuberculosis
9. Typhoid
10. Whooping cough

F. Other absences: The student will be readmitted to school upon presentation of a written excuse signed by the parent or guardian.

Additional School Guidelines (Exclusion from School)

Head Lice

All students with head lice will be temporarily excluded from school. The child must be shampooed with a special lice shampoo, and the home environment must also be treated for complete success in eliminating the problem. When your child returns to school following treatment, he/she must be brought to school by a parent. He/she **may not ride the bus** until he/she is examined by a school nurse and found to be free of **all** nits (lice eggs). He/she must receive approval and clearance by the school nurse or present a doctor's certificate of clearance for returning to school, **if requested by the school's principal or nurse**. It is the parent's responsibility to establish a mutually-convenient time with the school nurse for examination of the student's head before approval will be granted for reentrance into school.

AIDS Instruction

The Commonwealth of Pennsylvania requires that AIDS instruction be provided to students in the public schools. The Spring-Ford Area School District has modified its curriculum to provide information concerning AIDS as appropriate to the age of its students. The primary thrust of this instruction concerns disease prevention, and, as such, is being taught in conjunction with health units in grades 5, 8 and 11. Curriculum outlines and materials are available from the office of the Assistant Superintendent, 857 South Lewis Road, Royersford, PA 19468 (610-705-6000).

Parents are advised that if they consider such instruction to be incompatible with their religious or moral principles, the School District will excuse their youngsters from the AIDS instruction. A written request to be excused must be submitted to the principal.

CHIP (Children's Health Insurance Program)

CHIP is Pennsylvania's program to provide quality health insurance for children of working families who otherwise could not afford it. It is not a welfare program. Information concerning the program can be found at www.chipcoverspakids.com or by calling 1-800-986-KIDS.

Student Accident Insurance

Spring-Ford Area School District Board Policy 211

The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school.

The Board will maintain insurance coverage with defined limits from a qualified insurer to supplement the first responsibility of family coverage for injury sustained in the course of participation in senior high school football.

The Board will provide parents the opportunity to purchase student accident insurance.

The District Business Manager shall prepare specifications and secure suitable coverage from qualified insurers for recommendation and Board consideration and shall provide principals with the information for all students who may be eligible to purchase such insurance.

Cafeteria And Lunch Periods

Use of the cafeteria is a privilege, not a right, and is subject to the following:

1. Students will be considered late if they arrive after the 10-minute passing time. Students arriving late must have a pass to avoid lateness penalties.
2. All lines must be entered from the end. Saving of places in line and passing money for the purchase of lunch items to students already in line will not be permitted.
3. Behavior problems in the cafeteria may result in an assigned seat for a number of days and a permanent assigned seat for further misbehavior. Demerits are also an option for cafeteria misconduct.
4. All pupils must eat their lunches in the cafeteria – whether they buy their lunches or bring them from home. Students not eating any lunch shall report to the cafeteria when scheduled for lunch. Lunch is considered a scheduled class.
5. No food may be taken from the cafeteria.
6. Trays and silverware will be returned in the proper manner. Deliberate damage of trays and silverware will not be tolerated. Misconduct in the cafeteria is a serious offense.
7. Pupils may be excused from the cafeteria by the teachers in charge.
8. Visitors are not permitted in the cafeteria during lunch periods.
9. Students may not bring or wear heavy/bulky jackets or bring book bags/backpacks into the serving area. Please leave these items at your seat.

Daily Cafeteria Services

Spring-Ford Area School District participates in the National School Lunch Program and follows state and federal regulations that enable the School District to provide a wide variety of quality lunches on a daily basis for all children. It is through this program that we are able to offer nutritious lunches at the lowest possible price. Menus are posted in each cafeteria and on the website monthly. Please check the Food Service webpage frequently for news, monthly menus, instructions and forms. You may also sign up on the webpage to receive email alerts when there are new items posted.

Free and Reduced Priced Meals

Free and Reduced Price Meals are available to families who qualify. We strongly encourage families to apply. If your family chooses to apply, please complete a "Free and Reduced Meal Price Application Form."

To access the online version of the Free and Reduced Lunch Application Form, Kindergarten Milk Form, and Snack Limitation Form, please do the following:

1. Visit www.spring-ford.net
2. Click "For Parents" and "Food Services"
3. Click "Important Forms" on the right panel

If you have applied in the past and have qualified, please be aware you need to reapply every school year. There is a 30 school day carryover period of your status as of June 30th to start each new school year. However, if you choose to not reapply during this 30 day carryover period, when the carryover runs out, the student's status will automatically revert back to "paid" status until you reapply. If any costs are incurred during that gap time in between when the carryover period ends and you reapply (after exceeding the 30 school day grace period), you will be responsible for paying these costs, even if you are approved for Free or Reduced status at a later date.

Payment Guidelines

Spring-Ford uses a point-of-sale system for the purchase of lunches. Prepayments may be made to your student's account by:

- Paying online through e~Funds for Schools;
- Paying with a check made payable to "Spring-Ford Cafeteria;" or
- Paying with cash.

Payments may be made at any time and in any amount. When a student comes through the cafeteria line to purchase lunch, he or she will enter their individual student ID number. Only the exact amount of the purchase will be deducted from their account.

Account balances and printouts of purchases may be obtained online through Skyward Family Access on the district's website, by contacting your school's cafeteria manager or by contacting the Office of Food Service via email.

Students may purchase lunch and snacks from their point-of-sale account. To restrict purchasing to lunch only, request a "Snack Limitation Form" from your school cafeteria or go to www.spring-ford.net, click "For Parents" and "District Forms."

It is the parent's or guardian's responsibility to make sure these lunches, whether full-priced or reduced, are paid in advance.

Students presenting checks in payment of their lunches will have the entire amount of the check deposited into their account. Likewise, a student presenting cash in the form of a large denomination bill will have the entire amount deposited to his or her account. The cafeterias do not make change from a check or a large denomination bill.

Forgotten Lunch Money and Negative Balance Guidelines

District Procedure: Spring-Ford Area School District has guidelines that all of our cafeterias are required to follow concerning forgotten lunch money, negative balances, and the long term consequences thereof. These specific guidelines can be found on our website at www.spring-ford.net, click on "For Parents," "Food Services," then "2016-2017 Guidelines for Forgotten Lunch Money."

Alerts: Low Balance Alert: When a student has a balance of \$10 or less, you will receive an automated e-mail or a phone call indicating your child's balance is under the \$10 limit. This will be your indication to send additional money for your student's account.

Alerts: Negative Balance Alert: When a student has a negative balance, you will receive an automated e-mail or a phone call indicating your child's balance is negative. This will be your indication to send additional money for your student's account.

You may look up your student's balance and specific information on purchases at any time. If you choose to turn off the Low and/or Negative balance alerts, you will not receive these alerts via Skyward when your student's balance becomes low or falls into the negative. However, you will still be responsible for them.

Non-Sufficient Funds Check Policy

The district allows parents and guardians to purchase lunches and milk with a check. Unfortunately, we have suffered losses due to checks being returned to us for non-sufficient funds and bank charges. Please be aware that it is illegal to submit non-sufficient funds checks. If payment is not received from the parent or guardian within ten days of the date of its return to you, we will take further action, including turning the collection item over to the local District Justice or Collection Bureaus. If this becomes necessary, you will be responsible also for any court costs and fines. No checks will be accepted after the second offense.

If a non-sufficient check has been received, the amount of the check will be deducted from your child's lunch account, as well as a \$25 non-sufficient check fee will be assessed for each non-sufficient check presented (as per approved Board policy). Please help us provide a nutritious, cost-effective lunch program.

Field Trip Lunches

In the event your child is going on a field trip with his/her class, whether he or she is a free, reduced or full-paid lunch student, a bag lunch is available and can be ordered through your cafeteria. The lunches for your child would be at the same cost as a regular lunch and can be deducted from their lunch account. If your child is a reduced or free lunch student, they are entitled to a lunch for the trip, reduced being \$.40 or no charge for the free lunch student. All field trip lunches are ordered in advance of the trip day.

Competitive Foods Sales and Distribution

The district is aware of providing students with the best possible nutrition at school. Proper nutrition is important for both physical and educational development. Nourishing meals assist children in making the most of their educational opportunities. Accordingly, it is the policy of this school district that the sale of or distribution of competitive foods or foods of minimal nutritional value shall be prohibited throughout the school grounds between the start of the school day and after a half an hour after dismissal at the end of the day. Competitive foods are any foods or beverages that are distributed or sold in competition with the school meal. If you have any questions or need further guidance, please refer to the district Wellness Policy, located in the board policy section of the website. You may also contact the Office of the Food Service Coordinator.

In light of these guidelines, it is requested that visiting parents or guardians having lunch with their child purchase a lunch from the child's cafeteria. Menus for each cafeteria may be located on the district website. If a parent or guardian is unable or prefers not to purchase a school lunch, it would be requested that they pack a lunch. Because of our efforts to follow nutritional standards comparable to the "Nutritional Standards for Competitive Foods in Pennsylvania Schools" provided by the Pennsylvania Department of Education, Division of Food and Nutrition, products from fast food establishments and carbonated drinks would not be appropriate to maintain the guidelines for nutritious meals.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) provides prevention based activities as well as a systematic means for identifying and referring students who are experiencing barriers to learning and school success. Student Assistance Programs are provided in all schools in Pennsylvania as part of Chapter 12, Student Services, and Act 211 of 1990. The Student Assistance Team at Spring-Ford Area Senior High School is called SAP.

What is SAP? SAP is a referral program where students who have barriers to learning are identified. The program is completely voluntary and provides assistance only with the written permission of the student's parent/guardian. The team gathers information that focuses not only on issues or behaviors of concern, but also on strengths, resiliency and protective factors. SAP assists students on a confidential basis and makes contact with other professional or community agencies, when appropriate. The SAP team also provides students with some unique opportunities, such as educational support groups and mentoring.

Who is part of the SAP team? The team consists of a core group of trained school personnel, which includes a nurse, guidance counselor, building administrator, select teachers, and mental health and drug and alcohol liaisons. The role of this team is to help identified students and make referrals to appropriate agencies when necessary.

Who can make a referral to SAP? The team can accept referrals from parents/guardians, teachers and school staff, students, other concerned persons, self-referral, as well as through *Friend Watch* which is located on the high school website.

Help Lines

- 24 Hour Crisis Hotline: 1-800-237-4447
- Creative Health: 610-948-6490 or 610-326-9250
- Spring-Ford Counseling: 610-948-0393

Media Center

The Spring-Ford High School 10-12 Center maintains a Learning Commons which includes computers, print materials, 3D printers, black/white and color printers, laptop carts, a classroom, a conference room, and the Primary Source café. There are spaces for individual study, class, and group work. Resources include the Media Center website, online databases, 3D software, books, periodicals, CD's, DVD's, and audio-visual equipment. The Media Center hours of operation are from 7:10 a.m. to 3:10 p.m. The Primary Source café is open from 7:10 a.m. through Period 3. School groups may reserve the main room and/or the Primary Source café for special events.

During the school day, Media Center users must present their student ID upon arrival. Students may sign-up to come to the Media Center in place of their study hall. The Media Center staff determines how many students are permitted each period. Students wishing to go to the Media Center will need a pass and permission from their study hall teacher. Before and after school, students do not need to sign up or present their student ID.

Media Center Procedures

1. Books circulate for three weeks. The student will be required to give his/her ID number to Media Center staff in order to check out Media Center materials. The date due is stamped on the book date due slip. Reference materials, periodicals and information files may circulate overnight. There is no limit on the number of books a student may check out.
2. Books may be renewed unless a previous reserve has been placed upon them.
3. Books may be reserved by students. Notification will be sent when the book is ready for circulation.
4. A charge of ten cents per school day is made for overdue books. No charge is made for days of excused absences.
5. A person charged with a book is responsible for its return. Immediately upon discovery of a lost book, students may deposit \$2 with the librarian. The \$2, minus any accrued fine, is returned when the book is found.
6. The entire collection of non-print materials is available for use by students in the Center and/or classroom.
7. All students should have the privilege of quiet, wholesome center atmosphere. Your cooperation is necessary to maintain this.

Staff-Student Communication/Relations

Spring-Ford Area School District Policy 345, 445, 545

The Board adopts this policy to establish procedures for staff and student interaction and communication in and out of the school setting, in person, and via correspondence including but not limited to telephone, email, "texting," and the Internet.

Staff, as defined in this policy, includes all individuals approved by the Board of School Directors as a volunteer, or paid/contracted employee and are, therefore, required to adhere to all of the Policies and Guidelines of the Spring-Ford Area School Board of Directors.

Unprofessional Relationship, as defined in this policy, includes, but is not limited to, staff fraternizing or communicating with students as if staff members and students were peers. The sending, sharing or posting of inappropriate content by an employee to a student is prohibited.

Inappropriate content, as defined in this policy, includes any content unrelated to homework, class-work, district approved extracurricular activities or interscholastic athletic programs, or a letter of reference for a higher education application, scholarship opportunity, or career opportunity.

Social Media, as defined in this policy includes forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos). Each staff member shall be responsible to make their best efforts to maintain a professional relationship with students and families.

Each year during new employee orientation as well as annually as a part of a scheduled in-service program, a review of this policy is required for all staff members.

Staff members must adhere to the following guidelines, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

1. A staff member must not violate any of the district's policies, including its policies concerning discrimination, harassment, and acceptable use of technology.
2. A staff member must uphold the district's value of respect for the individual and avoid making defamatory statements about any member of the school community.
3. A staff member may not disclose any confidential information of the district or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
4. Staff members must be aware that they have a personal responsibility and, hence, are potentially personally liable for the legality, accuracy, and confidentiality of their statements.
5. Staff members are prohibited from establishing unprofessional relationships or engaging in communication with students that are unprofessional and therefore inappropriate or about inappropriate content. To that end, this policy strictly limits staff members from emailing with students via the staff members' own personal email and/or communicating with students through the staff members' personal social media accounts.
6. This policy specifically exempts staff communication directly to a student's personal email address or cell phone in the direct and specific context of extracurricular events a student may be involved in with the staff member. However, prior to a teacher, coach, club or activity advisor communicating with students either by emailing students at the students' personal email address or by texting students to their personal cell phone, parents shall be placed on yearly notice of this exception. Should the parent desire that the student not be contacted directly under this exception, the parent shall notify the building principal in which the activity takes place. When possible, parents/guardians should be copied on emails to student's personal email accounts and text messages to student's personal cell phones.

Examples of unprofessional communication consistent with this policy shall include, but are not limited to:

1. Staff members communicating with students as if staff members and students were peers, such as writing personal letters, making personal comments, sending personal emails and/or texting students.
2. Calling students on cell phones or allowing students to make personal calls to them unrelated to homework, class work and school district-sponsored or sanctioned student activities.
3. Sending, sharing, posting, taking or giving lewd or inappropriate pictures, depictions, comments or graphics to students.
4. Discussing or revealing to students personal or confidential information that is inappropriate in regard to the staff-student relationship, or inviting students to do the same (other than professional counseling by a school counselor).
5. Engaging in flirtatious behavior or dialogue of a sexual nature, whether in person, by phone, via the Internet or in writing, including electronic communications.

Staff members engaging in inappropriate communication with students will be investigated by school officials and, if warranted, will be disciplined, up to and including termination. Depending upon the severity of the offense, the school district may notify the proper authorities, including the Pennsylvania Department of Education, local police and child welfare agencies for further investigation.

Acceptable Use of the Electronic Communications Systems

References Spring-Ford Area School District Board Policy 815

Students and guests must comply with the Spring-Ford Area School District's Acceptable Use of Electronic Communications Systems Policy #815 that is located in the School District's Policy Manual and building offices. Please contact the building principal or Director of Technology if you have any questions about the Policy.

Electronic Communications Systems Use Responsible Use Guidelines

The purpose of these Responsible Use Guidelines of the Spring-Ford Area School District is to foster the independent use of the school district's network, subject to compliance with procedures and standards for appropriate network behavior and communication.

The following Responsible Use Guidelines apply to all users when they access any Spring-Ford Area School District network connection:

1. It is understood that cooperation is critical in the use of the Internet at the Spring-Ford Area School District. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the School District's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. Violations of the Responsible Use Guidelines may result in student discipline, subject to the Student Disciplinary code, and/or staff and administrative discipline, subject to guidelines adopted by the School District Administration.
3. Transferring copyrighted materials to or from any Spring-Ford Area School District network without the express consent of the owner of the copyright is a violation of Federal law and is expressly prohibited.
4. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the Spring-Ford Area School District. For the purposes of these Guidelines, "educational value" shall mean those areas of network access that have a direct or indirect impact on the student's educational program at the Spring-Ford Area School District. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening and racially offensive, and illegal material or other prohibited activities shall not be permitted, and the Spring-Ford Area School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report such entry of material into the system to the School District Administration.
5. Use of electronic mail and other network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening , racially-offensive, or illegal material, or otherwise annoy other users of the network is forbidden. Each user has the responsibility to report all such violations. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.
6. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.
7. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect network logon accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Passwords must be kept confidential. Use of another individual's password (even with permission) is expressly prohibited.
8. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.
9. Use of the Internet for commercial gain or profit is not allowed from an educational site.
10. Users may not move, repair, reconfigure, or modify network systems.
11. The District Administration reserves the right to monitor all accounts.
12. Professional employees of the school will monitor the use of the Internet.
13. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District, which may be applicable.

Spring-Ford Area School District Acceptable Network Behavior Agreement 2016-2017

(This agreement is based on District Policy 815)

The school network and Internet provide great educational benefits to students. Access to the network and the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on the Internet just as they are in school. Some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. General school rules for behavior and communication apply. Please review the following rules for acceptable on-line behavior. The following actions are **prohibited**:

1. Playing online games, listening to online audio or viewing online video
2. Downloading, sending or displaying offensive messages or pictures
3. Downloading and/or installing software applications
4. Using obscene language, harassing, threatening, insulting, or attacking others
5. Misusing or damaging computers, computer systems, or computer networks
6. Changing default settings
7. Excessive printing and printing in color where color is not required
8. Violating copyright laws
9. Bypassing or attempting to bypass, disengage, or disable Internet filtering software
10. Employing the network for commercial or political purposes
11. Revealing the personal address or phone number of yourself or any other person without permission from your instructor
12. Trespassing or attempting to view, gain access to, or hack the network, or any computers/servers, or files/folders not belonging to you, or any other network/computer software structures for which you have not explicitly been given permission. Doing so is forbidden and subject to discipline and/or loss of computer privileges.

Keep your password confidential as all users are accountable for Internet traffic traced to their account. All Internet usage, whether successfully accessed or blocked, is logged, timed and traceable per user.

Executable files, zipped files, music files, or movie files may not be saved in student folders nor executed on district computers without prior, expressed permission from District Technology. If you are found to have any of these stored in your network folder or local hard drive you will be subject to disciplinary action.

Any violation of the above rules may result in loss of access as well as other disciplinary or legal action. Loss of network privileges may result in a grade of “F” in a computer-based class.

Dances

School dances are primarily for the students of Spring-Ford Area Senior High School and their “dates” and may be termed as “closed dances,” if a dance is closed, guests will not be allowed to attend. ***Middle School students are not permitted at any High School dances including the prom. There will be no exceptions for any reason.*** Alumni of Spring-Ford Area Senior High School are welcome as long as their conduct warrants. They are subject to the same rules as the pupils. An exception to this would be the prom. Alumni are permitted only if they are invited by a member of the junior or senior class. To ensure a well-conducted dance, some regulations are necessary. These rules will govern ours in the senior high:

- No one may leave the dance and re-enter. Once the person has entered the dance, she/he is expected to remain. No one will be admitted after the first half hour.
- Prom dates attending who are not Spring-Ford students must receive prior administrative approval. **Students may not bring a guest who is 21 years of age or older to the prom.**
- Students entering prom must have valid identification.
- Faculty chaperones will supervise each dance. Parents are welcome to attend if they so desire.
- Regular school attire is acceptable with the exception of those dances announced as formal or semi-formal.
- Smoking, boisterous or improper conduct will not be permitted and may result in exclusion.
- A custodian will be on duty at each dance. He will open and lock the building and take care of the lights. He is paid for this service by the organization sponsoring the dance.
- Two police officers may be requested for each dance. They will check the parking, loitering, and any trouble that may arise.
- The sponsoring organization shall return all equipment to the proper place and clear the cafeteria of signs, banners, decorations, debris, etc.

Assemblies

Assemblies are scheduled regularly throughout the year and include programs of professional entertainment, musical entertainment, pep rallies, films, plays, and other performances. These assemblies provide opportunities for students to use their talents and for other students to learn to be good listeners and appreciative of the effort and talent of others. Acceptable assembly conduct includes being attentive, courteous, and cooperative. Boisterous and ill-mannered displays are neither expected nor permitted.

All pupils shall enter the auditorium or gymnasium in a dignified manner. Any talking should be kept to a minimum and should cease the instant the person in charge steps to the microphone.

Extracurricular

Student Council

The council is made up of class officers from each class, the student representative to the School Board, and eight students from each class who apply to and are chosen by a committee of staff members. The council meets at least one time a month during the school year. The council is involved in community service projects and sponsors the Homecoming dance. Students on council are also involved in many projects with administration, faculty, and fellow students.

Class Officers

Students running for Class Office (president, vice-president, secretary, treasurer) are expected to be a positive representation of the class overall. Therefore, election candidates will be screened and approved prior to running for office with regard to academics, behavior, and attendance. Administration has the right to deny candidacy for Class Officer positions for those reasons. Specific criteria will be provided to election candidates prior to entry into the race for Class Officer.

National Honor Society

The National Honor Society’s purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. National guidelines require members to be at least a high school junior. To be eligible for membership, students must meet the following requirements during their freshman, sophomore, and junior years. Students must maintain a cumulative average of 95% without rounding. They must be an active member of at least one major school activity or two clubs for all four years of high school (grades 9 through 12). Students must complete voluntary service requirements as determined by the current chapter’s bylaws. Transfer students who have been inducted into membership in another chapter automatically become members of the Spring-Ford chapter and remain members provided that they maintain all of the requirements stated here by the close of their first complete marking period at Spring-Ford Area Senior High School. Please visit the NHS Fusion page and request to be a member to receive the most up to date information regarding eligibility and chapter activities.

If a member's cumulative average falls below a 95%, they will be put on probation and have one marking period to correct the deficiency. If a member fails to raise their average to a 95% after the probationary period, they will be dismissed and must return their membership card and emblem to the advisor. Members are expected to obey all school rules and regulations and to exhibit the qualities of scholarship, service, leadership, and character at all times. Any member who deliberately violates school or civil laws may be dismissed. As stated in the National Honor Society Handbook, a member is allowed only one warning; furthermore, for flagrant violations a member does not have to be warned. When a member has been dismissed by the faculty council, they will be notified in writing and their membership card and emblem must be returned to the advisor.

At the close of the second marking period of the junior year, students with a cumulative average of 95% (without rounding) who have met previous candidate requirements will be invited to join the chapter. Students will need to complete a membership form which will be reviewed by the principal and faculty council. If the student is in good standing academically and behaviorally and they meet all membership requirements, the principal and faculty council will approve them for membership. All newly accepted members must participate in a mandatory induction ceremony in the spring.

School Publications

The intent of the School Board is that school-sponsored publications (yearbook, newspaper, Literary Magazine, etc.) are an integral component of the pedagogical curriculum of the District and that the faculty advisor and sponsor of the publication, as further supervised by building and central administration, is possessed of broad editorial power in determining the content of the publication including the imposition of journalistic standards of balance and fairness and the excision of articles or portions of articles which are:

- Reasonably predicted to have the effect of materially disrupting class work or giving rise to substantial disorder in the school
- Libelous or invade the privacy of other persons
- Poorly written, inadequately researched, ungrammatical
- Vulgar or profane
- Inappropriate for the level of maturity of the probable audience including the youngest students to whom the publication is to be distributed
- Perceived to advocate an illegal act including drug or alcohol use or any other violation of the State's Crime Code
- Reasonably perceived as associating the school district with any position on matters of political or social controversy in the event destruction of school property, physical violence against teachers or fellow students is likely, or in the event that the proposed article would have the effect of materially disrupting class work or giving rise to substantial disorder in the school.
- Reasonably perceived to advocate conduct which is inconsistent with the shared values of a civilized social order
- Is otherwise offensive or inconsistent with the articulated pedagogical goals of the curriculum.

Student Activity Fee

Spring-Ford Area School District Board Policy 122.1

The intent of the Board is to offer diverse and appropriate co-curricular programs. Research has demonstrated that student achievement is enhanced by involvement in these programs.

It is the responsibility of the Board to ensure that the costs of such programs are reasonable and are controlled. With the goal of developing ever-increasing ownership for these programs by those who benefit most directly, reasonable student activity fees will be established and collected. These fees are to be paid by students as a prerequisite for involvement in co-curricular activities in grades 7-12. Provisions will be made for exemption from paying either a part or all of the fees by students whose economic situation would otherwise preclude their involvement. The Superintendent or designee shall develop guidelines to implement this policy.

Additional Extracurricular Guidelines

The Spring-Ford Area School District Board of Directors has established a Student Activity Fee for all secondary students who wish to participate in the extracurricular activities of athletics, marching band and select chorus (Vocal Ensemble and Gold 'n Blue).

The fee will be \$100 for students participating in programs that are 9th-12th grade levels and will be \$75 for students participating in programs which are 7th and 8th grade levels. These fees will be a one-time annual fee and will enable the student to participate in multiple activities for the year. Provisions will be made for exemption and/or accommodations in paying these fees for students in the free and reduced lunch program.

Band: This activity is open to all students in grades 9-12. WMCTC students may be members of the marching band and concert band. Students are expected to be in both phases of the band program unless permission is otherwise granted by the band director. Marching band and band front members are expected to attend practices held during the summer and are required to attend a two-week band camp held prior to the opening of school. There will be no exceptions to this policy. All members are expected to attend all after school rehearsals during the marching season. To be eligible to participate, a student must maintain a 70% or above grade point average in a minimum of his/her four major subjects. Instrumental instruction will be given to band members during regular classes on a rotating basis. The only acceptable excuse for missing a lesson will be for a test in another class. Students may make up lessons by appointment with the instructor. Awards for band and band front will be as follows:

First Year: certificate Second Year: letter Third Year: pin Fourth Year: plaque

Students who drop out of band or band front (Marching or Concert) after a season has started will receive no awards for that year.

Conflicts: Students will be given the opportunity to enter the band after the fall athletic season. Participation in fall athletics shall not prevent youngsters from becoming members in the concert band after the conclusion of that athletic season. It will also be possible for those students who take part in spring or winter sports to participate in the band. If any conflicts arise during the year between athletics or the band, two procedures shall be followed: first, if the conflict is one which will occur only once or twice during the season, the high school principal shall make the decision in accordance with his judgment as to which activity is the more important at that time; second, if the conflict is one which will be a continuing problem, the student shall make a choice of the sport or the band.

PAC Code Of Conduct: Practices are conducted after school hours and on Saturdays; games are played afternoons and evenings, dependent upon the sport and the schedule. In addition to sports, a large variety of clubs and activities are open to all students and meet on schedules consistent with the type of activity. Academic eligibility requirements listed below apply to all clubs, activities and sports. Eligibility is determined by PIAA and Spring-Ford regulations. Certain important rules are:

1. One must be an amateur under 19 years of age prior to the day July 1, occurring before the current school term.
2. One must be regularly enrolled in a public high school and in regular attendance thereafter.
3. Absence for 20 or more days during a semester for reason other than quarantine shall cause ineligibility until he/she has been in attendance for a period of 45 days following his/her 20th absence.
4. To participate in an extracurricular activity, the student must be in attendance at the school before 8:28 a.m. on the day of the activity. If a student is sent home ill any time during the day, he/she may not participate in that day's activity; i.e. meeting, practice, contest, event, etc.
5. One must never have played on a professional team.
6. One cannot participate in an athletic contact sport and be a member of any other similar team the same season.
7. To be eligible to participate in an extracurricular activity, a student must maintain a 70% or above grade point average in a minimum of his/her four major subjects. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis. In cases where a student's work in any preceding grading period does not meet the standards provided, said student shall be ineligible to participate in extracurricular activity for at least 15 school days of the next grading period. At the end of the school year, the student's final credits in the student's major subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.
8. No student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages and/or Contests unless the student has completed a comprehensive initial pre-participation physical evaluation (CIPPE) performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form (CIPPE Form). The examination may not be completed prior to June 1 of the upcoming school year.
9. Written consent of the athletes' parent or guardian is required.
10. Misconduct, or other evidences of poor school citizenship, may be cause for ineligibility at the discretion of the coach or principal.
11. Students participating on athletic teams must have medical insurance coverage. Students may purchase school insurance at any time or provide proof of coverage through another policy.
12. The student activity fee must be paid before any student may participate in an athletic event or performance. Athletic Awards 1. A plaque and an engraved plate will be awarded to each student who meets the school requirements for earning a letter in a sport.

Pioneer Athletic Conference schools reserved the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

Eligibility For Athletics and Other Extra-curricular Activities

Interscholastic programs are sponsored in:

Girls' Volleyball	Football	Girls' Soccer	Boys' Soccer	Girls' Tennis
Boys' Golf	Girls' Golf	Boys' Cross Country	Girls' Cross Country	Wrestling
Field Hockey	Boys' Basketball	Girls' Basketball	Boys' Swimming	Softball
Girls' Swimming	Boys' Indoor Track	Girls' Indoor Track	Cheerleading	Boys' Tennis
Boys' Track and Field	Girls' Track and Field	Boys' Lacrosse	Girls' Lacrosse	Baseball

Practices are conducted after school hours and on Saturdays; games are played afternoons and evenings, dependent upon the sport and the schedule. In addition to sports, a large variety of clubs and activities are open to all students and meet on schedules consistent with the type of activity. Academic eligibility requirements listed below apply to all clubs, activities and sports. Eligibility is determined by PIAA and Spring-Ford regulations. Certain important rules are:

1. One must be an amateur under 19 years of age prior to the day July 1, occurring before the current school term.
2. One must be regularly enrolled in a public high school and in regular attendance thereafter.
3. Absence for 20 or more days during a semester for reason other than quarantine shall cause ineligibility until he/she has been in attendance for a period of 45 days following his/her 20th absence.
4. One must never have played on a professional team.

5. One cannot participate in an athletic contact sport and be a member of any other similar team the same season.
6. To be eligible to participate in an extracurricular activity, a student must maintain a 70% or above grade point average in a minimum of his/her four major subjects. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis. In cases where a student's work in any preceding grading period does not meet the standards provided, said student shall be ineligible to participate in extracurricular activity for at least 15 school days of the next grading period. At the end of the school year, the student's final credits in the student's major subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.
7. No student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages and/or Contests unless the student has completed a comprehensive initial pre-participation physical evaluation (CIPPE) performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form (CIPPE Form). The examination may not be completed prior to June 1 of the upcoming school year.
8. Written consent of the athletes' parent or guardian is required.
9. Misconduct, or other evidences of poor school citizenship, may be cause for ineligibility at the discretion of the coach or principal.
10. Students participating on athletic teams must have medical insurance coverage. Students may purchase school insurance at any time or provide proof of coverage through another policy.
11. The student activity fee must be paid before any student may participate in an athletic event or performance.

Athletic Awards

1. A plaque and an engraved plate will be awarded to each student who meets the school requirements for earning a letter in a sport.
2. For each subsequent sport in which requirements are met, an engraved plate shall be presented.
3. The final judgment on eligibility for awards will rest with the principal in consultation with the athletic director and coaches.

Public Attendance At School Events

Spring-Ford Area School District Board Policy 904

The Board welcomes the public to all student athletic and other activities and events held by the School District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the district during such events.

The Board and the administration has the authority to bar the attendance and to remove any person at a district activity and/ or event whose conduct may constitute a disruption. The Board also prohibits alcoholic beverages, the use of tobacco products, gambling, and the use of controlled substances by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The district shall annually notify staff, parents and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.

The Board establishes the following regulations with respect to fees for district-sponsored events:

1. A schedule of fees for all district-sponsored events shall be prepared by the Superintendent.
2. Upon application to the Department of Athletics, senior citizens, and residents of the district sixty-two (62) years of age or older shall be admitted without charge to student athletic and other district sponsored events.
3. District residents and their immediate family who are economically disadvantaged may apply annually for a complimentary pass. The application shall be made on forms and in accordance with confidential procedures promulgated by the Superintendent. For purposes of this policy, the term **economically disadvantaged** shall be defined as:
 - a. Head of household exonerated from payment of per capita tax (or an individual's complimentary pass for exonerated payment of the per capita tax) ; or
 - b. Having a child who qualifies for Free and Reduced Lunch Program; or
 - c. Meets the definition of economically disadvantaged as defined by the No Child Left Behind and regulations adopted pursuant thereto as amended from time to time.
4. District personnel and members of their immediate family will be admitted without charge to all such district-sponsored events. **Immediate family** is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home.
5. Board members and former members and their immediate family will be admitted without charge to all district-sponsored events. **Immediate family** is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home.
6. The Board will honor authorized Pioneer Athletic Conference passes and those league athletic passes from school districts with whom our district is competing and is not a member of the said conference. The Board will honor similar complimentary passes to school-sponsored events issued by other school districts which honor Spring-Ford Area School District complimentary passes.

The Board establishes the following regulations with respect to the conduct of individuals attending district sponsored events. The following are prohibited:

1. Foul and/or abusive language that disrupts the activity/event.

2. Throwing of objects.
3. Unauthorized entering onto the field of play.
4. Interfering with the instructions given by a coach and/or an activity/event advisor to students.

The district authorizes its supervisory and/or security personnel to remove from district property any individual who violates any of these regulations or any law. The Board authorizes the Superintendent to take additional action against the violator, as permitted by law, as an additional penalty for violation of this policy as the Superintendent deems necessary and appropriate, in the Superintendent's discretion to maintain order and safety of persons and property. The district authorized its supervisory and/or security personnel to call police when necessary to maintain order and preserve safety of persons and property.

Additional Guidelines for Student Attendance at School Events

If a student is asked to leave a Spring-Ford event (home or away) for behavior purposes the student will not be permitted to attend any Spring-Ford events until after the next game played by the team where the infraction occurred (at the discretion of the Principal).

If the same student is asked to leave a second event (home or away) in the same school year, the student will not be allowed to attend any Spring-Ford athletic events for the remainder of the school year (at the discretion of the Principal).

School Procedures

Grounds And Building

We should all feel a responsibility to keep our building and surrounding grounds in the best appearance possible. Vandalism, littering, and loitering are problems that need not occur and will not be tolerated by anyone or any group. Be reminded gum chewing is strongly discouraged in the building. Cooperation of staff, students, and community is necessary to maintain an appearance of which everyone can be proud. Students are not permitted to consume food/drink (with the exception of bottled water) in the hallways or classrooms during the academic day (7:40 a.m. - 2:20 p.m.).

General Evacuations/Fire Drills

When the fire alarm sounds:

- Assume the alarm indicates a real emergency.
- When requested by a teacher: turn off lights and fans; close windows and door.
- Move quickly and quietly to the indicated fire exit. Do NOT run!
- If an exit is blocked, choose the next nearest exit.
- Assist handicapped and/or injured persons to the nearest area of rescue assistance.
- Once outside move to preassigned area; stay off asphalt areas and remain quiet.
- Remain outside until instructions are given to return.

Drills

All schools will conduct annual tornado, lock down and intruder drills.

Crisis Intervention Plan

Spring-Ford Area School District has in place a crisis intervention plan. A crisis is an event that is extraordinary and, therefore, cannot be predicted. The goal of this plan is, not only to make all professional and support staff aware of the potential secondary trauma that can occur as a result of a crisis, but to provide them with a means of diffusing highly charged reactions and preventing them from precipitating a secondary crisis.

For these reasons, it is beneficial for all personnel involved with students to have a crisis management plan to aid students during severe emergencies. The purpose will not only address self-destructive behaviors, but also incorporate a team approach to provide counseling services to aid high-risk students in increasing their self-confidence, esteem, and sense of worth.

A crisis may occur as a result of natural disasters, drug overdoses, deaths of staff or students, automobile or bus accidents, hostage situations, weapons violations and bomb threats, among others.

The district has developed this plan so that school personnel can be prepared to deal with a crisis and assist our students in growing emotionally, intellectually, and physically. It provides for reducing the effects of trauma, providing services to students to help them cope with traumatic situation and reduce post-traumatic stress, maintaining a cohesive school community, demonstrating preparedness and connecting with outside agencies in the event of a crisis.

Lockers

Each student is furnished with a locker in which to keep his/her belongings, including clothing, books, etc. The individual student is responsible for the articles in the locker and the school cannot assume responsibility for any loss. Be sure to keep lockers locked! If a locker is not in working order, report it to the house office immediately. Lockers must be cleaned out at the end of each school year, items left behind will be discarded.

Searches

Spring-Ford Area School District Board Policy 226

The Board acknowledges that while all persons are constitutionally protected against unreasonable searches and seizures, the need to maintain a safe and healthy school environment may involve searches of persons, possessions, lockers and vehicles. Searches may involve the use of drug dogs.

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

It shall be the policy of the Board that all such lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

No student may use a locker or automobile as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the school grounds. Students, parents, and staff shall be notified at least annually, or more often if deemed appropriate by the administration, concerning the contents of this policy.

A violation of this policy shall result in disciplinary proceedings which may include suspension, expulsion, and/or arrest.

Searches of Lockers

The Board authorizes its employees to inspect a student's locker when such employee has reasonable grounds to believe that the locker is being used as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Such materials may be used as evidence against the student(s) in disciplinary proceedings.

The student(s) shall be notified and given the opportunity to be present. However, where school authorities have reasonable grounds to believe that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, a student's locker may be searched without prior warning.

The Superintendent shall develop procedures to implement this policy which shall require:

1. All requests or suggestions for the search of a student's locker shall be directed to the school building principal/assistant principal.
2. Prior to a locker search, the student shall be notified, and given an opportunity to be present, and permitted to call a parent or another representative. However, where school authorities have reasonable grounds to believe that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, a student's locker may be searched without prior warning.
3. The principal or assistant principal shall be present whenever a student locker is inspected.
4. The principal/assistant principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.
5. The principal/assistant principal shall be responsible for promptly recording in writing each locker inspection and the record shall include the reason(s) for the search, persons present, objects found and the disposition.
6. Whenever the search of a student's locker is prompted by a reasonable suspicion that the contents of a student's locker create a threat to the health, welfare and safety of students in the school, the principal/assistant principal may open the locker without warning as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.
7. The principal/assistant principal shall open a student's locker for inspection on the request of a law enforcement officer only upon presentation of a duly authorized search warrant.

Searches of Automobiles

School authorities may search any automobile driven onto school district property by a student and may seize any illegal materials if reasonable grounds for conducting the search exist. Seized materials may be used as evidence against the student(s) in disciplinary proceedings.

Prior to a search of an automobile, the student(s) shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the automobile contains materials which pose a threat to the health, welfare and safety of students in the school, the automobile may be searched without prior warning.

Use of Drug Dogs

School authorities may use, at their discretion, specially trained drug-sniffing dogs to conduct a generalized search of school district premises. Drug-sniffing dogs may be used at the direction of the Superintendent and consistent with school district policy.

School authorities will conduct the canine searches on the outside of the school-owned locker, and only search inside the locker if the canine alerts to a particular locker.

School authorities will conduct the canine searches on the outside of automobiles, and only search inside the automobile if the canine alerts to a particular automobile.

Basic Procedures

1. The Superintendent or building principal may request a canine search of lockers, storage areas and/or vehicles.
2. Dogs will only be used when under the control of the police trainer or designee.

3. Prior to a search, the student shall be notified, and given an opportunity to be present and permitted to call a parent or another representative. However, where school authorities have reasonable grounds to believe that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, a student's locker may be searched without prior warning.
4. Parents and/or guardians of a student will be notified immediately upon determination that a student is in possession of a substance or object which is prohibited by law or district regulations.
5. Disciplinary proceedings including suspension, expulsion and/or arrest of the student may follow.

See Related Board Policies 218, 218.1, 218.2, 222, 225, 227, 233

Valuables/Money

Pupils are cautioned not to carry large amounts of money or valuables to school. Bring no more than you will need for the day. Pupils are instructed to leave all valuables with the gym instructors while taking gym. These valuables shall be kept in a safe place. If a pupil finds it necessary to bring a large sum of money to school, they should bring it to their high school house office. It will be placed in the vault and may be obtained at the end of the day. We are not responsible for valuables not trusted to our care.

Student Complaint Process

Students in the Spring-Ford Area School District have the right to request redress of complaints. A student complaint shall be defined as any complaint that arises out of action that directly affects the student's participation in an approved educational program. The School Board or its employees will recognize the complaints of the students of this district, provided that they are made according to the following procedures established by Board policy:

- The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.
- For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:
 - (a) the specific nature of the complaint and a brief statement of the facts giving rise to it;
 - (b) the manner in which and extent to which the student believes he/she has been adversely affected; and
 - (c) the reasons why the student feels she/he is entitled to the relief sought.
- The complaint may then be submitted, in turn, to the building principal, the Superintendent, and the Board.

At each step beyond the first, the school authority hearing the complaint may call in the student's parent. The student may seek the help of a parent or guardian at any step.

Visitors

All exterior school doors will be locked during the school day. Visitors should park in the designated visitor locations. Visitors are expected to buzz the school office to make known their desire for visitation. If permission is granted, they will be admitted, asked to provide a drivers license and a pass will be issued. All visitors should know that injuries which occur while in the building are not covered by our student insurance program. Alumni are encouraged to visit after 2:20 p.m.

Confidentiality

1. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.
2. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.
3. All student records will be held in confidence and released only in accordance with the Spring-Ford Area School District Policy on Confidentiality of Student Records.

Anonymous Communications

Spring-Ford Area School District Board Policy 906.1

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.

The Spring-Ford Area Board of Education believes the public has the right to bring before the Board issues and concerns they may have about items on the agenda or about things in general which affect the District or their children.

District employees and Board members receive many telephone calls, faxes, e-mails, and letters each day. On occasion, the caller or the author of the fax, e-mail and/or letter is anonymous. This type of communication is difficult, at best, for the District administrative staff to handle. Accordingly, anonymous communications received by District employees and/or School Board members shall be discarded and not acted upon.

For the purposes of this policy, the term **Anonymous Communication** shall mean any communication, regardless of the manner or medium by which it is transmitted (examples: telephone call, letter, e-mail, etc.), which does not identify the person or entity making the communication, or which appears to identify the person or entity making the communication but that person or entity cannot be independently verified to be a resident or taxpayer of the Spring-Ford Area School District.

Field Trips/Educational Trips

Spring-Ford Area School District Board Policy 121

The Board recognizes that field trips/educational trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips/educational trips can:

1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate school experiences to the reality of the world outside of school.
4. Bring all resources of the community natural, artistic, industrial, commercial, governmental, and educational within the ambit of a student's learning experience.
5. Afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip/educational trip shall be defined as any journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

The Superintendent or designee shall approve all field trips/educational trips for Grades K-12. Board approval is required for overnight trips. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips. The use of private vehicles by staff members for transporting small groups of students may be authorized, provided the driver has required liability insurance. Transportation by students and parents will not be permitted.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations. Students who receive medications while at school as a part of their individualized health care plan shall be permitted to attend school sponsored overnight and/or school sponsored foreign travel trips and accommodations will be coordinated as listed in Policy 210 – Use of Medications.

The Board does not allow any staff members to take student(s) on any field/educational trip without approval of the Superintendent or designee. The Board does not endorse, support or assume responsibility in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent. Each grade in each school in grades K through 8 should have at least one (1) regular field/educational trip annually, which includes all eligible students in that grade.

The Superintendent shall prepare procedures for the operation of a field trip/educational trip which shall ensure that:

1. The safety and well-being of students shall be protected at all times; with first-aid kits required on all field/educational trips;
2. Parental permission is sought and obtained before any student may be removed from a school for a field trip/educational trip;
3. The principal approves the purpose, itinerary, and duration of each proposed trip; and the principal is responsible to notify parents of parental responsibility for transportation when the approved carrier cannot meet school transportation timelines.
4. Teachers, with the approval of the principal, are allowed a considerable degree of flexibility and innovation in planning field trips/educational trips.

Field Trips/Educational Trips Other Than Overnight

The following will control all field trips/educational trips which are scheduled during normal school hours, before and beyond the school day, and/or out of state.

1. All students must have parent permission forms completed and signed.
2. Field trips/educational trips for Grades K-12 must be planned in accordance with established guidelines.

Overnight Field Trips/Educational Trips

The following will control all field trips/educational trips of more than a single day in duration that are conducted in lieu of regular school programming:

1. All students must have parent permission forms completed and signed.
2. Approval must be secured from the Board at least six (6) months prior to the scheduled dates of the trip. No request for an overnight trip will be considered unless the trip is described in detail listing a complete itinerary and the plan for financing all necessary expenses.
3. After approval, the trip sponsor or sponsors must conduct an evening meeting to which all parents of the students are to be invited. The primary purpose of the meeting will be to explain in detail the trip proposed, length of trip, cost of trip, and how the money will be raised. One (1) week after the meeting, approval of the trip by the parents will be requested in writing. If more than twenty-five percent (25%) of the parents of the children to be involved in the overnight trip reject the trip, it must be cancelled. Four (4) months prior to the overnight field trip, seventy-five percent (75%) of the students must be committed by written permission and requested deposit to participate in the trip.
4. Forty (40) days prior to the trip, eighty percent (80%) of the anticipated expenses of the trip must be accumulated or the trip must be cancelled and the money refunded. Funds acquired through fund raising projects shall be expended for other approved field trips, instructional materials, or contracted instructional services approved by the building principal and Superintendent.
5. The plan shall include explicit provisions for financing the necessary expenses of those students who would otherwise be financially unable to take part in the trip.

Specialized Field Trips/Educational Trips

Exceptions to the timelines may be made by the Superintendent for trips which result from student academic or extracurricular competition.

Overnight/Foreign Travel

Spring-Ford Area School District Board Policy 121.1

The Board of School Directors recognizes valuable educational experiences may be gained by students in a setting other than the classroom. It is, therefore, the policy of the Board to permit student educational travel pursuant to guidelines and conditions herein set forth. Two (2) categories of student educational travel are delineated for grades K-12:

1. Overnight trips.
2. Foreign travel.

The following conditions shall apply to all overnight and foreign trips:

Superintendent/Board Approval

Any overnight trip shall require the written approval of the Superintendent or his/her designee upon the written recommendation of the principal and approval by the Board at a School Board meeting. The request must be submitted no less than six (6) months prior to the planned trip. The Superintendent may waive the six (6) month requirement in special circumstances. Fundraising campaigns may not be initiated for the specific event before approval is granted by the Superintendent and School Board.

In the event that a school board meeting is not scheduled prior to a post-season athletic event, extra-curricular activity and/or club competition advancement of similar situation, the Superintendent or his/her designee has the authority to approve the specific overnight travel and will notify the school board members of the decision. At the next regularly scheduled board meeting, the specific overnight travel will be on the agenda for ratification.

Dissemination Of Information: An information flyer for either school sponsored overnight travel and/or school sponsored foreign travel approved by the Superintendent and School Board may be distributed to interested students during the appropriate class or extra-curricular activity.

Parental Permission: The sponsor of the school sponsored approved trips shall acquire written permission from the parents/guardians for each participant for each trip. Copies of the written permission slips shall be kept on file by the appropriate principal.

School Facilities And Transportation: The sponsor of the approved trips may use school facilities to meet with students and parents/guardians involved in the trip. The purpose of the meeting is to disseminate information related to the trip. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Such trips should generally use commercial motor coaches paid for by the participants of the trip.

Cost: Students may be charged for the cost of overnight and activities trips; however, provisions may be made by the sponsor to provide financial assistance so that students of all economic backgrounds are able to participate. Students will be refunded the cost of the trip minus any applicable administrative fees should the trip be canceled.

Chaperones: An overnight extracurricular trip for high school students shall be attended by a minimum of one (1) chaperone per twelve (12) students; the preference is to include at least one (1) chaperone of the opposite sex. A request for an exemption to this requirement must be submitted with the Trip Approval Request form. If the trip is approved by the School Board and Superintendent, substitute coverage will be provided, at district expense, for the sponsor and chaperones. A chaperone, who is not an employee of the school district, must be in full compliance with Policy 916 – Community Volunteers including all necessary paperwork and clearances prior to attending the trip.

Conduct: Students, faculty and chaperone volunteers participating in an approved school sponsored overnight/foreign travel field trip are bound by personal conduct standards as stated in the Spring-Ford Area School District Policy Manual.

Tentative Itinerary: The application for an overnight trip shall be accompanied by a tentative itinerary to include purpose/value of the trip, anticipated departure and arrival times, housing arrangements, and activities in which the students are expected to participate. Cost estimates and plans for paying for the trip are to be provided at the time of the request. A detailed itinerary must be provided to the Superintendent and the building principal prior to departure. When in the judgment of the Superintendent, the safety and security of the students and faculty involved in a field trip are endangered; the Superintendent or his/her designee shall cancel an approved field trip.

Examination Week: Overnight trips are not to be scheduled during exam weeks or during the testing window of State Assessments.

Excess Accident Medical Insurance: The school district does not carry Excess Accident Medical Insurance for students and chaperones. Advisors shall require proof of personal medical insurance coverage for all students and chaperones. Students can purchase 24-hour optional volunteer medical insurance coverage with the district, Voluntary Student Accident Coverage Accident Insurance Emergency forms shall be completed to list emergency contact information and give authorization of medical treatment if necessary. The district does not cover for out of pocket medical expenses.

Liability Insurance: Liability insurance in an amount not less than \$50,000 shall be provided by the district for all designated employee and nonemployee chaperones while involved in school-sanctioned activities.

Trip Reimbursement Insurance: Trip reimbursement/return transportation insurance must be made available for purchase individually to all students and volunteer chaperones of a school-sponsored foreign travel event by the sponsoring organization.

District Funds: No district budget funds may be used to finance such trips without prior approval of the School Board.

Fundraising: The cost to students to participate shall be minimized. Through optional fundraising activities, attempts will be made to provide financial assistance so that students of all economic backgrounds are able to participate.

Accounting Substantiation: Spring-Ford Area School District requires a separate account for each foreign trip. A cash receipt journal should be maintained detailing each participant's name, date, payments, and the amount deposited in the bank, or an official financial account statement shall be submitted from the travel agency. The district is to receive the final revenue/expenditure statement upon the completion of the activity.

Overnight Trips Not Endorsed by the Superintendent or School Board: The Board does not endorse, support, nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. Any staff members who are organizing a non-endorsed trip with District students must still place the Superintendent or designee on notice of such pending trips. No staff member may solicit district students for such trips in class, on school grounds, using school e-mail, through school provided technology or within district facilities. Employees who violate this direction may be dismissed or otherwise disciplined.

Related Board Policies 121, 218, 317, 417, 517, 916

Chaperone Guidelines for Educational Trips

When you volunteer to serve as a chaperone on your child's field trip, you are helping to extend the regular curriculum beyond the classroom and the school. Your role as a chaperone is an important one and requires that you accept certain responsibilities. The purpose of the following Chaperone Guidelines is to provide you with an overview of Spring-Ford School District's expectations for chaperones and students. Should you require any additional information, or have any other questions or concerns, please feel free to contact your child's teacher or the house principal. Chaperones are required to submit Volunteer Clearances.

1. Parents/Chaperones should arrive 15 minutes prior to departure for a field trip.
2. Chaperones will be assigned to a small group of students. Please be sure that you know the names of all the children in your group. Name tags or a list of students' names will be supplied by the teacher.
3. It is the responsibility of the chaperone to keep track of their group for the entire duration of the field trip. At no time should students be left unsupervised. Keep children within your sight at all times.
4. Watch children carefully; always think of the children's safety first. Be alert to potential dangers.
5. Adults, both chaperones and school staff members, should address the needs of all students, not just those in your assigned group. If you see that a child needs help or is not following the rules, please do what you can to remedy the situation.
6. Inform the teacher immediately if a child refuses to follow your directions.
7. While riding on the bus, chaperones are responsible for their group. Please sit with your assigned group, both to and from the trip destination. If driving your own vehicle, you should know how to get to the trip destination or must be able to follow the bus.
8. Chaperones must remember that the purpose of the trip is to supplement the curriculum. Students should be kept on task at all times.
9. Pay careful attention to your group's schedule. Look for any specific activity times and arrive promptly in order to participate in the lesson. Groups must not leave the designated trip location.
10. Chaperones should pace their group carefully during the trip experience. Be sure to spend time at each exhibit or station, making an attempt to learn as much information as possible. The children may be excited or overly anxious at times. Try to keep them focused on everything there is to see and do.
11. Chaperones are not permitted to purchase extra snacks or souvenirs for any children.
12. Chaperones should devote all of their attention to the students assigned to them. Therefore, other family members, especially young children are prohibited from participating in the trip.
13. District policy prohibits smoking at any time during school trips.
14. Chaperones are responsible for their own lunch and beverage on trips.
15. Report all disciplinary concerns or accidents directly to classroom teachers. Be prepared to state what happened.
16. Do not release students to anyone other than their teacher or designated school personnel.

General Behavior Guidelines

While on a field trip, Spring-Ford School District students are expected to:

- Practice good manners at all times.
- Keep their hand and feet to themselves.
- Respect others.
- Use self control at all times.
- Remain with the group leader at all times.
- Stop and Think before speaking or acting.

Field Trip Bus Safety

Please enforce the following bus rules:

- All passengers, children and adults, must remain seated at all times.
- Children may not switch seats.
- No food or drink is permitted on the bus.
- Children must use quiet voices on the bus
- If the windows are open, children must keep their hands, arms and all objects inside the bus.

Field Trip Medication Guidelines

It is a violation of licensing laws in Pennsylvania for the Certified School Nurse or Registered Nurse to delegate the nursing function of medication administration to a non-licensed person. When a student will require the administration of medication while on a field trip, every effort should be made to accommodate the student's parent/guardian on the trip to administer medication. Only emergency medications (Epinephrine and Rescue Inhalers) will be sent on field trips by the School Nurse, as immediate access to emergency medications is critical and lifesaving interventions may be administered by a non-licensed person.

Community Volunteers

The Spring-Ford Area School District Board values the unique contributions made by parents, guardians and community volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.

Definition of a Volunteer

A volunteer is defined as any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district. A volunteer, for purposes of this policy, shall include but is not limited to the following opportunities:

- Serving as a daily classroom, library or office assistant
- Assisting with classroom or building special events/celebrations
- Chaperoning a single day field trip and/or overnight field trip/competition
- Volunteering with any of the district interscholastic athletic teams and musical performance groups
- Advising or assisting an extracurricular activity
- Providing supplemental assistance to a student

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. All volunteers have specific requirements that need to be completed PRIOR to participating in any volunteer experience. The major changes to the revised Community Volunteer Policy include:

1. Spring-Ford Volunteer Registration and Disclosure Statement – Each year, all volunteers shall be required to complete and sign the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire. These forms must be submitted to each school building that the volunteer wishes to volunteer in and will be kept on file in the main school building office.
2. Child Protective Services Law – Under amendments to the state Child Protective Services law, all teachers, staff, administrators, contractors and volunteers who come into contact with students must obtain specific clearances. Prior to participating in any volunteer opportunity, each Spring-Ford Area School District volunteer shall be required to complete and submit the following three clearances:
 - Act 34: PA State Background Check (free for volunteers)
 - Act 151: Child Abuse Clearance Report (free for volunteers)
 - Act 114: FBI Criminal Clearance Report (\$27.50 for volunteers)

To ensure student safety in our schools, SFASD is requiring volunteers to obtain all three clearances. The cost for these required background clearances shall be covered by the volunteer. All clearances must be received BEFORE the volunteer activity. All visitors and volunteers will still be required to use the Raptor Visitor Management System upon entering each school.

See Related Board Policies: 916, 345, 445, 545

Community Use Of School Grounds and Playgrounds

Spring-Ford Area School District Board Policy 707.1

As a service to the community and in accordance with laws, the Spring-Ford Area School District will allow the use of public school grounds, fields and playgrounds by individuals and associations for educational, recreational, social and like purposes for the best interest of the community. No use of school grounds and playgrounds is permitted during the hours school is in session. Appropriate signage will be placed at each school. Permission to use school grounds, fields and playgrounds is granted when such use will not interfere in any way with the regular extra-curricular programs and activities of the school.

Rules For Grounds And Playground Use

1. Maintain proper conduct. The use of obscene language is not permitted.
2. Users of the grounds or playgrounds will respect the personal property of others.
3. Users of the grounds or playgrounds will refrain from causing intentional harm.
4. Use, possession, or distribution of illegal drugs, drug paraphernalia, tobacco or alcohol is strictly forbidden.
5. No skateboards, motorized recreational vehicles, three-wheel and four-wheel all-terrain vehicles, dirt bikes, and snowmobiles are allowed.
6. Roller skating, roller blading and bike riding are permitted on paved areas only, not on tennis courts or the track.
7. No pets are permitted inside Coach McNelly Stadium.

It is the responsibility of parents/guardians to control the conduct of their children on school grounds and playgrounds

Transportation

Spring-Ford Area School District Board Policy 810

The Board has elected to provide transportation for students in the Spring-Ford Area School District in accordance with the law and Board Policy.

The Board shall purchase, equip and maintain vehicles and/or contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips and athletic trips.

The school district shall provide transportation solely to students who live within the designated attendance boundaries of the Spring-Ford School District.

All parents/legal guardians are always responsible for their child's safety and conduct prior to boarding the bus and from the time that their child is discharged from the bus.

Resident students will be provided free transportation on established routes provided that:

1. They are elementary school students living further than one and one-half (1 1/2) miles by the nearest roads from their assigned school.
2. They are secondary school students living further than two (2) miles by the nearest roads from their assigned school.
3. The walking conditions to the school are found to be hazardous by the Pennsylvania Department of Transportation.
4. They are students of special education classes, as provided for in this policy.

The district will use its best efforts when establishing bus routes and schedules so that bus stops may be scheduled to which students can walk in as safe a manner as possible.

The school bus driver shall be responsible for seat assignment, monitoring and reporting of the misconduct of student/students while they are being transported. A student may be suspended from bus transportation by the principal for bus misconduct, in which case, the parents are responsible for the student's transportation.

The Superintendent shall have prepared a map of the district indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map.

The Superintendent shall maintain such records and make such reports regarding school transportation as are required by the State Board of Education. The Superintendent shall have developed rules governing student conduct during transport to and from school; such rules shall be binding on all students transported by the Board.

Bus Schedules

The purpose of bus schedules and routing will be to achieve maximum service with a minimum fleet of buses consistent with rendering a safe, effective and economical service to all students.

Bus Routes

Bus routes will follow the most direct roads practicable for bus travel to serve those students eligible for transportation service. Where an alternative route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly. Routes will be designed to eliminate as many turn around points as possible, and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

Hazardous Routes Between Home and School/Bus Stop

A hazardous route is defined as an unsafe condition caused by potential incompatibility between vehicles and school students, while the students are walking between their home and their school or school bus stop.

Road and traffic conditions shall be evaluated before any highway or section of highway is declared hazardous. The presence or absence of sidewalks shall be a factor in the evaluation but may not be the controlling factor, and all relevant safety factors will be considered in making a determination as to whether or not walking constitutes a hazard to pupils.

Chapter 447 may not be construed to require school buses to stop at every dwelling in the event that a student walking route or a portion thereof is declared hazardous, since such a policy would increase the probability of bus-related accidents. A student shall be required to walk up to 500 feet on a roadway designated as a hazardous walking route when the route is designated as hazardous.

Other factors to be considered are the following: road shoulder width, sight distance, speed of vehicles, number of students assigned at a bus stop, hazardous structure, high vehicular traffic pattern during the time the students are walking to bus stops.

If changes occur in the condition of a walking route that was previously inspected, a reevaluation of the route may be requested by a school district official. Bus routes and bus stops will be established on roads that are under federal, state, county, township, or borough jurisdiction. School transportation vehicles will not be routed over undedicated roads, private roads and private gated roads or into cul-de-sac roadways unless approved by the Superintendent for the purpose of efficiency, safety and to overcome logistical challenges. Prior to a transportation route on an undedicated or private road, the Administration must secure a completed Spring-Ford Transportation Hold Harmless Agreement, as developed by the district and which may be modified from time to time as determined by the district. The agreement shall include, but will not be limited to, written permission to enter the undedicated roadways, a liability waiver for property damage from the property owner and/or Homeowners Association, and inclusion of the district and the Transportation Contractor as an additional insured on its liability insurance and provide a copy to the district. Such an agreement must be signed by the applicable property owner(s), or authorized representatives of a Homeowners Association, the district, and the district's Transportation vendor. The Superintendent, or designee, shall be authorized to enter into such an agreement on behalf of the Board. However, special education students will be given special consideration based on the needs of the child. This may require school transportation vehicles to travel on undedicated roadways.

Authorized Bus Stops

Authorized bus stops will be located where pupils may board and get off, cross highways, and await arrival of buses with the utmost safety permitted by highway conditions.

A child may walk up to a mile and a half to a bus stop. This distance is measured by public roads and does not include the private lanes or driveways where the child must walk.

The number of bus stops on each trip will be limited so as to enable buses to run efficiently and in a reasonable time frame.

Insofar as educational requirements permit, school schedules will be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips with the same fleet of buses.

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.

Special Transportation For Exceptional Children

Children who attend special education classes may be provided transportation service without regard for the usual limitations on distance. Not all exceptional children can or should ride school buses on regular routes because of the nature of their handicaps. The Supervisor of Special Education coordinates with the Coordinator of Transportation regarding students identified as requiring special transportation services. Likewise, the provision of transportation service for exceptional pupils who regularly attend approved day schools outside the district may also be planned as outlined above.

Student Responsibility: Students are required to:

1. Be careful in approaching bus stops, walk on the left, toward coming traffic; be sure the road is clear both ways before crossing the highway.
2. Respect property and wait at the assigned bus stop without damaging or trespassing on private property.
3. Be at the assigned bus stop eight to ten (8-10) minutes before the scheduled time. Be on time for the assigned dismissal bus in order to permit the bus to follow the time schedule. Students shall not be permitted to ride any but their assigned bus.

4. Sit in their assigned seat (K-6). Bus drivers have the right to assign a student (K-12) to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
5. Reach their assigned seat in the bus without disturbing or crowding other pupils.
6. Obey the driver promptly. The driver is in complete charge while the transportation vehicle is in operation.
7. Keep the bus clean and sanitary, neither smoking nor drug use is permitted. No chewing gum, candy, soda, ice cream or other food is permitted on the bus at any time. No animals/pets are allowed. Portable electronic devices (PED – as defined in School Board Policy #237 – Electronic Communication Devices) are only permitted with the use of a personal headset. In conjunction with the Electronic Communication Policy (#237), all guidelines for the use of PED's are strictly enforced while on school district transportation. The guidelines prohibit the use of PED's with electronic images and photographs, unauthorized audio or video recording and for the purpose to bully, harass or threaten another person. Bus drivers and transportation personnel are authorized to confiscate a student's PED when used in violation of this policy or in an attempt to diffuse a behavioral or unsafe situation. All confiscated PEDs shall be delivered to the building principal's office as soon as practical.
8. Maintain proper conduct. The use of obscene language is not permitted.
9. Keep head, arms, and hands inside the bus at all times.
10. Be respectful to fellow pupils and to the bus driver.
11. Be respectful of bus equipment. Damage to seats and other parts is often unnecessary and always costly. Students will be held responsible for any and all damage to the bus perpetrated by them.
12. Remain seated until the bus stops at designated stop; if crossing you must cross in front of the bus, look both ways as you are crossing to make sure all traffic is stopped.

Video Monitor: Guidelines on video monitors are contained in Policy 810.1.

Child-Care Transportation Services: District administrators shall develop rules for the before and after school child-care transportation service. Students in grades K-6 are eligible for Child Care Transportation provided the day care facility is located in the bus transportation boundary of the attending school. Transportation WILL NOT be provided for any day care facility located in the walking boundary or is located outside of the boundary of the attending school. The Requests for Child-Care Transportation Form must be submitted yearly for review and approval. It is preferred that child-care requests for the upcoming school year be submitted in the spring and summer but no later than the last Friday in July. Until the request has been reviewed (approval/denial), the parents/guardians are responsible for providing alternate transportation. The review process, depending on the time of the year could be for a period not to exceed sixty (60) days. The following criteria will apply:

1. The student must ride the bus on a regular basis. Regular basis shall mean:
 - a. Everyday a.m. and p.m. to and from child care.
 - b. Every a.m. from child care and every p.m. to their residence.
 - c. Every a.m. from their residence and every p.m. to child care.
 - d. Student will not be assigned to more than one (1) bus in any one (1) direction.
2. Services requested must be within the attendance boundary for the school the student attends.
3. Space must be available based on the rate capacity of the bus.
4. Requests will be honored or subsequently canceled (exceeding bus capacity) in order in which they are received.
5. Approval for services on buses which are operating within fewer than ten (10) pupils of their rated capacity shall include notice that service may subsequently be canceled if the capacity of the bus would be exceeded because of an obligation to provide service to additional students who are eligible under the provisions of law for transportation by the school district.
6. Requested stop must be an established stop listed on the transportation schedule.
7. The bus and stop locations must be consistent each day of the week during the school year. Requests which are occasional rather than regular or which involve only a portion of a week, will not be approved. Alternate arrangements for any reason are the responsibility of the parents/guardians.
8. Subject to the foregoing, not more than three (3) requests for change in location to accommodate a modification of child-care arrangements may be sought during a school term.
9. Request procedures:
 - a. Request forms are available on the Spring-Ford website, attending school office and the district office. They must be completed and turned into the attending school office.
 - b. The request form will be reviewed and approved/denied by the Transportation Coordinator.
 - c. Bus contractor and attending school office will be notified of the transportation arrangements. Approval/Denial of childcare logs are kept on file.
 - d. Parents/Guardians will be notified by attending school office of approval/denial of child care request.

See Related Board Policies 103, 121, 304, 317, 417, 517

K-12 Bus Regulations

1. The driver is in complete charge while the bus is in operation.
2. All bus loading at school is to be supervised by staff members.
3. All students in grades K-6 will have assigned seating by September 15th of each school year. Any seat change request should be directed in writing to the attending building principal or bus driver.
4. All students are to line up and enter the bus in an orderly fashion.

5. All students will show proper conduct while riding in a school bus.
 - Noise and confusion must be kept to a minimum.
 - Yelling, fighting, or rough play is not permitted.
 - Obscene and foul language is not permitted.
 - Throwing objects on the bus or from the bus is not permitted.
 - Creating a disturbance in any way, shape, or form is not permitted.
6. Students are not permitted to ride any bus but their assigned bus.
7. Improper behavior on a bus may result in an immediate suspension of bus privileges and if the situation reoccurs, the bus privileges may be suspended for the remainder of the year.
8. Parents and visitors are not permitted to enter or ride a school bus.
9. Smoking, eating, or gum chewing is not permitted.
10. Bus Drivers and Transportation personnel are authorized to confiscate a student's Personal Electronic Device (PED) when used in violation of the policy (Policy #237) or in an attempt to diffuse a behavioral or unsafe situation. All confiscated Personal Electronic Devices (PEDs) shall be delivered to the building principal's office as soon as practical.
11. Animals are not permitted on school buses or vehicles used to transport students.
12. Skateboards, scooters, and roller blades are not permitted on school buses and vehicles used to transport students.

Consequences for Improper Bus Conduct:

- Parents will be notified regarding improper bus conduct.
- The student may be assigned a seat on the bus by a building administrator.
- Loss of bus riding privileges for a period of time of 1-5 days.
- Loss of bus riding privileges for a period of time of 6-10 days.
- Loss of bus riding privileges for 11+ days.
- Loss of bus riding privileges for the current school year.
- Discipline in accordance with policies established by the Spring-Ford Area School District.

Note: The building administrator has the authority to suspend bus-riding privileges immediately when behavior is deemed asocial or inappropriate. This bus suspension could be for the remainder of the school year if the situation warrants. In addition, the driver has the authority to assign a seat immediately if the situation warrants.

Additional Transportation Guidelines

Students are not permitted to ride any bus other than their assigned bus and bus stop. Requests to be picked up or dropped off a different stop or route for students in an emergency situation will need to be submitted in writing to the attending building principal by both the parent/guardian and host parent for approval. Approval/denial will be based upon reason for request and space available on the bus. Bus drivers will not accept a note from parents/guardians or students for changes in transportation arrangements without signatures from the proper authorities.

Bus Schedule Changes

Bus schedules are subject to change. However, every effort will be made to notify parents and update the schedules on the District website/Skyward. An adjustment of five minutes earlier or later may be made without notification.

Video Monitors

Spring-Ford Area School District Board Policy 810.1

The purpose of the video cameras is to ensure that the student's behavior and safety on the school vehicle is consistent with the established school district guidelines, including but not limited to, student bus conduct as described in the student handbook and the policies of the school district. In addition, to the other general issues, a significant reason for the school bus program is to instill in the student rider that his/her actions on the school bus will result in the same disciplinary procedures that exist in the formal classroom and that safety must be maintained. Video monitoring is more precise and accurate than a bus driver's divided attention through a rear view mirror or his/her personal observation. If unacceptable behavior is recorded and/or reported, timely, appropriate and corrective action are more likely to improve the situation on the school bus.

Cameras

Vehicles will be fitted with a housing that could hold a video camera with audio recording capability. This housing has a red light that will be activated whether it contains a camera or not, making it appear as though a camera is there and recording. If the recording needs to be viewed, the card from the camera will be removed and downloaded at the request of a school or building administrator.

Notification

All riders will be notified as to the possible presence of a video camera with audio recording capability on the school bus annually in the student handbook and on a sign posted on the bus.

Screening

The use of video/audio recording will be for disciplinary consequences only. The film will be reviewed by a school administrator or building administrator to determine if the recording is applicable to reported incidents.

Parent Screening

In the event that a student is disciplined as a result of information derived from the video/audio camera on the bus, the parent may request to view the recording within two (2) weeks. In the event that the principal considers it advisable for the parent to view the recording, the principal may request a viewing be scheduled for the parent.

Discipline

The building principal will determine the appropriate discipline for the student based on the bus driver's report, the interview with the student(s) and the review of the film and district discipline code.

Extracurricular Buses

For extracurricular activities, school buses will be used for transportation to and from the school. Buses for extracurricular activities and field trips will be cleared through the high school office. Any student riding a school bus to any event or activity must return to the school on that same bus.

Auto Regulations

Those students driving cars, riding motorcycles, bicycles, etc., as a means of transportation to school shall abide by the regulations concerning same. Unless the following rules are observed, privileges of bringing the vehicles on the school grounds will be taken away. Drivers guilty of serious driving offenses on school property will be reported to a District Justice and/or the local police for action.

Limited parking is available. Students will be charged a fee of \$50 to obtain parking privileges. At the beginning of the 4th marking period, the fee will be \$25 for the remainder of the school year.

1. These vehicles shall not be used during the regular school day from 7:40 a.m. until 2:20 p.m. except by permission a principal or such person who may be authorized by the high school principal to give such permission. All students are required to register the vehicle(s) which they drive to school with the School Security Office. Proper forms are always available.
2. When vehicles are registered, students will be given a parking decal to place on the rearview mirror. Vehicles without a parking decal placed on the rearview mirror will result in the following actions:
 - **1st Offense:** A warning notice will be placed on the student's vehicle, and the vehicle information will be entered into a data base.
 - **2nd Offense:** A "boot" will be placed onto the vehicle, and 5 demerits will be assigned to the vehicle operator when the "boot" is removed. Parents will be contacted and discipline information will be recorded.
 - **3rd Offense (and all subsequent offenses):** A "boot" will be placed onto the vehicle and a \$15 parking ticket will be issued to vehicle's owner when the "boot" is removed. The ticket must be paid within 15 days or a state citation will be issued to the vehicle owner from Spring-Ford's police officer
3. The vehicles shall be driven or ridden in a proper and safe manner while on the school grounds, both when arriving in the morning and when leaving in the afternoon. Five miles per hour limit shall be observed on the driveways and parking lot.
4. Special care shall be exercised by operators of all vehicles while buses are loading or unloading and under no condition shall an automobile, scooter, or bicycle pass while the bus is loading or unloading passengers on the school grounds.
5. Loitering in cars at any time shall not be practiced. The parking lot shall be considered off limits during the school day.
6. The practice of driving to school and picking up friends to go for a ride before school opens is not permitted.
7. The school cannot be held liable for any thefts or damages to automobiles.
8. Unauthorized vehicles on school property may be subject to prosecution for criminal trespass.
9. The front driveway is closed to all traffic except buses, deliveries and visitors.
10. Cars can be searched if reasonable suspicion exists to do so.
11. Parking on school property is a privilege which could be revoked if proper procedures are not adhered to.
12. Parking permits are nontransferable.

Traffic Rules

1. The front drive is off limits to all traffic, except school buses, at all times.
2. There shall be no passing at any time on school property.
3. No vehicle shall proceed against traffic at any time.
4. Cars are off limits during school hours.
5. Cars must be parked within a designated parking space. Diagonal parking across spaces is prohibited.
6. Students are to park their cars in the area designated for students unless given special permission to park in another area.
7. Dropping off and picking up students at any time of the day should be done in the parking lot nearest the auditorium.

BUS INCIDENT REPORT
Spring Ford Area School District
257 S. Lewis Road
Boyersford, PA 15468

Student Name: _____ **Grade:** _____ **School Building:** _____
Date of Incident: _____ **Time:** _____ **Bus:** _____ **Driver:** _____

NOTICE TO PARENTS:

1. Bus riding is a privilege, not a right.
2. The purpose of this report is to inform you of a bus disciplinary incident involving the student.
3. You are urged to both support the action taken by the driver/principal, and to cooperate with the corrective action initiated today.

MAJOR OFFENSES

Reason (s) for Referral:

___ Throws Objects On Bus	___ Violation of School District Policy (ies)	___ 222 Tobacco Use
___ Throws Objects Out of Bus Window	___ 218 Student Discipline	___ 227 Drug Abuse
___ Fighting, Pushing, Tripping	___ 218.1 Weapons	___ 247 Hazing
___ Assault Behavior	___ 218.2 Terroristic Threats	___ 248 Sexual Harassment

Other or Detailed Explanation of Abuse: _____

MINOR OFFENSES

Reason (s) for Referral:

___ Refuses to Obey Driver of Bus Aide	___ Refuses to Stay Seated	___ Yelling/Unnecessary Noise
___ Lack of Cooperation	___ Destruction of Property	___ Improperly Boarding/Departing
___ Rude, Discourteous Behavior	___ Eating/Drinking/Littering	___ Assault Behavior

Other or Detailed Explanation of Abuse: _____

CONSEQUENCES FOR IMPROPER BUS CONDUCT:

- Parents will be notified regarding improper bus conduct.
- The student will be assigned a seat on the bus by the building administrator
- Loss of bus riding privileges for a period of time of 1-5 days
- Loss of bus riding privileges for a period of 6-30 days
- Loss of bus riding privileges for 31+ days
- Loss of bus riding privileges for current school year
- Discipline in accordance with policies established by the Spring-Ford School District.

NOTE: The building administrator has the authority to suspend bus riding privileges immediately when behavior is deemed assault or inappropriate. This bus suspension could be for the remainder of the school year if the situation warrants. In addition, the transportation driver has the authority to assign a seat immediately if the situation warrants.

ACTION TAKEN AND RECOMMENDATION [S]:

___ Student Warned	___ Student Will Pay Damages	
___ Report Sent to Parents	___ Conference Held With Parent/Guardian	Date: _____
___ Telephoned Parents	___ Bus privileges Withdrawn for ___ Days ___ Weeks	Date (s): _____
___ Student Assigned Seat		

Comments: _____

STATEMENT TO PARENTS:

School bus transportation is a privilege. Misconduct on the school bus is a safety hazard that cannot be tolerated. We ask your cooperation in the correction of this problem. Students with disabilities will be disciplined in accordance with federal and state law.

Signature of Bus Driver _____ Date Submitted _____ Signature of Principal/Accident Principal _____ Date _____

Region I**Dr. Edward Dressler**

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 e-mail: etd@psu.edu

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 610-608-5761
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Daniel Ciresi and Taylor Stevens, Student Representatives: Spring-Ford Area Senior High School, 610-705-6001

James Fink, Board Treasurer: District Office, 610-705-6000

Diane M. Fern, Board Secretary: District Office, 610-705-6000

Board Agendas Available

Agendas for the workshops and meetings of the Board of School Directors are available at www.spring-ford.net.

Board Meeting & Work Session Dates: 2016-2017 School Year

The Board of School Directors meets twice each month for open public meetings. The first meeting is a work session held the third Monday of each month, while the second is the regular Board meeting held the fourth Monday of each month. In December of each year, a reorganizational meeting is held. Other meetings may be scheduled as necessary. Work sessions and meetings are generally held in the Spring-Ford Area Senior High School cafeteria at 7:30 p.m., unless otherwise scheduled. If you are interested in attending any meeting or work session, please contact the school district office at 610-705-6000 for the exact location. Work Session and Board Meeting dates for 2016 are listed below. Dates for meetings in 2017 will be established at the December meeting.

Month	Work Session	Board Meeting
August 2016	15	22
September 2016	19	26
October 2016	17	24
November 2016	21	28
December 2016	5	12 (Optional)

(Organizational meeting and board meeting)

All dates for 2017 are tentative and are subject to change

Month	Work Session	Board Meeting
January 2017	17 (Tuesday)	23
February 2017	21 (Tuesday)	27
March 2017	20	27
April 2017	17	24
May 2017	15	22
June 2017	19	26
July 2017	No Meetings	
August 2017	21	28

Spring-Ford Area School District Administration

Administrative Offices

857 South Lewis Road, Royersford, PA 19468-2711; (610) 705-6000

www.spring-ford.net

Superintendent	David R. Goodin, D.Ed.
Assistant Superintendent	Allyn J. Roche, Ed.D.
Chief Financial Officer	James Fink
Controller	Mary Davidheiser
Director of Human Resources	Elizabeth A. Leiss
Director of Planning, Operations and Facilities	Bruce W. Cooper
Supervisor of Operations and Facilities	Barry Ziegler
Director of Athletics	Michael McDaniel
Supervisor of Special Education (K-3)	Daniel C. Currie
Supervisor of Special Education (4-6)	Christine B. Raber
Special Education Coordinator (7-9)	Katie Davis
Supervisor of Special Education (10-12)	David Krakower
Director of Curriculum and Instruction	Kimberly A. Bast
Curriculum Supervisor	Catherine Gardy
Curriculum Supervisor	Heidi Rochlin
Director of Technology	Justin Webb
Technology Infrastructure Administrator	Robert Cywinski
Manager of Technology Operations	Sandra Bernat
Systems Administrator	Chuck Applegate
Systems Technician	Richard Grove
Software Specialist	Kathleen Cox
Information Systems Analyst	Sarah Sacks
Coordinator of Transportation	Lora A. Sanderson
Coordinator of Food Services	Paula H. Germinario
Manager of Media Communications	Steven Bonetz
Media Communications Assistant	Andrew Rothemel
Manager of Communications and Marketing	Erin G. Crew
Home and School Visitor	Julie Caterson
School Police Officer	William Bryfogle, Jr.
School Police Officer	Gwendolyn Phillips
School Resource Officer	Jason Corropelese