

Moniteau Jr./Sr. High School  
Student & Parent Handbook  
2022-2023



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## ALMA MATER

### **“HAIL TO THEE OH MONITEAU”**

Hail to thee oh Moniteau  
We with reverence sing to thee  
Of our love and our devotion  
Of our faith and loyalty.

We will cherish thy protection  
We will strive to win thee fame  
We will thirst for thy affection  
We will always love thy name.

### **PURPOSE OF PARENT/STUDENT HANDBOOK**

The handbook is designed to assist parents, guardians and students with the policies and procedures of the schools within the Moniteau School District. The main purpose of the handbook is to ensure effective communications between the home and school. Any item not specifically addressed in the handbook will be handled by the building principals. In a situation where provisions of the handbook contradict school board policy, the policy shall prevail. The following basic guidelines are recommended procedures for parents/guardians with concerns or questions:

- Parents/guardians should first communicate with teachers or with the school personnel involved concerning the problem.
- Appointments for private conferences with teachers or other school personnel should be made in advance by contacting the teacher or the school office.
- Problems that are not solved during parent-teacher conferences can be taken to the school principal.
- If problems are not resolved at the local building level, parents/guardians have the recourse of contacting the Superintendent of Schools.
- Board members may be contacted about school matters if the procedures outlined above do not help solve problems.

### **TITLE IX, SECTION 504 POLICY**

Moniteau School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures contact the Title IX Coordinator, Section 504 Coordinator, at 1810 West Sunbury Road, West Sunbury, PA 16061. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons contact the Superintendent at (724) 637-2117.

**BOARD OF DIRECTORS**

Dr. Michael Panza, President  
1140 Branchton Rd.  
Harrisville, PA 16038

Mrs. Joann Duke, Vice-President  
Box 174, 111 Webb Rd..  
West Sunbury, PA 16061

Mr. Bryan Sack  
119 Sack Lane  
Boyers, PA 16020

Mr. Randy Armagost  
125 Grubb Rd.  
Boyers, PA 16020

Mrs. Linda Dillaman  
1835 West Sunbury Rd.  
West Sunbury, PA 16061

Dr. Michael Baptiste  
255 Claytonia Rd.  
Butler, PA 16001

Mrs. Jennifer Rottman  
120 Sullivan Ln.  
Hilliards, PA 16040

Mr. Mark DeMatteis  
212 DeMatteis Rd.  
Boyers, PA 16020

Mr. Matthew Zietz  
121 Minson Rd.  
Butler, PA 16001

**Administrative Office**

1810 West Sunbury Road  
West Sunbury, PA 16061  
(724) 637-2117  
FAX: (724) 637-3862

**Moniteau Jr./Sr. High School**

1810 West Sunbury Rd.  
West Sunbury, PA 16061  
(724) 637-2091  
FAX: (724) 637-3878

**Dassa McKinney Elementary School**

391 Hooker Rd.  
West Sunbury, PA 16061  
(724) 637-2321  
FAX: (724) 637-3877

**Campbell Bus Company**

(724) 637-9920

**ADMINISTRATION**

Aubrie Schnelle	Superintendent	<a href="mailto:aschnelle@moniteau.org">aschnelle@moniteau.org</a>
Peg Burdick	Business Manager	<a href="mailto:pburdick@moniteau.org">pburdick@moniteau.org</a>
Lance Fox	HS Principal	<a href="mailto:lfox@moniteau.org">lfox@moniteau.org</a>
Dustin Thompson	HS Principal	<a href="mailto:dthompson@moniteau.org">dthompson@moniteau.org</a>
Kevin Boariu	Elementary Principal	<a href="mailto:kboariu@moniteau.org">kboariu@moniteau.org</a>
Nicole Fox	Asst. Elementary Principal	<a href="mailto:nfox@moniteau.org">nfox@moniteau.org</a>
Alix Greenawalt	Director of Technology	<a href="mailto:ajgreenawalt@moniteau.org">ajgreenawalt@moniteau.org</a>
Paula Bredl	Director of Special Education	<a href="mailto:pbredl@moniteau.org">pbredl@moniteau.org</a>
Jeff Campbell	Director of Buildings/Grounds	<a href="mailto:jcampbell@moniteau.org">jcampbell@moniteau.org</a>
Carrie Plecher	Director of Food Services	<a href="mailto:cplecher@moniteau.org">cplecher@moniteau.org</a>
Luke Kunkel	Athletic Director Director of Transportation	<a href="mailto:lkunkel@moniteau.org">lkunkel@moniteau.org</a>
David DiCaprio	Director of Online Learning, Curriculum & Instruction	<a href="mailto:ddicaprio@moniteau.org">ddicaprio@moniteau.org</a>

### **Notice to Parents and Guardians**

As a parent or guardian of a student in the Moniteau School District, you have the right to know the professional qualifications of the teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers, and requires us to give you this information in a timely manner, if you ask for it. Specifically, you have a right to ask for the following information about each of your child's teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for grades and subjects she/he teaches.
- Whether the Pennsylvania Department of Education has decided that a teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child's principal at the number provided at the beginning of the handbook.

### **Notice of Parent and Family Engagement Policy**

It is our belief that a strong positive relation between home and school builds strong students. Based on this belief, it will be the policy of the Moniteau School District to encourage parents to be active participants in their child's/children's education. This may be accomplished using many and various methods. The district will use the following means to facilitate communication between the school and home: Report Cards, Progress Reports, Open House, Orientations, Parent Conferences and Workshops, Parent-Teacher Organization, Committee Meetings, E-Mail, Phone Calls, Video Messages, Website, Newsletters, School Calendar, etc

Parents are encouraged to participate as appropriate by attendance at school functions, attendance at building and district level meetings, performance of volunteer work for school, participation in school-based organizations, etc. Committees that encourage parent participation include, but are not limited to, Parent Teacher Organization (PTO), Title I Parent Advisory Council (PAC), Comprehensive Planning, Staff Development, Curriculum, Technology, Special Education, Local Task Force and Booster Organizations.

Parents are encouraged to begin communication with their child's/children's teacher and proceed as needed. The success of the student should be the basis for all decisions.

### **Title I Parent and Family Engagement (Moniteau School District Policy 918)**

#### **Purpose**

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.

***DISCLAIMER: The administration reserves the right and is entitled the authority to determine consequences and render decisions for situations not specifically addressed within this handbook.***

**INSTRUCTIONAL DAY**

**Regular Bell Schedule**

Students Arrive	7:15 am - 7:35 am
Vo-Tech Departure	7:20 am
Homeroom	7:35 am - 7:40 am
Period 1	7:43 am - 8:24 am
Period 2	8:27 am - 9:08 am
Period 3	9:11 am - 9:52 am
Period 4	9:55 am - 10:36 am
Vo-Tech Arrival	10:30 am - 10:34 am
Period 5	10:39 am - 11:20 am
Period 6 (JH Lunch)	11:20 am - 11:50 am
Period 7	11:53 am - 12:34 am
Period 8	12:37 am - 1:18 pm
Period 6	11:23 am - 12:04 pm
Period 7 (Lunch)	12:04 pm - 12:34 pm
Period 8	12:37 pm - 1:18 pm
Period 6	11:23 am - 12:04 pm
Period 7	12:07 pm - 12:48 pm
Period 8 (Lunch)	12:48 pm - 1:18 pm
Period 9	1:21 pm - 2:20 pm
Activity/Intervention	2:05 pm - 2:25 pm

**ATTENDANCE**

**ATTENDANCE POLICY (Moniteau School District Policy 204)**

The Board requires that school age students enrolled in district schools attend school regularly in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve standards and consistent educational progress. All children between the ages of 6 and 18 must be enrolled in and attend school on a regular basis. If a parent/guardian begins a child's education prior to the age of 6, the child must remain in school as prescribed by law.

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 may excuse a student for temporary absences when receiving satisfactory evidence from a practitioner of the healing arts for mental, physical, or other urgent reasons that may cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The parent/guardian of a school-age child is responsible to provide an explanation in writing for the student's absence from school. The mere fact that a parent/guardian has sent a written explanation to the District's administration does not necessarily mean that the absence is excused.

**If a student is excessively absent from school, five (5) days per semester or ten (10) days per year, the parent/guardian shall be required to verify each additional illness/injury with a written excuse from a doctor. The administration has the right to excuse other absences as urgent conditions arise.**

Any student, who is absent, whatever the reason, shall be responsible to submit to the district a written explanation for his/her absence from the parent/guardian. All absences from school must be substantiated with a note signed by a parent/guardian. **A student must provide a written excuse for an absence within three (3) days of his/her return to school.**

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Required court attendance
4. Death of immediate family member as specified by School Code
5. Inclement weather/impassable roads
6. Other requests approved by the building principal



**UNLAWFUL ABSENCE** is the unexcused absence of all students of compulsory school age (6-18 years) for one or more of the following reasons:

1. Absence through parental neglect
2. Illegally employed
3. Truancy

The school district does not recognize any day as a "senior skip day." Absences on such days are considered unlawful and therefore make-up privileges are not granted.

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

The Board or its designee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18). The Board may issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

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 or therapeutic services; 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.

Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board or its designee may, upon written request of the parents/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. A penalty shall not be attached to an absence for religious instruction.

The Board may permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request from the parent/guardian prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include:

1. **Medical or Dental Appointments** However, such excuses should be infrequent, and a sincere attempt should be made by the child's parents/guardians to make such appointments during after-school hours or on Saturdays. If a student has a medical or dental appointment in the morning, the student shall be in afternoon classes. If a student has a medical or dental appointment in the afternoon, the student shall be in morning classes.
2. **Court Appearances**

The Board 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 part-time 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 fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a lawfully issued employment certificate. Regularly engaged means thirty-five (35) hours or more per week of employment.
6. Homebound children unable to attend school on the recommendation of the school physician, the personal physician, a licensed psychologist or a licensed psychiatrist and approval of the Secretary of Education.
7. Students enrolled in special schools conducted by the Intermediate Unit or approved by the Department of Education.
8. Students attending college who are also enrolled part-time in district schools.
9. Students attending a home education program or private tutoring in accordance with law.

## **EDUCATIONAL TOURS AND TRIPS**

Parents/Guardians may make application for a waiver of compulsory attendance regulations when they desire their children to enjoy vacation experiences which are educational in nature and also when parents/guardians must travel for other purposes and it would constitute a hardship to make arrangements to leave children at home or to curtail their trip because of the compulsory attendance laws. Applications for an exception to compulsory attendance requirements are available in each building principal's office. Prior notification, application, and approval by the building principal are required. Final approval rests with the Superintendent. The Board may limit the number and duration of educational tours or trips for which excused absences may be granted to a student during the school term. Pre Approved vacation experiences, which are educational in nature, will count against a student's ten (10) days of absence per year. **Vacation experiences that are not pre approved and/or that exceed the ten (10) day limit per year will be considered unexcused and/or illegal.**

A student will be excused for two (2) pre approved post secondary visits per school year. A student must provide the district documentation from the postsecondary institution visited upon return from such a visit. Upon return, the student has three (3) days to provide such documentation to school officials. Postsecondary visits do not count against a student's ten (10) days of absence.

A student will be excused for one (1) pre approved job shadow experience per school year. A student must provide documentation from the job shadow employer upon return from such a visit. Upon return the student has three (3) days to provide such documentation to school officials. The job shadow experience does not count against a student's ten (10) days of absence.

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

1. Ensure a school session that conforms to requirements of state law and regulations.
2. Govern the keeping of attendance records in accordance with law.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excuses.
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant student, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.

A central attendance office in each of the two (2) schools maintains attendance records for that school. The official attendance record for all elementary students shall be maintained in an office located in the Dassa McKinney Elementary School. The official attendance record for all secondary students shall be maintained in an office located in the Moniteau Junior-Senior High School. Final reports to the Board and the state shall be prepared by the administration and signed by the Superintendent.

## **TARDINESS TO SCHOOL**

Every student should be in his/her homeroom before the tardy bell rings. A tardy commences with the absence of a student at the time a given day and/or half days of attendance begins. Students arriving at school more than thirty (30) minutes from the start of school will be considered absent for one-half (1/2) day; students leaving school prior to thirty (30) minutes before dismissal will be considered absent for one-half (1/2) day. Students arriving at school more than thirty (30) minutes after the beginning of the second half of the school day will be considered absent from school for that day.

**Students tardy to school must arrive with a note from their parent/guardian.** A parent/guardian note will be accepted for the first two (2) tardies of each semester, and students will be permitted to make up work missed for the first two (2) tardies. A student is not permitted to make up work when tardy three (3) or more times in a semester. After administrative investigation, the consequences for being tardy three (3) or more times a semester will be determined by the levels of progressive discipline. Unless accompanied by a legal excuse, students must be in attendance for a minimum of one-half (1/2) day to participate in athletic events. Students, in regard to their first two tardies, must arrive prior to 8:05am at the secondary level to participate in any extracurricular or school-sponsored activity, such as dances, plays, concerts, athletic events, et cetera. Students, who are illegally tardy (arrive without a doctor's/medical excuse, arrive without legal verification of a court appointment, or arrive when not excused by administration for another reason) three or more times in a semester, will not be permitted to participate in any after-school or extra-curricular activity that same day. Building administration reserves the right to determine a student's eligibility status. If the third or more tardy occurs on a Friday (or any last day of the week), the student is not eligible to participate in any activity until the next official day of school.

Consequently, upon the third or more tardy to school, a student cannot participate in any extra-curricular or school-sponsored activity until after the next official day of school, and the student is not permitted to make up work when tardy three or more times.

School time missed due to chronic tardiness to school without a written legal excuse may be accumulated and converted to an equivalent number of days of unexcused absence. Upon the approval of the building principal, a citation may be issued to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance through their children's chronic, unexcused tardiness to school.

**EARLY DISMISSAL**

Students requesting early dismissal before the completion of the school day must bring a written permission note from the parent/guardian stating the reason for the dismissal and a contact number for verification purposes. Early dismissal notes are to be submitted to the office before the first period begins.

If for some unforeseen reason a parent/guardian needs for a student to be dismissed early, the parent/guardian must personally sign out the student in the high school office. The parent/guardian will complete a dismissal form stating the reason for the dismissal. The student will be paged to the office for dismissal.

**More than 2 early dismissals without a doctor’s excuse will result in progressive discipline action including, but not limited to, detention, suspension, and/or expulsion. Building principals will determine emergency exceptions.**

Student drivers with early dismissals must sign out in the high school office before departing the building, failure to do so will result in a disciplinary consequence.

**The school district will not permit anyone to sign out a student other than a parent, guardian, or authorized designee.**

**IMPORTANT TIMES TO REMEMBER**

<b>Category</b>	<b>Time</b>
Window for tardies	7:35 - 8:05
½ Day absence after	8:05
Leave before, ½ day absence	1:55
Here a full day, if a student leaves after	1:55
Misses a full day, if student arrives after	11:30
<b>Extra-Curricular Participation</b>	<b>Must be here by 11:00</b>
Two-hour delay tardy	9:35 - 9:50
Two-hour delay: ½ day absence after?	9:50
Two-hour delay: leave before, ½ day absence	2:10
Two-hour delay: here a full day if student leaves after	2:10

**TRUANCY, UNEXCUSED OR UNLAWFUL ABSENCE\***

Truancy or unlawful absence is defined as a student who is absent from school without permission from a parent/guardian or school official.

**PENALTY for TRUANCY, or UNLAWFUL ABSENCE**

**FIRST UNLAWFUL ABSENCE** – A student will have the opportunity to make up work. A letter will be sent home to the parent/guardian informing them of the first unlawful absence.

**SECOND UNLAWFUL ABSENCE** – A student will **not** have the opportunity to make up work. A letter will be sent home to the parent/guardian informing them of the second unlawful absence.

**THIRD UNLAWFUL ABSENCE** – A student will **not** have the opportunity to make up work. A letter will be sent home to the parent/guardian informing them of the third unlawful absence. This letter or official notice will also inform the parent/guardian that on the sixth unlawful absence, the district will file a citation with the magistrate for truancy.

**SUBSEQUENT UNLAWFUL ABSENCE** – The Administration will coordinate a school/family conference to discuss the cause of the student’s truancy and to develop a Student Attendance Improvement Plan (SAIP) to resolve truant behavior. At the end of the conference, all parties will sign a comprehensive SAIP. In addition to the construction of a Student Attendance Improvement Plan, the district will reserve the right to refer the students to a county approved attendance improvement program.

A student that has had more than three unlawful absences will be subject to all of the above stated programs, disciplinary actions, and guidelines. In addition, the district will refer the student to a local/county based attendance improvement program. The district will also contact the District Magistrate to help mitigate and resolve student unlawful absences.

**When a student is truant or cuts class, s/he is not permitted to make up any assessments administered during the period of truancy or class cuts.**

### **STUDENT EXCUSALS**

A student who reports to school must attend all classes during the school day and may only be excused from class(es) by the building administration. This can only be done through established building procedures. A student, if permitted by the building administration, can have two (2) excusals per semester. These student excusals are permitted for medical or dental appointments, required court appearances, or other requests approved by the building administration. Student excusals will not be granted for the following reasons: shopping; hunting, fishing, attending ball games or sporting events, birthday or other celebrations, employment, inefficient transportation or automobile breakdowns, haircut appointments, or any other reason not listed as being legal in the Pennsylvania School Code of 1949. Progressive disciplinary action will be taken for all additional student excusals, including, but not limited to detention, suspension, and/or expulsion. Students, who are illegally excused (leave without a doctor's/medical excuse, leave without legal verification of a court appointment, leave without the approval of the administration) three (3) or more times in a semester, will not be able to participate in any after-school or extra-curricular activity that same day. If the third or more student excusal occurs on a Friday (or any last day of the week), the student is not eligible to participate in any activity until the next official day of school. The student is also not permitted to make up work when illegally excused to leave school early three (3) or more times.

### **CLASS CUTS**

Illness is the only acceptable excuse for not reporting to class. If a student becomes ill, s/he must report to the school nurse with a properly signed pass. Spending the class period in the restroom is inexcusable. Any class cut will result in disciplinary action including, but not limited to, detention, suspension, and/or expulsion. As a result of a class cut, the student may not make-up assignments, class work, or other assessments.

### **UNEXCUSED ABSENCE**

An unexcused absence occurs when a student does not provide a written excuse for an absence within three (3) school days of his/her return to school.

### **PROCEEDINGS AND PENALTIES FOR VIOLATION OF COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met. The district will give three (3) days' written notice of violation of compulsory attendance prior to proceedings against the offending party and will attempt to develop a Student Attendance Improvement Plan (SAIP) in cooperation with the parent/guardian. If compulsory attendance violations continue, the district will proceed with the filing of a citation with the local magisterial district judge. The district will also refer the student to a local or county approved attendance program as an additional step for support.

Possible sentences for parents/guardians found to be in violation of compulsory attendance law:

1. Paying a fine up to the amount allowed by law for each offense and court costs.
2. Completing a parenting education program.
3. In cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five (5) days.
4. Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six (6) months.

The Board may bring a student before the court. Possible disposition for children found in violation of compulsory attendance law:

1. If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to ensure the child's attendance at school and the child has attained the age of thirteen (13), the child may be:
  - Subject to a fine of no more than the amount allowed by law for each offense.
  - Assigned to an adjudication alternative program.
  - Alleged to be dependent by the magisterial judge if the child fails to pay the fine or comply with the adjudication program.
  - Referred by the school district for services or possible disposition as a dependent child, in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with compulsory attendance provisions and is habitually truant.
2. Any child who has not attained the age of thirteen (13) who fails to comply with the compulsory attendance requirements and is habitually truant shall be:
  - Referred by the school district for services or possible adjudication as a dependent child.
3. For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.
  - Upon first conviction, the child's operating privilege for operating an automobile will be suspended for ninety (90) days.
  - Upon the second or subsequent conviction, the child's operating privileges will be suspended for six (6) months.
  - Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of ninety (90) days for the first conviction and six (6) months for the second and any subsequent conviction.

4. If a student of compulsory school age cannot be kept in school on account of truancy, the school district may proceed against the student before the juvenile court.

#### **LATE TO CLASS**

Students arriving late to class/assigned area (this includes study hall, library, lunch, et cetera) will be marked as such and a discipline referral will be submitted to the office as per the guidelines listed below. The teacher or staff member has the authority to determine if a student is late for class/assigned area. If a student is detained by a teacher or staff member, the student is to ask for a pass before going to the next class. The consequences for being late to class/assigned area are as follows:

1<sup>st</sup> late = warning per class

2<sup>nd</sup> late = warning per class

3<sup>rd</sup> late and subsequent late(s) = **Subject to disciplinary action including, but not limited to, detention, suspension, and/or expulsion.**

\*At the beginning of the second semester (of a year-long course only), the "late to class rule" will start over.

#### **GENERAL PROTECTIVE SERVICES**

General protective services are services to prevent the potential for harm to a child. Children who are habitually and without justification truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children shall not be referred to the Butler County Children and Youth Agency for assessment as possibly needing services until after the school district has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

#### **THE PENALTY FOR STUDENTS WHO ARE OF NON-COMPULSORY AGE AND VIOLATE THE ATTENDANCE POLICY**

Students who are eighteen (18) years old or older do not come under the compulsory attendance law. Therefore, after ten (10) absences, students will meet with the building administration and their parent/guardian between the student's eleventh to fifteenth absences to address the student's excessive absenteeism. At this meeting, the administration will state that parent/guardian notes for absences for the student will not be accepted after the formal notices have been issued and disciplinary measures have been instituted. After the meeting, the building administration will send a formal notice to the parent/guardian of the student stating that the student must provide a physician's excuse for all future absenteeism. If the student continues not to attend school, the building administration will initiate disciplinary measures. If the student, after appropriate disciplinary measures have been taken, continues not to attend school, the building administration will refer the student to the Superintendent. The Superintendent, then, will arrange for a formal meeting with the student and his/her parent/guardian. At this meeting, the Superintendent will recommend the student for expulsion and recommend that the student be brought before the Board of School Directors.

#### **ATTENDANCE PRACTICES**

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/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

The Superintendent shall enforce procedures for the attendance of students which:

- Ensure a school session which is in conformity with requirements of the rules of the State Board.
- Impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations.
- Indicate that the only acceptable excuses for tardiness to school are doctor or dentist appointment with written excuse, severe weather conditions, or transportation difficulties. Ensure that students absent for any reason have an opportunity to make up work they missed. Students must assume responsibility for making arrangements with the teacher on the first day of the student's return to each class to make-up work missed during an excused absence, school activity, waiver of compulsory attendance, or suspension.
- Govern the keeping of attendance records in accordance with rules of the State Board.
- Annually distribute to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences, and excusals.

The Board will recognize other justifiable absences for part of the school day. In the interest of health, children may be excused for dental or medical appointments on receipt of a written request from the parent/guardian. However, such excuses should be infrequent, and a sincere attempt should be made by the child's parents/guardians to make such appointments during after-school hours or on Saturdays.

Dismissal from school to attend church activities or religious holidays which do not coincide with vacation days on the school calendar can be permitted only upon presentation to the attendance office of a written request from the parent/guardian. Other justifiable absences for part of the school day include court appearance, family emergency, and other urgent reasons.

#### **VIRTUAL ACADEMY ATTENDANCE REQUIREMENTS**

All students enrolled in courses through the Moniteau Virtual Academy program in accordance with the following requirements will be considered in attendance for purposes of this policy and compulsory education requirements.

Student attendance in Moniteau Virtual Academy courses will be monitored by the Virtual Academy Administrator, guidance counselors and teacher(s) using an Internet-based system. To be considered in attendance during the school year, a student enrolled in the Virtual Academy

program must actively participate in on-line instruction not less than 28 hours per week (5.6 hours per day or 336 minutes per day). A student will not be granted credit for any semester course if absences from that course total more than (7) hours per semester or for any full year courses that total more than fourteen (14) hours for the year. A student is not considered absent from class if s/he has logged into the virtual academy program and remained active during the minimum period required.

Except to the extent required by an individualized education program, Moniteau Virtual Academy instruction will not be provided by the school district prior to the beginning of or subsequent to the end of the school year as annually approved by the Board of School Directors.

Students enrolled full-time in the Moniteau Virtual Academy program must be actively engaged in their on-line courses a minimum of 2.6 hours (156 minutes) to qualify for participation in extracurricular activities or practices on that day.

### **SCHOOL DELAYS/CANCELLATIONS**

In the event that school will be delayed or canceled because of inclement weather, students and parents are requested to listen to one of the following radio or television stations:

<b>Radio Stations</b>	<b>Television Stations</b>
KDKA 1020 AM-PITTSBURGH	KDKA
WISR 680 AM-BUTLER	WPXI
WBUT 1050 AM-BUTLER	WTAE
WLER 97 FM-BUTLER	

Notification will be sent out via the Moniteau School District Skylert system to all registered contact information on file with the District.

Notification may be sent via telephone call, text, and/or email. An announcement will be posted on the school website, [www.moniteau.org](http://www.moniteau.org), and the phone message at Moniteau School District number, 724-637-2091.

### **TECHNOLOGY**

#### **One to One (1:1) Program**

Moniteau School District offers one-to-one (1:1) technology to all students in the district, K-12. This provides each student with an opportunity to use a district-provided device in class as well as at home. By providing 1:1 technology, there are some procedures and policies that students and parents need to be aware of:

1. Technology devices are the property of Moniteau School District.
2. Students need to charge their device at home. All devices have an 8-12 hour battery life to last throughout the school day.
3. Devices are filtered 24/7 against inappropriate web content per CIPA (Children's Internet Protection Act) guidelines. Teachers have the ability to monitor student use throughout the day.
4. The Moniteau School District Policy 815 – Acceptable Use of Computer Technology is in effect at all times when using a district-owned device and/or a Moniteau School District user account.

As school property, technology devices are included in Moniteau School District Policy 224 - Care of School Property.

Schedule of fines:

Chromebook Plastic Cover/Bezel	\$10.00
Chromebook Keyboard	\$20.00
Chromebook Non-Touch Screen	\$20.00
USB-C AC Adapter / Charger	\$25.00
Chromebook Touchscreen	\$100.00
Chromebook Motherboard	\$120.00
Lost/Missing Chromebook / Damage beyond economic repair	\$250.00

Please visit <https://www.moniteau.org/Technology> for more information.

### **ACCEPTABLE USE OF COMPUTER TECHNOLOGY (Moniteau School District Policy 815)**

#### **Purpose:**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

#### **Telecommunications:**

A system that allows users access to a wide variety of information from electronic networks found on local, state, national and international databases. Examples include Internet, e-mail, discussion groups and bulletin boards. These accounts are intended for the

sole use of educators and other authorized users. Harmful to minors shall mean any picture, image, graphic image, file, or other visual or written depiction that:

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

**Authority:**

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor file server space utilization by district users, including, but not limited to, e-mail messages and accounts, user files located on local or network drives, and Internet content access while respecting the privacy rights of both district users and outside users.

The Board establishes that use of the district network and other computing resources is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. District network administrators have the right to deny, revoke, or suspend specific use.

Students may only access the Internet after reading the Acceptable Use Policy of Computer Technology in their Student/Parent Handbook.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to his/her supervising teacher.

**Delegation of Responsibility:**

The district shall make every effort to ensure that this resource is used responsibly by students, staff and community members.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

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

The building administrator and/or the Director of Technology shall have the authority to determine what is inappropriate use; his/her decision shall be final.

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

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

**Guidelines:**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and

information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Individual computing classrooms or areas may impose printing restrictions on any or all users in that area.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Any violation of the use of the district computing resources should be reported to the teacher, the principal, and the Director of Technology. Specifically, the following uses are prohibited:

- a. Facilitating illegal activity.
- b. Commercial or for-profit purposes.
- c. Non work or non school-related work, including personal entertainment or private activities.
- d. Product advertisement or political lobbying.
- e. Hate mail, harassment, discriminatory remarks, and offensive or inflammatory communication.
- f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- g. Access to or printing of obscene or pornographic material or child pornography, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
- h. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- i. Inappropriate language or profanity.
- j. Transmission of material likely to be offensive or objectionable to recipients.
- k. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- l. Impersonation of another user, anonymity, and pseudonyms.
- m. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- n. Loading or using of unauthorized games, applications, programs, files, or other electronic media without the expressed written consent of the Director of Technology.
- o. Disruption of the work of other users.
- p. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
- q. Quoting of personal communications in a public forum without the original author's prior consent.
- r. Malicious use of the network to harass other users or infiltrate a computer or computing system is prohibited.
- s. Altering a network or computing resource, device, peripheral, file, or folder names.
- t. Copying application, folders, or files unless it is directly related to curriculum projects and it follows all other established policies and guidelines.
- u. Distributing or altering network or computing resource passwords.
- v. Users may not use any network or computing resource to gain unauthorized access to other networks or computing resources.
- w. Users may not violate any software or other licensing agreements.
- x. Installing, previewing, or copying software to the network or any computer.

### **Security**

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

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

### **Consequences For Inappropriate Use**

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

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, other networks, or district software and hardware; this includes but is not limited to uploading or creating computer viruses.

The violations contained within this policy are not all inclusive, only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action.



Disciplinary actions are based on the discipline procedures of the Moniteau School District. Administrators may use any or all of the following suggested intervention strategies and disciplinary action.

**Minimum Actions –**

1. Administrator/Teacher/Student conference.
2. Administrator/Teacher/Student verbal and/or written reprimand.

**Additional Actions As Deemed Appropriate –**

1. Administrator/Parental contact.
2. Referrals and conferences involving various support staff or agencies.
3. Behavioral contracts.
4. Required serving a minimum of one (1) day suspension from using all district computer equipment.
5. Confiscation of inappropriate items.
6. Restitution/Restoration, including any professional services required.
7. Denial of participation in class activities.
8. Banned from access to the Internet for a specified number of days.
9. Banned from using all computer equipment, networks, or Internet.
10. In-school suspension.
11. Out-of-school suspension.
12. Expulsion.
13. Other intervention strategies as needed.
14. Subject to criminal prosecution under state and federal laws.

**Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

**Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information such as home address or telephone number to other users on the network, including chat rooms, e-mail, Internet, etc. Users shall not use their real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Users shall not arrange a face-to-face meeting with someone they met on the computer network or Internet. If someone attempts to arrange a meeting with a user as a result of an Internet contact, the user shall report the communication immediately to a supervising teacher.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

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

**Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. Only a member of the school administration may authorize the release of student information.

**Active Restriction Measures**

The district, either by itself or in combination with an Internet Service Provider (ISP), will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. The district will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by the Technology Coordinator or his/her designee, as necessary, for purposes of valid research or other educational projects being conducted by a user.

**Warranties/Indemnification**

The district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The district shall not be responsible for any claims, losses, damages or costs, including fees, of any kind suffered, directly or indirectly, by any user or his/her parent/guardian arising out of the use of its computer networks or the Internet under this policy. By signing this policy, the user is taking full responsibility for his/her use, and the user who is eighteen (18) or older or, in the case of a user under eighteen (18), the parent/guardian agree to indemnify and hold the district, administrators, professional employees, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/guardian agrees to cooperate with the district in the event of the district initiating an investigation of a user's access to the computer network and the Internet.

### **Updates**

Users, or the user's parents/guardians, may be asked to provide new or additional registration and account information or to sign a new policy. The policy must be signed if the user wishes to continue to receive service. If after users have provided account information, some or all of the information changes, users must notify the building principal, Moniteau School District Network and Internet Access Student Consent and Waiver forms will be given to all students at the beginning of the school year. These Student Consent and Waiver forms must be signed, completed, and returned to the District before students are able to access and utilize the internet network established and maintained by the Moniteau School District. The Student Consent and Waiver form is accessible online through the District website as part of Board policy 815 or can be obtained by contacting District administration.

### **INTERNET SAFETY**

#### **Child Internet Protection Act**

The Moniteau School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Student computer access will not be granted until receipt of the acceptable use policy.

### **STUDENT SUPPORT SERVICES**

#### **PRIVACY RIGHTS OF PARENTS AND STUDENTS**

Moniteau School District and its employees are required by Federal Law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal legislation entitled, Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments). There are State Rules and Regulations dealing with regular and special educational students' rights and privacy. All students are covered by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities. The basic premise of the above-mentioned laws, rules, and regulations are that information about students cannot be disclosed without written parental consent.

#### **MCKINNEY-VENTO ACT AND HOMELESS STUDENTS**

A child is considered homeless if he or she is living with or without a parent in any of the following situations:

- In a homeless shelter, domestic violence shelter, or transitional housing.
- In a public/private place not designated for regular sleeping accommodations, such as a vehicle, park, hotel or campground.
- With friends, family or acquaintances due to lack of housing ("doubled up").
- Outside of their home because they have been forced out of the home or run away from home.
- Residing in inadequate/substandard housing.
- Any situation listed above as a child of a migrant family.

Homeless children reside in situations that are not fixed, not regular, and/or not adequate. If you are experiencing homelessness or feel you qualify as homeless based on the definition listed above, please contact the Moniteau School District homeless liaison for more information and to discuss your situation and determine if you qualify for additional support/services. The Moniteau School District homeless liaison is:

Dustin Thompson  
Co-Principal of Student Affairs  
Moniteau Jr./Sr. High School  
724-637-2091 Ext 1001  
dthompson@moniteau.org

#### **EDUCATIONAL RECORDS, PERSONALLY IDENTIFIABLE INFORMATION AND DIRECTORY INFORMATION**

Educational Records consist of information directly related to a student who is maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Education Records and Personally Identifiable Information cannot be disclosed or released without written parent consent or if a student is over eighteen without student consent. There is certain information that can be released without

consent, which is called Directory Information. Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Moniteau School District designates what information is labeled as Directory Information. It shall include the following: The student's name, address, phone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Disclosure of information means to permit access to or the release, transfer or other communication of educational records, or the personally identifiable information contained in these records, to any party, by means, including oral, written, or electronic means. This means that information about a student cannot even be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge of a student. Written parental consent is necessary for disclosure of personally identifiable and education records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, Moniteau School District must maintain a written record of disclosure for the parents to inspect in case information has been released.

#### **CHAPTER 15 PROTECTED HANDICAPPED STUDENTS**

A protected handicapped student is a student who is school age with a physical or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with State and Federal Law, the Moniteau School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. These services and protection for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact Mrs. Bridget Vissari, School Psychologist, at (724) 637-2091.

#### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) TEAMS**

Children are referred to the Special Education Department through the building level MTSS Team meetings. The MTSS Team meetings are held regularly at each school building throughout the school year. Children may be referred to the MTSS Team by any member of the faculty, staff, and/or the child's parent(s). The building principals, superintendent, director of special education, school psychologist, school guidance counselors, school nurse, and the SAP coordinator are regular members of the MTSS Team. The speech therapist may also attend MTSS Team Meetings when necessary. Group administered achievement test scores, group I.Q. scores, grades, health information, and information provided by members of the MTSS Team knowledgeable of the child's needs are reviewed and discussed by Team members.

#### **STUDENT ASSISTANCE PROGRAM (SAP)**

Students and families in the Moniteau School District have the opportunity to participate in the Student Assistance Program. The Student Assistance Program in partnership with parents/guardians, assists students in achieving a more successful school experience. Health, attendance, academic or behavior problems can sometimes interfere with optimal school success. For this reason, the Student Assistance Program, a voluntary program, is designed to bring together family, school and community resources to better assist the student experiencing difficulty in any of these areas. Referrals may come from parents, teachers, administrators, and students

#### **SPECIAL EDUCATION**

Moniteau School District uses the following procedure for allocating, identifying, and evaluating specific needs of school-age students requiring special programs or services. These procedures, as required by law are as follows: the district, as prescribed by section 1402 of the School Code, routinely conducts screening of a child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7 and 11. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and on a referral basis. New students are screened upon admission. Classroom teachers, on an on-going basis, assess gross motor and fine motor skills, academic skills and social-emotional skills. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents, and only to school officials who have legitimate "need to know" information of the child.

Information from the records is released to other persons or agencies only with appropriate authorization that involves written, signed permission by parents. Parents with concerns regarding their student may contact building principals at any time to request a screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents.

Screening information will be used by the MTSS Teams within the student's school to meet his or her specific needs or to document the need for further evaluation. If it is determined that a child needs additional services, the IST will make adjustments relative to such things as the child's learning style, behavior, physical inabilities, and speech problems to be more in keeping with traditional classroom experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

After all the evaluations are completed, an Evaluation Report will be compiled with parent involvement and include specific recommendations for the types of intervention necessary to deal with the child's specific needs. Parents are

then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. An Individualized Education Program (I.E.P.) will be developed for specialized services for the students who qualify. The School District I.E.P. Team will consist of the special education teacher, the child's regular education teacher, a district representative (principal, psychologist, or others as designated by the building principal) and other specialists that work with the child.

A parent may request that the district initiate a screening or evaluation of their student's specific needs at any time by contacting the building principal. Further information about these procedures may be obtained by calling Mrs. Vissari, School Psychologist, Mrs. Bredl Director of Special Education, Mr. Boariu, Elementary Principal (724) 637-2321 or Mr. Fox, High School Co-Principal of Academic Affairs (724) 637-2091.

Parents are an integral part of the I.E.P. Team and should be present at the I.E.P. meeting. The district will make every effort to ensure parent participation. Parents are presented a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due process hearing.

Information about Early Intervention, parental rights, mediation or Due Process procedures, specific Special Education Services and programs offered by the district, and the district's Education Records Policy are available upon request from the building principal of the child's school.

#### **AUTISTIC SUPPORT PROGRAM**

The Autistic Support program provides academic, social, language, developmental and behavioral support services for students who have a diagnosis within the Autistic Spectrum Disorders. A wide variety of techniques and interventions are used to develop independent skills. Students receive instruction on both an individual and small group basis.

The primary goal of the program is to promote interpersonal and pro-social skills while maintaining appropriate academic advancement.

#### **GIFTED SUPPORT PROGRAM**

The Gifted Support Program is designed for those students qualified for gifted programming under Pennsylvania Special Education standards. The Pennsylvania Special Education Standards define the mentally gifted student as one with "Outstanding intellectual and creative ability the development of which requires special services and programs not ordinarily provided in the regular education program." To comply with State Regulations, the Moniteau School District Board of School Directors has approved a screening procedure for placement into Gifted Support as part of their approval of the total special education plan.

#### **LEARNING SUPPORT PROGRAM**

The Learning Support Program is designed to provide academic support to identified exceptional students. The Moniteau School District operates learning support classes in all buildings to insure that children needing this service may receive it in their home school. A student must qualify for special education services, following a multidisciplinary team evaluation, prior to being considered for placement in the Learning Support Program.

#### **LIFE SKILLS SUPPORT PROGRAM**

The Life Skills Support program is designed to meet the needs of students who demonstrate significant deficits in adaptive behavior that impacts the students' educational performance. This replacement curriculum focuses on content and skill acquisition in the context of daily life. As the student matures, emphasis shifts from skill acquisition to skill application with increased self-reliance.

#### **SPEECH AND LANGUAGE SUPPORT PROGRAMS**

An itinerant Speech and Language Support Program is offered at each school building in the Moniteau School District. Children in need of speech and/or language support services are identified and taught, on an itinerant basis, by a speech/language therapist.

#### **TRANSPORTATION**

##### **TRANSPORTATION POLICY (Moniteau School District Policy 810)**

Transportation for students shall be provided in accordance with law and the following guidelines. The Board shall purchase, equip and maintain vehicles and 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 athletic trips and other approved co-curricular activities. The Board will also provide transportation for students living within the limits of this policy when walking conditions to the school are found to be hazardous by the Department of Transportation. The Board shall transport handicapped students without regard to distance or hazardous walking conditions. The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.

A school bus driver shall not be employed until he/she has complied with the mandatory background check requirements for criminal history and child abuse and the District and contractor have evaluated the results of the screening process.

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law. The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where passengers load and unload.

The school bus driver shall be responsible for the discipline of students while they are being transported to or from school. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the pupil's transportation.

The Superintendent or his/her designee shall:

1. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education.
2. Promulgate rules governing student conduct during transport to and from school; such rules shall be binding on all students transported by the Board.
3. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.
4. Prepare a district map or schedule indicating each bus stop and bus route.
5. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.

#### **Reports of Employee Child Crimes/Child Abuse**

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.
2. Were charged with a crime deemed serious under the criteria established by law.
3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that be presented to the District when an individual is initially hired by the District or the contracted carrier. The District and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination. If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, the nature of the offense, and the status of the disposition. The District will review this information to determine if the employee shall continue to transport district students.

Only those students assigned will be permitted to ride the bus. Pupils shall be assigned to one (1) regular run bus. A school administrator/designee may issue a "Temporary Student Busing" pass. A temporary student bus request must be made in writing by the parents/guardians of the student making the request to ride another bus. If a student requests to ride home on the bus of another student and accompany that student to his/her home, the parents/guardians of the student who is being accompanied also must put such a request in writing.

The district will provide transportation for eligible resident pupils to and from elementary and secondary schools pursuant the provisions of Section 1361 of the Pennsylvania School Code. The district will also provide transportation to kindergarten classes in the morning and from kindergarten classes in the afternoon. Kindergartners will only be dropped off by the Moniteau School District if a parent or an authorized adult is there to receive them. Written permission must be submitted to a school administrator or designee stating that the kindergarten student has permission to be picked up by the authorized adult. Parents may also request, in writing, that a child in Grades 1-4 be dropped off with an authorized adult being present. Such requests are to be submitted to a school administrator or designee.

#### **Consequences For Noncompliance Of Policies In Above Two Paragraphs**

The bus driver will complete a **Bus Incident Report** if infractions occur. After administrative investigation, disciplinary consequences will be determined by the levels of progressive discipline.

Any student who poses a threat will be removed immediately from the bus until the situation warrants his/her reinstatement of riding privileges as determined by the principal.

Suspension from riding the school bus does not relieve the parent or guardian from the responsibility of following the compulsory attendance law and seeing that the child attends school. **During the period of suspension from the bus it will be the responsibility of the parent/guardian to provide transportation to and from school, as the school district will not be responsible for student's transportation.**

A copy of the **Bus Incident Report** will be mailed to the parent or guardian and a copy is placed in the student's discipline file. The consequences given to the child will be indicated on the **Bus Incident Report**.

The principal will also request conferences with the parents/guardians and bus drivers if deemed appropriate.

### **BUS STOP**

Students need to be at their assigned bus stop at least five minutes before the listed time on their Bus Assignment Notification.

When a child is a school district resident and is legally enrolled in a kindergarten (K) through twelfth (12th) grade in a nonpublic school (not operated for profit), s/he qualifies as a resident pupil and is eligible for free transportation within the distance prescribed by law.

### **BUS PASS POLICY (Moniteau School District 810.2)**

The Moniteau School District recognizes it may become necessary for a parent or guardian to request permanent or temporary changes in their child's transportation arrangements. ***The office staff must receive two notes (stop of origin and stop of destination). Notes must go to the office. Bus drivers will only accept passes signed by the administration or designee. Bus passes must be for an established stop.*** Transportation for students shall be provided in accordance with law and the following procedures will be followed in regard to obtaining a bus pass.

**Please note:** students at the high school should direct their bus pass notes to the assigned area, which will be announced during the first week of school, before the beginning of second period.

### **Requests for Permanent Changes:**

The parent or guardian needs to submit a written request to the Secondary Transportation Director clearly outlining the reasons for the request. The Secondary Transportation Director will review the request and provide a response as soon as possible. In preparing his/her response, the Secondary Transportation Director may also consult with the District Transportation Director, bus contractor, the building principal, the superintendent, and/or the Transportation Committee of the board depending on the nature of the request. Requests for permanent changes should be submitted within two weeks of the time the assignments for the new school year have been made or as soon as possible if the need for a change occurs during the school year.

### **Permanent Bus Change Due to New Address:**

If your child's bus stop changes due to an address change, please provide updated proof of residency documents to the K-12 District Registrar at the district office. The Moniteau School District Registrar will notify the transportation director who will then make arrangements with the bus garage to change the location of your child's bus stop.

### **Requests for Temporary Changes:**

Temporary changes will be considered only for family emergencies and child care arrangements or other activities approved by the building principal.

### **Procedure:**

**Signed notes from both parties need to be taken to room 105 together in the morning along with telephone numbers of both parties.** Telephone numbers are needed in the event there is no space available on the bus where the change would be taking place.

### **Conditions:**

Bus pass requests are to be submitted in writing. If the bus stop is not already an approved stop, the bus will not stop there. The building principal or his/her designee has the right to accept or deny a bus pass request.

### **Penalties:**

Failure to comply with the above policy will result in the building principal's review of the incident and may result in privileges being revoked.

**After two incidents of non-compliance, privileges will be revoked for the remainder of the school year.**

## **HEALTH SERVICES**

### **USE OF MEDICATIONS (Moniteau School District Policy 210)**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

For the purposes of this policy, **medication** shall include all medicines prescribed by a physician, including any over-the-counter medicines. Before any medication/health service may be administered to or by any student during school hours, the Board shall require:

1. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication.
2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage/treatment, time at which or

special circumstances under which the medication shall be administered, length of period for which medication is prescribed, possible side effects of medication, the student's name, and the name of the medication.

The district retains the discretion to reject requests for administration of medications and to require parents/guardians to transport medication to and from school.

The Superintendent or designee, in conjunction with the school nurses, shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or other designated school official, or self-administered by the student upon written request.

All district employees involved in administering or supervising the self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

Building administrators and the school nurses shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

Parents/Guardians must assume responsibility for informing the school of any change in the child's health or medications. New forms must be completed by the student's physician.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the building principal and/or school nurse.
2. Determine the student's ability to self-administer medication and the need for care and supervision.
3. Observe and evaluate the student's ability to self-administer during the initial administration.
4. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
  - a. Name of student.
  - b. Name of medication.
  - c. Medication dosage.
  - d. Time of administration
  - e. Signature of student and the monitor of self-administration.
  - f. Initiation and expiration date of drug.

Medication shall be securely stored and kept in the original labeled container.

#### **Student Self-Administration**

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

#### **Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (Moniteau 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.

The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.

Definitions

Anaphylaxis- a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

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 administration of epinephrine to provide rapid first aid for students 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.

#### Delegation of Responsibility

Procedures and guidelines must also include the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.

The Superintendent or designee shall annually distribute to students, parents/guardians, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of epinephrine auto-injectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.

The building principal shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.

#### Guidelines

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting

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

#### Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors

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. Time 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 the child is qualified and able to self-administer the medication.



4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

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. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.

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

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, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.

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 school nurse, other designated school employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

#### Standing Order From the School Physician

The School physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

#### Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks and maintain record thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

#### Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:

1. Administer the epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

#### Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence of such training has been completed and shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

#### Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

#### **HEALTH EXAMINATIONS/SCREENINGS (Moniteau School District Policy 209)**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order:

1. To protect the school community from the spread of communicable disease.
2. To ensure that the student's participation in health, safety and physical education courses meets his/her individual needs.
3. To ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, prior to participation in any sports, and prior to the issuance of a farm or domestic service permit unless the child has been given a scheduled or special medical examination within the preceding four (4) months conducted by the school physician and/or school nurse practitioner.

A fee may be assessed for this school performed physical one (1) time per school year for the purpose of participation in any interscholastic sport.

No student shall be eligible to participate in any interscholastic sport unless s/he has been examined by the licensed school physician or personal physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant before his/her first sports season of that academic year, and the physician, certified school nurse practitioner, or physician assistant, has signed the Pennsylvania Interscholastic Athletic Association's Physician's Certificate, which is called the Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE). The examination for fall sports shall not be given earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st. Any student, prior to participation in the next sports season in the same school year, must complete and turn in to that student's principal the P.I.A.A. Recertification by Parent/Guardian form. The principal, or principal's designee, of that student's school must review the Supplemental Health History of that student and make a determination as to whether that student should be re-evaluated and recertified by an authorized medical examiner.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the Advisory Health Board. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.

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 are to receive 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 have the examination or screening conducted privately at the parent's/guardian's expense. Such a 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.

#### **Delegation of Responsibility**

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report 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/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

### **IMMUNIZATIONS OF COMMUNICABLE DISEASES AND IMMUNIZATION**

#### **(Moniteau School District Policy 203)**

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that guidance and orders from state and local health officials, established Board policy and administrative regulations, and Board-approved health and safety plans be followed by students, parents/guardians and district staff.

#### **Definitions**

**Certificate of Immunization-** the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.

**Medical Certificate-** the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when they immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.

#### **Guidelines**

##### **Immunization**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the building principal and the school nurse.

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.

### **Immunization**

All students shall be immunized against certain diseases in accordance with state law and regulation, unless specifically, exempt for religious or medical reasons.

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.

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

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee, the building principal and the school nurse.

The Superintendent or designee shall:

1. Ensure that parents/guardians are being informed prior to a student's admission to school, or a grade requiring additional immunizations of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.
2. Designate school personnel to review medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.
3. Annually review the state standards for immunization and direct accordingly the responsible district personnel.
4. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data electronically to the PA Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15.

#### Communicable Diseases

The Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions.

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.

The Board directs school staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.

The Superintendent or designee shall direct that health guidelines, Board-approved health and safety plans, and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases, in accordance with Board policy.

#### Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. As part of the health record, a certificate of immunization shall be maintained for each student enrolled, as required by the Pennsylvania Department of Health. The district shall require parents/guardians to annually complete a medical history report form that includes information regarding known communicable diseases.

#### **HIV INFECTION (Moniteau School District Policy 203.1)**

The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and wellbeing of students and staff while protecting the rights of the individual.

This policy is based on current evidence that HIV Infection is not normally transmissible by infected individuals within the school setting, except as noted in this policy.

**AIDS** – Acquired Immune Deficiency Syndrome.

**HIV Infection** – refers to the disease caused by the HIV or human immunodeficiency virus.

**Infected students** – refers to students diagnosed as having HIV Infection, including those who are asymptomatic. This policy shall apply to all students in all programs conducted by the school district.

The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for school attendance.

The Superintendent or designee shall be responsible for developing and releasing all information concerning HIV Infection and infected students.

All district employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.

Building principals shall notify students, parents/guardians and employees about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

#### **Attendance**

Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV Infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities.

When an infected student's parents/guardians voluntarily disclose information regarding the student's condition, the district employee who receives the information shall obtain the written consent of the parents/guardians to disclose the information to members of the Screening Team.

A Screening Team composed of the coordinating administrator, school nurse, district physician, student's parents/guardians, attending physician and appropriate local health official shall evaluate the infected student's educational placement.

Placement decisions shall be based on the student's need for accommodations or services. First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student. An infected student's placement shall be reassessed if there is a change in the student's need for accommodations or services.

#### **Confidentiality**

District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parents/guardians, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act. All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.

#### **Infection Control**

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the school nurse of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.

The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.

#### **Staff Development**

When appropriate, the district shall provide opportunities for employees to participate in in-service education on HIV Infection. Designated district employees may receive additional, specialized training appropriate to their positions and responsibilities.

#### **Prevention Education**

The goals of HIV Infection prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV Infection. Prevention education shall be taught in health education classes, be appropriate to student's development maturity, and include accurate information about reducing the risk of HIV Infection.

Prior to HIV Infection instruction in the schools, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review. A student shall be excused from HIV Infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon the written request of the parents/guardians.

#### **IMMUNIZATION REQUIREMENTS/PROCEDURE**

All students entering the Junior/Senior High School must meet the Pennsylvania Department of Health immunization requirements. This will include four (4) doses of tetanus diphtheria, three (3) doses of Polio, two (2) doses of measles, one (1) dose of mumps and rubella. All students

entering the 7th grade must have three (3) doses of hepatitis B, and proof of two (2) doses of varicella (chicken pox) or varivax immunization. Tetanus boosters are recommended for students who are age 15 or older and the meningitis vaccine is recommended for students' attending college.

#### **DENTAL**

State law requires that all 7th grade students receive a dental examination. The school district will examine students in October or November of each school year. Students may have their private dentist perform this examination (Students must obtain a report form from the nurse and have the private dentist complete and return the form to the nurse).

#### **SPORTS PHYSICALS**

Any student participating in an interscholastic sports team must pass a physical. This is a School Board policy and no exceptions will be made. The school schedules physicals for the convenience of students and at a cost of \$15 per student physical; however, students who are absent must make arrangements to be examined by a physician of their choice. There are three forms that must be completed by the parents before receiving a physical, and these forms can be obtained from the nurse, athletic director, or coach prior to the scheduled physical. Girls should bring a pair of shorts to wear during the physical. One physical each school year will cover all sports teams that a student may participate in if those sports are marked on the physical form.

#### **ELEVENTH GRADE PHYSICALS**

State law requires that all 11th grade students receive a physical examination. You may choose to have this physical completed by your private physician by obtaining a report form from the nurse. The report form should be returned to the nurse by January. A sports physical meets the state requirement for the 11th grade physical. Examinations completed any time between September of the previous school year and June of the current school year will be accepted.

#### **STUDENT CONDUCT**

##### **STUDENT DISCIPLINE (Moniteau School District Policy 218)**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

**Corporal punishment** – a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

The Moniteau School District does not condone the use of corporal punishment.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Conduct and Discipline Code to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.

Each student must adhere to Board policies and the Conduct and Discipline Code governing student discipline.

##### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would violate the Conduct and Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. 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.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus 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 Conduct and Discipline Code.

5. The conduct involves the theft or vandalism of school property. Any student disciplined by a district employee shall have the right to notice of the infraction. Suspensions and expulsions shall be carried out in accordance with Board policy.

### **Corporal Punishment**

The Board prohibits the use of corporal punishment to discipline students for violations of Board policies and district rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct. The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Conduct and Discipline Code, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Conduct and Discipline Code shall be available in each school library and school office.

The building principal shall have the authority to assign discipline to students, subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

### **LEVELS OF CONSEQUENCES FOR PROGRESSIVE DISCIPLINE**

The following is a list of acts of misconduct and placements in the levels of consequences. This list does not attempt to cover all of the possible acts of misconduct. **The principal or designee reserves the right to make decisions on disciplinary action based on the severity of the offense and each individual situation that arises.**

#### **LEVEL 1 1 DAY – AFTER SCHOOL DETENTION/LOSS OF PRIVILEGES**

2<sup>nd</sup> Incident of Inappropriate Display of Affection  
3<sup>rd</sup> Unexcused Tardy to any individual class per semester  
3<sup>rd</sup> Tardy to school per semester/3<sup>rd</sup> Early Dismissal  
Profanity  
Horseplay  
Inappropriate/Disorderly Conduct in Classroom/Cafeteria/Library/Hallway  
Inappropriate/Disorderly Conduct on Bus  
Unauthorized trespassing in a restricted area of the school/Out of Assigned Area  
Verbal or Written Harassment/Bullying by act or threat  
Illegal use of an electronic device  
Possession of Inappropriate Personal Property  
Inappropriate Use of Technology  
2<sup>nd</sup> Incident of School Dress Code Violation  
Loitering on school property without a legitimate purpose

#### **LEVEL 2 2 DAYS - AFTER SCHOOL DETENTION/LOSS OF PRIVILEGES**

Incident of any misconduct from level 1  
Failure to Report for assigned detention from level 1  
Cheating/Academic Dishonesty/Plagiarism/Forgery  
Skipping Class  
Disobedience of school personnel

#### **LEVEL 3 3 DAYS - AFTER SCHOOL DETENTION/LOSS OF PRIVILEGES**

Incident of any misconduct from levels 1-2  
Failure to Report for assigned detention from level 2

#### **LEVEL 4 1 DAY OUT OF SCHOOL SUSPENSION (OSS)/LOSS OF PRIVILEGES**

Incident of any misconduct from levels 1-3  
*\*\*Removal from class due to classroom management violation\*\**  
Failure to Report for assigned detention from level 3



Possession of Indecent Photographs, Written Vulgarities  
2<sup>nd</sup> Offense of Verbal or Written Harassment/Bullying by act or threat  
Vandalism (includes restitution)  
Insubordination –or defiance of the authority of school personnel  
Inappropriate/Disorderly Conduct on Bus-3<sup>rd</sup> Offense  
Trespassing on school grounds during a suspension  
Leaving School Grounds without proper authorization  
Minor Altercation  
2<sup>nd</sup> Incident Driving/Parking Violation  
Major cafeteria disruption (Such as food fights)

**LEVEL 5 2 DAYS OUT OF SCHOOL SUSPENSION (OSS)/LOSS OF PRIVILEGES**

Incident of any misconduct from levels 1-4  
Disrespect to school personnel (cursing, vulgarity, etc.)  
Possession/Use of Tobacco Products (specific legal consequences)

**LEVEL 6 3-5 DAYS – OUT OF SCHOOL SUSPENSION (OSS)/LOSS OF PRIVILEGES (PARENT CONFERENCE REQUIRED PRIOR TO RETURN)**

Incident of any misconduct from levels 1-5  
Physical Altercation or Aggressive Behavior-3 Days OSS  
2<sup>nd</sup> Offense Possession/Use of Tobacco Products (specific legal consequences)  
3<sup>rd</sup> Offense- of Verbal or Written Harassment/Bullying by act or threat  
Sexual, Racial, or Ethnic-Physical Harassment  
Gambling

**LEVEL 7 5 DAYS – OUT OF SCHOOL SUSPENSION (OSS)/LOSS OF PRIVILEGES (PARENT CONFERENCE REQUIRED PRIOR TO RETURN)**

Incident of any misconduct from levels 1-6  
2<sup>nd</sup> Offense Physical Altercation/Aggressive Behavior

**LEVEL 8 7 DAYS – OUT OF SCHOOL SUSPENSION (OSS)/LOSS OF PRIVILEGES (PARENT CONFERENCE REQUIRED PRIOR TO RETURN)**

Incident of any misconduct from levels 1-7

**LEVEL 9 10 DAYS – OUT OF SCHOOL SUSPENSION (OSS)/LOSS OF PRIVILEGES**

**(PARENT CONFERENCE REQUIRED PRIOR TO RETURN)**

**(POSSIBLE RECOMMENDATION FOR EXPULSION)**

**(POSSIBLE ADDITION OF COUNSELING MAY BE REQUIRED PRIOR TO RETURN)**

Incident of any misconduct from levels 1-8  
3<sup>rd</sup> Offense- Physical Altercation or Aggressive Behavior  
Gang Activity  
Theft or Possession of Stolen Property  
Assault, Battery and/or stalking of school personnel  
Hazing  
Possession/Use/Sale of Alcoholic Beverages  
Possession/Use/Sale of illegal drugs/controlled substances/imitation drugs  
Fireworks  
Inciting a Riot  
Possession/Use of Deadly Weapon  
Fire Alarm Tampering  
Bomb Threat  
Arson  
Terroristic Threat/Act  
Any and all other felony charges that are not listed here

**The levels above are designed to allow for fair and equitable treatment of all students at Moniteau Jr./Sr. High School. However, situations may arise that call for a fair judgment call by the administrative staff. The administration reserves the right to assign fair and equitable disciplinary action based on the severity of the offense and each individual situation that arises. Students will move down one level every 15 days that they go referral free until they are off of the levels. *Equity and equality will be used to protect the educational integrity of Moniteau Jr./Sr. High School.***

### **ACADEMIC DISHONESTY**

Plagiarism, cheating or any form of academic dishonesty will not be tolerated. Academic dishonesty can include homework, tests, projects, and computer use or any other assignments where the teacher indicates the work should be completed individually.

### **AFTER-SCHOOL DETENTION (SECONDARY)**

If a student violates the school discipline code, the student may be required to attend after school detention. After school detention may be assigned for one or more days. Students **MUST BRING APPROPRIATE STUDY MATERIALS** to this session. Detentions may be assigned by the principal or assistant principal.

Minimum requirements for after-school detention includes: The student will be escorted to the cafeteria at the end of the day and wait for the detention teacher to escort them to the detention room. The student will vacate the school premises immediately after detention. The student will dress and behave in an appropriate manner. Electronic devices, games, food, beverages, sleeping, and card playing are not permitted in detention. If a student cuts after school detention, additional consequences may be assigned if deemed appropriate after administrative investigation. Detention shall be held after school Monday through Friday as established by the building administrators. Detention is a place of strict discipline and study. Students should fully realize that all teachers have the authority to correct them for inappropriate behavior. Therefore, it is conceivable that a teacher may assign detention for a student who is not in any of his/her classes.

None of the following will be tolerated: talking; communicating with other students in any fashion; looking around; intentionally making noises; leaving assigned seat; sleeping; chewing gum or eating; and/or slouching in one's seat.

If a detention needs to be rescheduled for a legitimate (i.e. medical appointment) reason, a parent must call the high school office to speak with the assistant principal and/or designee. Detention may only be rescheduled one time. If legally absent on the day of the assigned detention, the student must, upon return to school, attend/satisfy the assigned detention.

### **ARSON**

Students shall not intentionally and/or recklessly place another person in danger of death or bodily injury by starting a fire or causing an explosion.

Students shall not intentionally and/or recklessly cause or attempt to cause damage or destruction to property by starting a fire or causing an explosion.

Students shall not conspire to intentionally and/or recklessly cause or attempt to cause damage or destruction to property by starting a fire or causing an explosion.

Students who are guilty of the above infractions will be subject to disciplinary action. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school officials.

### **ASSAULT AND/OR BATTERY**

A student shall neither intentionally, nor recklessly, cause nor attempt to cause, nor threaten to cause injury; nor intentionally place another in fear of bodily harm or injury; nor could conduct himself/herself in such a way as reasonably cause physical injury to any person employed by the Moniteau School District.

Assault and/or Battery offenses will result in an out-of-school suspension. Assault and/or battery offenses against a professional employee of the Moniteau School District are cause for immediate out-of-school suspension and recommendation to the Board of Education for expulsion.

Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by the school authorities.

### **BOMB THREAT**

Any student who is found to have issued a bomb threat that places the Moniteau School District premises or personnel in assumed danger shall be subject to disciplinary action. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code and Federal Codes shall be made when deemed necessary by the Moniteau School District authorities. Because this offense causes disruption for and possible danger to the Moniteau School District administration, staff, and students, a student found guilty of this offense will be issued an immediate 10 day out-of-school suspension and a recommendation for expulsion will be made to the Board of School Directors.

### **BULLYING AND CYBERBULLYING (Moniteau School District Policy 249)**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

- Board's Bullying Policy.
- Report of bullying incidents.
- Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

### **Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences For Violations**

After administrative investigation, disciplinary consequences will be determined by the levels of progressive discipline. Consequences may include:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another school building, classroom or school bus.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Counseling/Therapy outside of school at the expense of the parent/guardian.
- Referral to law enforcement officials.

### **CONTAINER REGULATIONS**

Students are permitted to have open beverage containers in their possession throughout the school day. Acceptable beverages include water, sports drinks, tea, coffee, iced tea, fruit juice, etc.... The following items are not permitted: glass bottles/containers, and energy drinks. Any open beverage container is subject to random inspection by staff/administration. The ability to carry an open beverage container throughout the day is a privilege that can be revoked by administration if abused.

### **CONTROLLED SUBSTANCES/PARAPHERNALIA (Moniteau School District Policy 227)**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the district will work to educate, prevent, and intervene in the

use and abuse of all controlled substances by students.

The goals of this policy are to:

1. Educate and heighten the awareness of the entire school community about use, abuse and dependency of controlled substances.
2. Make interventions through the process of early identification.
3. Make appropriate referrals for treatment when necessary.
4. Develop a support system for students returning from treatment.

This policy will be implemented through the cooperative efforts of faculty and administration, school personnel, students, parents/guardians and community.

The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance s/he would receive for any other illness. Early identification and referral of a student evidencing a problem with chemical abuse or dependency will be the primary goal. Disciplinary procedures will be administered with the best interests of the student and the student body in mind. Due consideration has been given the legal rights and responsibilities of the school administration, staff, students, and parents/guardians. The School Board reserves the right to authorize the use of any measures deemed necessary to control substance use.

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs are non-controlled substances that have a stimulant or depressant effect on human beings and/or substantially resembles a controlled substance in appearance.
3. Alcoholic or malt beverages include any intoxicating liquor, coolers (beer or wine), wine, or brewed or malt beverage regulated under the Liquor Code of the Commonwealth of Pennsylvania, as amended.
4. Anabolic steroids.
5. Drug paraphernalia includes any and all items constructed, manufactured or modified for the purpose of drug use. This may include, but is not limited to, bongs, pipes, clips, etc.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For the purpose of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

**Core Team** – a multidisciplinary team composed of teachers, staff, administrators, nursing and guidance personnel. This team will be trained to understand and work on the issues of adolescent substance use, abuse and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**Student Contract Procedure** – any written agreement between a student and school personnel which is intended to help the student improve some aspect of his/her performance.

**Possession** – possess or hold without any attempt to distribute any alcohol, look-alike drugs or mood-altering substances determined to be illegal or as defined in this policy.

**Distributing** – deliver, sell, pass, share, or give any controlled substance, as defined by this policy, from one person to another or to aid therein.

**Drug Paraphernalia** – any utensil or item which in the school's judgment can be associated with the use of controlled substances. Examples include but are not limited to roach clips, pipes and bowls.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substance 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.

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 resulting from violations of the policy.

#### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. 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.

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student.
5. The conduct involves the theft or vandalism of school property.

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.

Incident of possession, use and sale of controlled substances 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 controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

A student in violation of this policy shall be subjected to discipline and referral to the Student Assistance Program in accordance with School Board policy and procedure. The student in violation of this policy will be referred to the School Board for expulsion.

#### **Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

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

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

#### **Searches**

All searches shall be conducted in accordance with Board Policy 226. If a student is suspected of possession of illegal materials on his/her materials on his/her personal or among personal possessions, the student shall be referred to the principal or assistant principal. If the administrator has reasonable suspicion (s), s/he will confront the student privately and ask the student to consent to a search. If the student refuses, the parents/guardians shall be called immediately. The parents/guardians and/or police shall be contacted to report the findings.

A search without consent must be reasonably related to the seriousness and/or nature of the alleged infraction and not excessively intrusive in light of the age and sex of the student. If it is reasonably suspected that a student has illegal material in his/her automobile on school property, school personnel may conduct a search of the car.

School personnel shall also contact the parents/guardians and/or police to advise them of the findings or of the circumstances which led to their belief of possession of illegal materials if it is not possible to conduct the search.

#### **Reasonable Suspicion/Testing**

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

**REASONABLE SUSPICION – DRUG TESTING OF INDIVIDUAL STUDENTS (Moniteau School District Policy 227 Attachment)**

If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building principal and the student will be escorted to the school nurse’s office for an examination that may include checking the student for abnormal vital signs.

If based on the student’s observable behavior, medical symptoms, vital signs or other factors, school administrators have a reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

If the student is required to submit to drug or alcohol testing, the testing will be done in the following manner:

1. The administration will attempt to contact the student’s parent/guardian before the student is tested.
2. Testing will be done by a medical professional or clinic with appropriate testing facilities approved by the district. The parent/guardian of the student may exercise the right to choose a different medical professional or clinic to administer the test within the time limit set by the district.  
If the Parent/guardian exercises the right to choose another medical professional or clinic, the parent/guardian will pay for the costs of the testing.
3. The testing will be conducted in a reasonable manner using a method that takes into account the factors of the student’s age, sex, and the degree of intrusiveness involved in collecting a sample for testing.
4. Disclosure of drug testing results will be limited to the student, the student’s parent/guardian and appropriate district administrators for the purpose of providing counseling or taking appropriate disciplinary action.

**DISOBEDIENCE**

Disobedience is defined as the refusal or neglect to obey any school district employee. This includes all administrators, teachers, paraprofessionals, office staff, custodial or cafeteria staff, monitors, bus drivers or substitutes for the positions.

**DISRESPECT**

Disrespect is defined as rudeness and/or offensive behavior in word or in action shown to any school district employee. Punishment for this infraction can include, but are not limited to: assignment to after school detention or receiving a suspension. Students can avoid disciplinary problems by knowing and complying with all Moniteau School District rules and regulations and by conducting themselves in a respectful manner. Disrespect should never be shown to Moniteau School District personnel or members of the Moniteau School District administrative staff.

**DISRUPTION**

Any behavior that adversely affects the orderly operation of the campus, school, or classroom (including study halls and cafeteria) will not be tolerated. Law enforcement officials may be contacted.

**DRESS AND GROOMING (Moniteau School District Policy 221)**

The Board recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference.

The Board has the authority to impose limitations on students’ dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student’s taste and individuality.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

## **DRESS GUIDELINES (SECONDARY)**

All students are encouraged to be appropriately dressed and groomed. Each student must wear clothing that is not disruptive to the educational process or pose a threat to safety or health. A student's attire and personal appearance/hygiene should reflect a respect for himself/herself and toward the school population. A wide variety of individual attire permitted to be worn does not mean that all styles are equally appropriate. A student's attire must not present a danger to his/her health and safety, cause interference with the educational process, or create distraction or disorder. The following guidelines pertain to both male and female students. Students may be required or permitted to wear certain types of clothing in certain classes/areas.

These include:

- Physical Education
- School authorized uniforms/outfits (example: cheerleading uniforms)
- Industrial Arts/Family and Consumer Science
- Extra-curricular activities
- Other situations where special attire may be required.

### **The following types of clothing are not permitted to be worn:**

- Apparel that reveals or exposes the midriff (stomach area), lower back, chest, sides of the upper body, or bare shoulders (All tops must have two straps with each strap being two inches in width, one on each side of the neck, that extend and connect from the front of the top to the back of the top.)
- Halter tops (Tops that have a single strap that extends from one side of the front, around the neck to the other side of the front.)
- Apparel that exposes or reveals undergarments. (Any clothing item intended as an undergarment.)
- Apparel that is designed as sleepwear
- Apparel that has unfinished edges (all shirts, skirts, shorts, etc. must have finished/stitched edges).
- Apparel with holes (holes in pants MUST follow the fingertip length rule, longest finger)
- Tights or leggings are not permitted to be worn without an appropriate length skirt or shirt over top (General "rule of thumb" is that the garment must extend below fingertip when arms are fully extended down the sides.)
- Any type of chain, spikes, dog chains/chokers, ball bearing chains, wallet chains or other jewelry that increases risks for accidents.
- Any/all types of headgear, hats, scarves, and bandanas, "do rags" (Verified religious or health related items are exceptions.)
- Sunglasses or any type of eyeglass that may cause a safety concern (Medical reason, upon verification, is an exception.)
- Jackets, coats, "outerwear" are not permitted to be worn during school hours.
- Articles of clothing, jewelry, or tattoos that by words, signs, pictures, decorations, logos, etc., advocates, promotes, displays: violence, sexual overtones/innuendoes, drugs, alcohol/tobacco, demeaning/degrading person's race, religion, gender, national origin, disability, offensive words/phrases, death/suicide/harming of others
- Pants, dresses, skirts, and shorts must be of appropriate length. (General "rule of thumb" is that the garment must extend below fingertip, longest finger, when arms are fully extended down the sides.) Pants must be zipped at all times.
- Footwear should not constitute a safety or health concern. Appropriate footwear must be worn at all times.
- Any type of body art/excessive make-up/tattoos/hair dye must adhere to the school regulations pertaining to attire. Full face paint is not permitted.
- Any body piercing jewelry that poses a health/safety concern or distraction/disorder in the following curricular and extracurricular activities:
  - o physical education
  - o science labs (protective eyeglasses must fit securely around the eyes)
  - o Industrial Arts/Family and Consumer Science where equipment/appliances are used (protective glasses must be worn).
  - o Extracurricular activities involving physical contact.
  - o Body piercing or jewelry that causes infection and presents a health hazard to the student and/or others is prohibited and must be removed.

Any attire (including hair style, hair color, body art/piercing, full face paint) that may be determined to be a safety concern/disruption/distraction in class/school will be handled on an individual basis by the administration or their designee.

Realizing the fact that fashion fads continually change, the school administration has the discretion to be the final authority in all issues regarding student attire as outlined in this section.

The principal or building head will notify the parent/guardian by phone or letter if necessary. A phone call can be made home to request the proper attire be brought to school or the student will be asked to turn an offensive t-shirt inside out.

### **ELECTRONIC DEVICES (Moniteau School District Policy 237)**

The Board recognizes that the use of technology is an essential element of 21<sup>st</sup> century education and adopts this policy as a means of establishing guidelines for the use of personal technology. The use of personal technology resources are permitted as a means of enhancing learning opportunities while minimizing disruptions to and maintaining a safe educational environment. The use of technology is permitted by the Board at the discretion of Administration and the classroom teacher.

#### **Delegation of Responsibility:**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district electronic policy by publishing such policy in the student handbook, newsletter, posted notices, and other efficient methods. The Superintendent or designee may promulgate procedures regarding the implementation of this policy, including the development of a Bring Your Own Device Policy (BYOD) Responsible Use Agreement, having terms consistent with this policy, for signature by students and parents as a condition to the use of Personal Technology Devices.

The Board permits the use of Personal Technology Devices during the school day for educational uses only if permitted by the teacher or if required or authorized by the student's individualized education program (IEP) and only if used in a manner that does not create a disruption or annoyance to others.

Students using Personal Technology Devices to access the Internet during the school day must use the District's wireless network. The use of private (3G/4G) network access on school grounds is prohibited. Users may not disable, override, or circumvent District technology filters and protection measures. While using the District wireless network, students are subject to the terms of the District's Communications Network Policy (Policy No. 815) and acceptable use guidelines. Personal Technology Devices may not be used at any time for recording or capturing of pictures, audio or video in locker rooms, restrooms, or nurse's office. The Board prohibits audio or video recording of any type by cell phone, tablet, PDA or any other electronic devices by students or staff during the school day, on District property or while engaged in a school sponsored activity. Recording using District owned devices may only occur under written approval by a District Administrator or Building Principal.

Personal Technology Devices may not be used for taking, storing, disseminating, transferring, viewing or sharing of obscene pornographic or lewd images, photographs or messages, whether by electronic data transfer or other means including but not limited to texting and emailing.

Students bringing personal technology devices onto school grounds, on a school bus, or vehicle while attending school-related events, do so at their own risk of loss of such devices. The school district shall not be liable for the loss or damage to any Personal Technology Device brought by a student, on a school bus or vehicle or while attending school related events.

Violations of this policy by a student shall result in disciplinary action such as confiscation and loss of privileges, detention, suspension and referral to the School Board for expulsion.

Electronic mail (email) will be provided to every student/staff in the District. These accounts are District owned accounts and are for educational purposes only. The email account issued to the student/staff will be the only email account allowed to be accessed on the District's wireless network.

With a multitude of wireless devices available, the District will not guarantee that all devices will work on the BYOD network and will take no responsibility for devices that are not compatible.

All devices must be registered with the Technology Department prior to accessing the network. Students/staff may have up to three devices registered at any given time.

#### **Exceptions**

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

### **ELECTRONIC DEVICE CONSEQUENCES (SECONDARY)**

**Use of electronic devices i.e. cell phones, iPods, mp3 players, tablets, laptops, smart watches, etc. is prohibited during the school day unless students have permission from a staff member to do so as part of a classroom activity. Cell phones may only be used during the students' scheduled lunch period. (7:20 a.m. – 2:25 p.m.).**

#### **Consequences for noncompliance regarding electronic devices:**

After administrative investigation, consequences will be determined by the levels of progressive discipline.



### **FALSE CLAIMS/SLANDER**

Any slander of a person's character, as a result of filing a false claim, shall be subject to appropriate discipline. **Note:** This policy only speaks to the actions to be taken by the Moniteau School District. The parties in the action may also exercise other avenues of redress if they wish.

### **FALSE FIRE ALARMS OR TAMPERING WITH SAFETY**

1. No student shall willfully, maliciously, or recklessly tamper with fire alarms, security alarms, fire extinguishers, emergency exit doors, emergency exit lights, hallway mirrors, emergency blankets, emergency posters, direction signs, information signs, labels, signs, or any other such equipment or devices with the intent to deface, alter, manipulate, or interfere with its intended use.
2. No person shall intentionally and/or recklessly pull, play with, hang on, or otherwise manipulate fire and/or security alarms in any way that interferes with their intended use.
3. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

### **FIGHTING**

Under no circumstances will aggressive physical interaction between students be tolerated. This includes such action on school grounds, at school-sponsored activities, at school bus stops or on school vehicles. Students involved in physical contact will be sent to the nurse for examination as a result of the altercation. After administrative investigation, consequences will be determined by the levels of progressive discipline. Law enforcement officials may be contacted and be involved in the investigation or the situation may be handled by the School Police Officers.

### **FOOD/DRINK**

Food is not to be taken from the cafeteria. Eating and drinking are not permitted on the school bus.

### **FORGERY, ALTERATION, OR FALSIFICATION OF SCHOOL COMMUNICATIONS**

1. No student shall forge, alter, or otherwise falsify any school document or communications.
2. Nor shall any student assist or procure another to forge, alter, or falsify any school document or communication. Such communications include but are not limited to: hall passes, tardy to school or absent from school excuses, early dismissal requests, requests for temporary absence, library cards, field trip permission forms, scheduling changes, dental or doctor appointment slips/notes, requests for educational trips or tours, permanent records, athletic eligibility forms, report cards, deficiency reports, discipline referrals, and computer files.

**After administrative investigation, consequences will be determined by the levels of progressive discipline.**

### **GAMES**

Any form of a non-school sanctioned activity or game that may be similar, construes, intends, or promotes "games of chance" (including, but not limited to, card-playing) will not be permitted on campus at any time. "Hacky Sack" and similar games are not permitted.

### **HALL CONDUCT**

All movement between classes shall be orderly and efficient. There shall be no loitering in the halls or outside of the classrooms and other areas of the building at any time – before school, after school, during changing of classes, etc. Students are to move directly to scheduled areas, enter, and be seated.

A four (4) minute interval is provided at the end of each class period. Students may go to the restrooms and drinking fountains during this time. They should go directly to their next class and should not loiter or congregate in the hall during class changes.

### **INCENDIARY DEVICES**

A student shall not possess and/or use an incendiary object to intentionally and/or recklessly place another person in danger of death or bodily injury. A student shall not possess and/or use an incendiary object to intentionally and/or recklessly attempt to cause damage or destruction to property.

### **INSUBORDINATION**

Students have an obligation to comply with reasonable requests from school officials. Any student's behavior that undermines the authority of school officials in the normal, daily functioning of the educational process will not be tolerated; in addition, any student's behavior that shows disrespect toward school authorities or faculty members or staff members will not be tolerated.

#### **Insubordination will not be tolerated:**

- on the school premises.
- on the school premises at any time when the school is being used by a school sponsored group, non-curricular related student group, and/or private non-school person(s) group.
- off school premises at any school activity, function, or event.
- off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or

conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, or morals of students within the school system. After administrative investigation, consequences will be determined by the levels of progressive discipline.

#### **LANGUAGE**

Profanity and the use of vulgar language, drawings, photographs and gestures will not be permitted in school, on the bus and/or at extra-curricular events. After administrative investigation, consequences will be determined by the levels of progressive discipline.

#### **MISCONDUCT**

Misconduct is not limited to a special list of poor behavioral activities. It seems there is always some problem that is new or unique. After administrative investigation, consequences will be determined by the levels of progressive discipline.

#### **Nondiscrimination in School and Classroom Practices (Moniteau School District Policy 103)**

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

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

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

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

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

#### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

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

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

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

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

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

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

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary actions specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspension, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

#### Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

#### Retaliation

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

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

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

#### Definitions

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

## Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

## Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment.

Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.

- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitation with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

#### Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the

Contact the Superintendent's Office to learn the current Title IX Compliance Officer. The Compliance Officer/ Title IX Coordinator can be contacted at:

Address: Title IX Compliance Officer  
1810 West Sunbury Road  
West Sunbury, PA 16061

Email: [TitleIX@moniteau.org](mailto:TitleIX@moniteau.org)

Phone Number: 724-637-2117 ext. 1128

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials- Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training- Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources- maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. 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.
5. District Support- Assure that like aspects of the school programs and activities receive support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation- Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Report/Formal Complaints- Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

#### **Guidelines**

##### Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigators(s), decision-makers(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.

2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predilection or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints or Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

#### Disciplinary Consequences

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

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

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

#### Reports of Discrimination

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

#### Reports of Title IX Sexual Harassment

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

**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination was based on: \_\_\_\_\_

Name of person(s) you believe violated the district's nondiscrimination policy:

\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:

\_\_\_\_\_

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

### **Equivalence Between Schools**

The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.

Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis.

The Board understands that equivalence between programs and schools shall not be measured by:

- Changes in enrollment after the start of the school year.
- Varying costs associated with providing services to students with disabilities.
- Unexpected changes in personnel assignments occurring after the beginning of the school year.
- Expenditures on language instruction education programs.
- Other expenditures from supplemental state or local funds consistent with the intent of Title I.

The district shall develop administrative regulations to implement this policy and shall maintain records documenting compliance that are updated biannually. Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

### **OFF SCHOOL PROPERTY WITHOUT PERMISSION**

Runaways are defined as students who leave school property without permission. An emergency response procedure is followed if a student is reported missing from school. School personnel are not permitted to pursue students off school property. The principal or his/her designee may contact the Pennsylvania State Police and report the student missing.

### **PUBLIC DISPLAY OF AFFECTION**

Students are to avoid any public displays of affection (kissing, inappropriate touching, etc.) at school, on the bus or at school functions. After administrative investigation, consequences will be determined by the levels of progressive discipline.

### **SAFETY**

An unsafe act is defined as anything that will cause danger to another person or the person committing the act. Students who commit unsafe acts will receive consequences determined by the principal or his/her designee depending on the severity of the incident. The parents/guardian will be notified and advised of circumstances. Certain items are considered safety hazards and cannot be brought to school. An example is a laser pointer. This is a kind of object that could cause injury to another child. Also objects like this are appealing to children and may end up in the hands of something who will use the item incorrectly. Parents are asked to make sure they are aware of the contents of their child's personal belongings and to stress that any object that could cause injury may not be brought to school.

### **SEARCHES (Moniteau School District Policy 226)**

The board acknowledges the need for safe storage of books, clothing, school materials and personal property and MAY provide lockers for storage purposes.

It shall be the policy of the Board that all 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 as a depository for a substance or object that is prohibited by law, Board policy of district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal or any material that poses a threat to the health, welfare or safety of the school population.

The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety, or welfare of the school population.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy and district procedures.

The Superintendent or designee shall develop procedures to implement this policy.

The principal of the designee shall be present whenever a student locker is inspected based on reasonable suspicion. The principal shall open a student's locker for inspection or the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student. The principal shall be responsible for promptly recording in writing each locker



inspection: such record shall include the reason(s) for the search, persons present, objects found and their disposition.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules. School officials are authorized to search a student's personal possessions of their motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population. Students shall assume responsibility for maintaining the security of their lockers.

Prior to an individual locker search, the student is notified and given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, safety or welfare of the school population, student lockers may be searched without prior warning. Illegal and prohibited materials seized during a student search may be used as evidence against the student in school disciplinary proceedings and other legal proceedings. Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

#### **SUSPENSION AND EXPULSION (Moniteau School District Policy 233)**

The Board recognizes that exclusion from the educational program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The district, as approved by the Board, shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations. The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

It is recommended that students suspended from school should be accompanied by a parent/guardian to the school and meet with either the principal or assistant principal before re-entry to school. However, during the period of suspension/expulsion the student is not permitted on school grounds.

#### **Exclusion From School – Suspension**

The principal, or person in charge of the school, may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with a designated school official. Such a hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by a building principal.

#### **Purpose Of Informal Hearing**

The purpose of the informal hearing is to permit the student to explain the circumstance surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

#### **Due Process Requirements For Informal Hearing**

1. The student and parent/guardian shall be given written notice of the reason for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing with five (5) days of the suspension

#### **Expulsion**

**Expulsion** is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

#### **Expulsion Hearings**

A formal hearing shall be required in all expulsion actions, unless waived by the parent/guardian. The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his/her rights under the individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### **Adjudication**

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

#### **Attendance/School Work During Suspension And Prior To Expulsion**

Students serving an out-of-school suspension are given opportunity to make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

#### **Attendance/School Work After Expulsion**

Students who are under eighteen (18) of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

#### **Students With Disabilities**

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

### **STUDENT COMPLAINT PROCESS (Moniteau School District Policy 219)**

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

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

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a building administrator, or a guidance counselor; and all shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the Superintendent and/or the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response. At each level the student shall be afforded the opportunity to be heard personally by the school authority. At each step the school authority hearing the complaint may call in the student's parent/guardian. The student may seek the help of a parent/guardian at any step.

### **STUDY HALLS (SECONDARY)**

Study periods are provided, as the term implies, to give students an opportunity to study and give careful thought to the preparation of their schoolwork. All students upon entering a study hall should take their assigned seats. Students should bring with them pencil, paper, and the necessary books for studying or reading material. In addition, students should be prepared to begin work immediately.

### **TERRORISTIC THREATS/ACTS (Moniteau School District Policy 218.2)**

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

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

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

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

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

The Superintendent or designee 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 may immediately suspend the student.
2. The building principal will make an effort to contact the parent/guardian.
3. The building principal shall promptly report the incident to the Superintendent.
4. Based on further investigation, the Superintendent may report the student to law enforcement officials.
5. The building principal shall inform any person directly referenced or affected by a terroristic threat.
6. 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.

In the case of a student with disabilities, the district shall take all steps necessary to comply with the Individual with Disabilities Education Act and follow Board policy.

### **THEFT**

Unauthorized use/possession of other person's (including school) property, goods, materials, or services will result in appropriate consequence and restitution (if applicable). After administrative investigation, consequences will be determined by the levels of progressive discipline. If the situation warrants, law enforcement agencies will be contacted. Students should not remove items from any locker other than their own.

### **TOBACCO/NICOTINE USE (Moniteau School District Policy 222)**

The Board recognizes that the use of tobacco/nicotine by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco/nicotine use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; e-cigarette or vaporizer; smokeless tobacco/nicotine in any form; and any product that contains tobacco and/or nicotine.

Possession shall mean that the student has any tobacco/nicotine product on his/her person; housed in a locker or book bag, knapsack, pocketbook, purse, etc.; or in a vehicle that is on school property or in a vehicle that is district owned/operated.

The Board prohibits tobacco/nicotine use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, contracted, leased or controlled by the school district.

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

The school district may initiate prosecution of a student who possesses or uses tobacco/nicotine in violation of this policy.

The Board considers any student acting or thought to be acting as a lookout for students participating in the visible use or possession of tobacco/nicotine or any prohibited products, to be in violation of this policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco/nicotine use policy by publishing such policy in the student handbook, school calendar, parent newsletters, posted notices in each school building, and by other efficient methods.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Incidents of possession, use and sale of tobacco/nicotine 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/nicotine in violation of this policy may be fined up to the amount allowed by law plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

### **UNLAWFUL HARASSMENT (Moniteau School District Policy 248)**

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

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

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

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

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

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

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

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

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or an unbiased third party as the district's Compliance Officer. The Superintendent shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

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

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### **Complaint Reporting – Student/Third Party**

#### **Step 1 - Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer. If the Superintendent is the subject of a complaint, the student, third party or employee shall report the incident directly to the Board.

#### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

#### **Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

#### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy such student shall be subject to disciplinary action.

#### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

#### **VANDALISM**

Vandalism is the damage, defacement or destruction of the property of others; which shall include school district, private and public property. Vandalism on school grounds, on school property, at school-sponsored activities, at school bus stops or on school buses or other vehicles, is prohibited. After administrative investigation, consequences will be determined by the levels of progressive discipline. The student may be required to clean and repair the damage. This can include the washing, sanding (with sandpaper), mopping, painting, or scraping of walls, floors, mirrors, windows, desks and other surfaces. The student may be required to pay restitution if the property is damaged or destroyed. If the Administration deems it appropriate, the matter may be referred to the Board of Directors for additional disciplinary proceedings which may include expulsion from school or the filing of criminal and/or civil legal proceedings.

#### **VIDEO SURVEILLANCE**

While on School District property and vehicles, all persons are subject to audio and visual surveillance. Video evidence may be used or viewed by District administration or law enforcement officials to address school disciplinary and safety concerns.

#### **VIOLENCE**

Violence is defined as an attack upon another person either verbally or physically. This includes other students, teachers, and/or school employees. After administrative investigation, consequences will be determined by the levels of progressive discipline.

#### **WEAPONS (Moniteau School District Policy 218.1)**

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

**Weapon** – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon will also include any weapons of terrorism including, but not limited to, biohazards and materials constructed and used to imitate biohazards (i.e. Anthrax, ammonia, etc.).

**Possessing** – 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 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 coming to or from school.

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

The school district shall expel for a period of not less than one (1) 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 requirements on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and follow Board policy.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible 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 in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

### **Transfer Students**

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 education, provided the assignment does not exceed the expulsion period.

## **FOOD SERVICE**

### **Cafeteria**

The mission of the Moniteau School District Food and Nutrition Department is to serve nutritious, high quality food choices to our customers – the children, staff, parents and guests of our school district.

Refer to district Policy 808 and the Student Meal Account Procedures.

The following is an explanation of how meals are charged:

If a student takes three of the four meal components for breakfast or all four components, then that student is charged the current breakfast price if they are a paying student or if they are a reduced paying student, then they pay the current reduced price for breakfast. A free student must take three of the four components for breakfast or all for components in order to receive the breakfast for free. If a student takes less than three of the four components, they are charged individually for each item, whether they are paying, reduced or free. This also applies to lunch. A student must take three but not more than five of the meal components for lunch. A reduced paying student is charged the current reduced price for lunch. A free student must take at least three but not more than five of the five offered meal components in order to receive the lunch free. If any student only takes two or less of the five offered meal components, they are charged individually for each item, whether they are paying, reduced or free.

Extra charges occur when students get two of the same item, i.e. two servings of bread, mashed potatoes, milk, canned fruit, and extra entrée, etc. Then the student is charged accordingly for the extra item(s). Extra charges also occur when the student buys supplemental sale items, i.e. baked chips, low-fat ice cream, beverages, etc

### **FREE AND REDUCED MEALS**

The federal government provides breakfast and lunch for children from families that meet the guidelines to qualify for the program. This is based on family income. Households can apply for free or reduced price meals by submitting an online application at [www.schoolcafe.com](http://www.schoolcafe.com). Paper applications are available in the Food Service Office, School Cafeterias, or at the Elementary and High School Offices. We encourage everyone to apply if they feel they may be eligible. Households can apply anytime during the year. A new application must be completed for each school year. The application needs to be completed after July 1st for the upcoming school year. Please contact the food service department with questions at (724)637-2091 Ext. 1760.

### **BREAKFAST**

The breakfast lines will be open between 7:30 a.m. and 7:40 a.m. Students must be in the line between these times. No late passes will be written by the breakfast monitor(s)/teacher(s). A student is responsible for being on time to their homeroom. If a student arrives late to this class, he/she will be directed to report to the attendance office for an unexcused late form. Students are to eat breakfast during homeroom and dispose of all trash prior to leaving homeroom for their first period class.

### **CAFETERIA PRICES**

School meals will be free again for the 2021-2022 year. The cost of ordering extra food and milk in the school cafeteria is as follows:

#### **2021-2022 PRICES**

Student Lunch - \$2.30

Student Reduced Lunch - \$.40

Student Breakfast - \$1.00

Student Reduced Breakfast - \$.30

Ala carte prices are posted in the cafeteria.

### **NO FOOD IS PERMITTED OUTSIDE OF THE CAFETERIA.**

### **CAFETERIA DISCIPLINE**

The cafeteria period/ (lunch) is a thirty minute time each day. Students are permitted to talk freely during lunch. If excessive noise occurs, students will be requested to be quiet. Additionally, students are not permitted to throw food or other objects in the cafeteria. Once a student leaves the serving area he or she is not permitted to re-enter that area. Students should not be continually moving from one table to another. A general rule to be observed is the table you select at the beginning of the lunch period is the table you remain at for the duration of the lunch period. The students need to be respectful of the cafeteria staff and cooperate with their instructions. Students, who fail to meet these expectations, will be referred to the office. After administrative investigation, consequences will be determined by the levels of progressive discipline

### **OTHER SCHOOL INFORMATION**

#### **ACTIVITY/INTERVENTION PERIOD**

Activity/Intervention period will be held each day. Students will have an opportunity to participate in the activities that are of interest to them. The activities are staggered in regard to the meeting dates in order that students may join in more than one activity. Students are encouraged to participate in the activities available. Students should use the sign-up forms used for the activities. Announcements are made concerning the various activities at the beginning of the year or if there is a new activity started. Students are expected to attend the activity for which they are signed out, not doing so will constitute being out of the assigned area.

#### **ADVANCED PLACEMENT EXAMS**

Advanced Placement Exam Fee will be paid by the student at a cost determined by the College Board and a late fee, if applicable. A cost waiver/reduction may be offered based on Free and Reduced Price Meals Household Application eligibility. Students scoring a three (3) or higher will be reimbursed for their test fee in August of the following school year.

#### **ARRIVAL AT SCHOOL**

Students will be permitted to enter school at 7:15 a.m. Students arriving by school bus will unload at 7:15 a.m. and student drivers will be permitted to enter the building at 7:15 a.m. When the 7:15 a.m. bell rings, students will be permitted to be in the halls. The only exception to this is when a student has a pass/written permission from a staff member to be at a location in the building prior to 7:15 a.m.

#### **ASSEMBLY PROGRAMS**

School assembly programs are for the educational benefit of students and occur throughout the year. Some of the programs are presented by the school; some are sponsored by local organizations; and some are prepared and presented by faculty and students.

#### **BACKPACKS/BOOKBAGS**

Students will not be permitted to carry backpacks/bookbags throughout the school day. Once they have entered the building the bag must be placed in their locker and remain there until the end of the school day. Exceptions to this rule are for PE class ONLY. Students may use a drawstring bag for their PE class. Students may get the bag immediately before their PE class period and return it to their locker at the conclusion of the PE class.

Carrying backpacks/bookbags is permitted as a COVID-19 mitigation procedure. Students will be permitted to use them in order to prevent multiple trips to their locker and creating additional high touch areas. Should this procedure be abused or cause a disruption to the academic setting this privilege may be revoked.

#### **BUILDING USE POLICY**

If a community member needs the use of the school for any reason before or after regular school hours, the individual needs to complete, in detail, the **Request for Building Use** form **two weeks** prior to the activity. This form is available in each school's office.

#### **ENGLISH AS A SECOND LANGUAGE/BILINGUAL EDUCATION PROGRAM (Moniteau School District Policy 138)**

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The goal of the program shall be to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic



success. Students who have Limited English Proficiency (LEP) shall be identified, assessed and provided instruction, and shall be provided an equal opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.

The Board shall approve a written program plan of educational services for students whose dominant language is not English. The program plan shall include English as a Second Language (ESL) or bilingual/bicultural instruction. The ESL/Bilingual Education program shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and evaluated periodically.

The Board may address LEP students and programs in the district's comprehensive planning process, and shall include appropriate training for professional staff in the Professional Development Plan as necessary to provide an appropriate ESL/Bilingual Education program in compliance with law and regulations.

The Board may contract with Midwestern Intermediate Unit No. IV or a Certified Independent Contractor for ESL/Bilingual Education services and programs.

The Superintendent or designee shall implement and supervise an ESL/Bilingual Education program that ensures appropriate instruction in each school and complies with federal and state laws and regulations.

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the ESL/Bilingual Education program.

The district shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. The Home Language Survey shall be completed for each student upon enrollment in the district, and shall be filed in the student's permanent record folder through graduation.

The ESL/Bilingual Education program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.

Certified employees and appropriate support staff, when necessary, shall provide the ESL/Bilingual Education program. The district shall ensure that all teachers in the ESL/Bilingual Education program hold the appropriate certification and can demonstrate academic language proficiency both in English and in the language used for instruction in their classroom.

The ESL/Bilingual Education program shall be evaluated periodically to ensure all components are aligned and working effectively to facilitate the acquisition of the English language and achievement of academic standards, and shall be revised when necessary to ensure greater student achievement.

Students who are English Language Learners (ELL) may be eligible for special education services when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.

Students who are ELL may be eligible for gifted education services, when identified in accordance with law, regulations, and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as LEP, that may be masking gifted abilities.

Students participating in ESL/Bilingual Education programs who are eligible for special education services shall continue receiving ESL/Bilingual Education Instruction, in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Program (GIEP), at the appropriate proficiency and developmental level.

Students participating in ESL/Bilingual Education programs shall be required, with accommodations, to participate in assessments and meet established academic standards and graduation requirements adopted by the Board.

Students shall have access to and be encouraged to participate in all academic and extracurricular activities available to district students.

Students shall exit from the ESL/Bilingual Education program in accordance with state required exit criteria.

The district shall monitor ELL who exit from the ESL/Bilingual Education program.

#### Family Engagement and Communication

Communications with parents/guardians shall be in the mode and language of communication preferred by the parents/guardians.

At the beginning of each school year, or within fourteen (14) days of enrollment during the school year, the district shall notify parents/guardians of students enrolled in ESL/Bilingual Education programs regarding the instructional program provided to their student.

Parents/Guardians shall be regularly apprised of their student's progress, including achievement of academic standards and assessment results.

Parents/Guardians shall be notified of their right to opt the student out of supplemental ESL/Bilingual Education programs/opportunities provided through federal funding, in accordance with applicable law.

The district shall notify parents/guardians of students in ESL/Bilingual Education programs within thirty (30) days, or within fourteen (14) days of enrollment, if the district fails to meet annual measurable performance objectives, as required by law.

The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

### **EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative grades from the beginning of a grading period are not meeting the standards, the student shall be ineligible. In order for a student to be eligible to participate in extracurricular activities, the student must be passing a minimum of four (4) credits and cannot be failing two (2) or more classes that they are currently enrolled in. Students who are passing less than four (4) credits or failing two (2) or more classes that they are currently enrolled in will not be permitted to participate in an extracurricular activity/performance/competition.

If a student is not passing a minimum of four (4) credits or if they are failing two (2) or more classes that they are currently enrolled in as of any Friday during the period of the activity, he/she will be ineligible to compete in a scheduled event. This status will begin on the immediate Saturday at 12:00am through the following Saturday at 11:59pm. Students may continue to practice or meet with their respective groups during the period of ineligibility but no competition is permitted. Students failing three (3) or more classes will not be permitted to practice during the period of ineligibility.

Students taking AP courses will not have the weighting added to their grade to become eligible. The weighting is added at the end of each quarter only. No exceptions will be made to this rule.

All faculty members will post weekly grades to Skyward by 3:00 PM on each Thursday. Coaches/sponsors and students shall be notified by the Athletic Director or administration of ineligible students by 3:00 PM the next day (Friday).

**Notice: A student is not permitted to participate in any event (including practice) while on suspension from school.**

### **FIELD TRIPS (Moniteau School District Policy 121)**

The purpose of field trips is to afford a first-hand educational experience not available in the classroom. The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, government, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a **field trip** shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee. Any trip to participate in an activity away from the school premises, except the trips taken by students to the Butler County Area Vocational-Technical School, to school buildings within the district, and to special education sites, shall be considered a field trip.

The Board shall approve all field trips. The Board shall approve all overnight field trips. In all cases, Board approval must be sought in sufficient time for adequate planning and preparation.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations. 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. No staff member may solicit district students for such trips within district facilities grounds without Board permission.

The Superintendent or designee shall develop administrative regulations for the operation of field trips, including procedures for the

administration of mediation on field trips by nonmedical staff.

Field trips shall be subject to availability of district resources. Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.

All educational field trips must relate to a specific curriculum area, class, or planned instruction. The request must indicate its relation to the approved curriculum, class, or planned instruction. Field trips that do not meet the curriculum requirement may be considered for approval by the Board on a case-by-case basis. Teachers, sponsors, and chaperones must understand that field trips that include students, whether taken during the day or overnight, are extensions of the classroom. Behavior by the adults, both professional personnel and chaperones, must be equal to or above that expected of students in the classroom. Adults must abide by the district policies and regulations that govern the Moniteau School District, and such policies and regulations are specified in student/parent handbooks and Board policy. Specifically, adults must abide by the Drug and Alcohol Policy and by the Possession/Use of Tobacco and Tobacco Products Policy.

Written information will be prepared and distributed by the administration to all students and parents/guardians. This information will detail costs, itinerary, information required to be supplied to sponsors and teachers, emergency numbers of the parents/guardians, emergency numbers that the parents/guardians may call, and any other information necessary for the safety and welfare of the students.

The administration and/or trip sponsors, prior to the field trip, must conduct a parent/guardian meeting for overnight or out-of-state field trips.

The minimum number of chaperones needed for the trip will be determined by the school district and will be specified in the field trip disseminated information. An individual, who is not approved by the Board and/or administration, may not attend or participate in the field trip. Provisions for students who are not attending the field trip will be made by the administration, and nonparticipation of a student must be indicated on the request form.

***Participation in a field trip is a privilege, and field trips are not guaranteed to students. Students must adhere to the school district's attendance policy and discipline policy in order to participate in the taking of school district field trips. Eligibility will be used to determine whether a student is permitted to attend a field trip. Students, who have in excess of ten (10) days of parental excused absence and/or in excess of ten (10) days of unexcused absence, will not be permitted to participate on field trips. The principal will have authority to determine a student's field trip eligibility in regard to violations of the school district's attendance and discipline policies.***

The supervision requirements are as follows:

1. Clearly written instructions shall be given to field trip chaperones in advance of the trip. These instructions shall be reviewed with the chaperones prior to the field trip.
2. The day of the field trip, a general meeting will be held, upon arrival, to reinforce what is expected of the participants and how the professional staff members and chaperones can be contacted in the event of an emergency.
3. All accommodations/ transportation on the field trip will be the same for students as well as adults. The school district is responsible for arranging all accommodations and all means of transportation.
4. Chaperones will be housed with the students, and the district arranges the housing of chaperones and students. Professional staff will be housed in the same area as the chaperones and students. Once again, the district is responsible for arranging the housing of the professional staff members.
5. Only adults approved by the Board as official chaperones may attend a field trip. Acts 34, Act 151 clearances and TB test are required for all chaperones attending school district field trips.

The Board grants the Superintendent the authority to assign administrators to accompany teachers, students, and chaperones on field trips. The minimum number of chaperones needed for the trip will be determined by the district and will be specified in the field trip disseminated information. An individual, who is not approved by the Board and/or administration, may not attend or participate in the field trip. Professional staff and chaperones will be housed with the students; the district shall make all housing arrangements.

#### Medications

A member of our medical staff, either the school nurse, medical assistant or Board-approved substitute, shall accompany all overnight field trips in grades kindergarten through grade twelve. When a member of the medical staff does not attend a regular field trip, the teacher will keep possession of the medicine and follow the district Self-Administration of Medication Procedure in Pennsylvania Schools.

Written parental permission for self-administration will be gained prior to the scheduled field trips. If a nurse is to accompany a field trip, it shall be the responsibility of the teacher and nurse to predetermine a central location where the nurse can be easily located in the event of an emergency.

In grades 7-12, secondary students may carry their dosage of medication for self-administration of medication. Secondary students in grades 7-12 who are capable of self-administering medication may do so with written parental permission and physician's order prior to the field trip. The

person or persons in charge of the field trip will check for required permission forms. Each year, those who will monitor self-administration, whether in school or on field trips, will receive an orientation by a school nurse consistent with the guidelines set forth in the PA Professional Nursing Law, Self-Administration of Medication in PA School and the State Board of Nursing.

The Superintendent or his/her designee shall have the sole responsibility to grant exceptions to the requirements of this policy.

**FIRE/SAFETY DRILLS**

Fire drills and safety drills are held in accordance with state law. A sign is placed in each room in the building to inform the students of the quickest route out of the building. Students should avoid panic by moving quickly and quietly from the school. Students must follow the instructions of the teachers and/or administration during these drills. All parents/guardians/visitors are expected to follow school procedure in the event of a fire drill or safety drill.

**FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his/her country and its flag. In regard to the flag salute and Pledge of Allegiance, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of their classmates who do wish to participate.

**GRADING SCALE (SECONDARY)**

All grades are based on a percentage (%). However, in addition to the percentage, report cards will also display a letter grade. The following is the grading scale used by Moniteau Junior/Senior High School Teachers:

A	90	– 100%	4
B	80	– 89%	3
C	70	– 79%	2
D	60	– 69%	1
F	0	– 59%	0
I	Incomplete		

For a full year course, a student earning less than 40% for the first, second, and third nine weeks grading periods will receive a grade of 40% on their report card for those designated nine weeks. The fourth nine weeks grading period, the student will receive the grade he/she has earned. For half year courses and 9 week courses, students will receive the grade he/she has earned each marking period.

With Advanced Placement (AP) courses, it is possible to attain more than 100%: (A+, 101-110%, 5)

Grades are calculated on a weighted basis as follows for full year course:

Q1 = 22.5%      Q2= 22.5%      Q3 = 22.5%      Q4 = 22.5%

Final Exam = 10%

Semester course grades are calculated on a weighted basis as follows:

Q1 = 45%      Q2 = 45%      FE = 10%

Quarter course grades are calculated on a weighted basis as follows:

Q1 = 90%      FE = 10

**GRADUATION REQUIREMENTS (Moniteau School District 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 diplomas and certificates at graduation ceremonies.

The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a career portfolio, and satisfactory results of district and/or state assessments aligned with academic standards.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district’s Comprehensive Plan and the Commonwealth of Pennsylvania.

A list of all candidates for the award of diploma shall be submitted to the Board for its approval.

A requirement for graduation shall be the completion of required assessments, work and studies representing the instructional program assigned to grades 9-12, which are aligned to established academic standards.

The Board requires that each candidate for graduation shall have earned twenty-six (26) credits. The 26 credits required for graduation are:

English	4 credits	Physical Education	2 credits
Social Studies	4 credits	Health	.5 credit
Science	3 credits	Drivers Education	.5 credit
Mathematics	4 credits	Electives	8 credits

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 warrants. Such exclusion shall be regarded as a school suspension.

**Every Student Succeeds Act (ESSA):** As a requirement for graduation from the Moniteau School District, a student must achieve a minimum score of Proficient on the Keystone Algebra, Keystone Biology, and Keystone Literature Exams.

There are four levels of scoring on the Keystone Exam: Advanced – Proficient – Basic – Below Basic.

If a student does not attain the Proficient Level in any or all areas (Algebra, Biology, and Literature) he/she will be placed in remediation at the discretion of the Administration. During the first semester, the Keystone will be given to those students who have not achieved proficiency in any or all areas of the Keystone Algebra, Biology and/or Literature exam. If a student scores at the Proficient Level on the Keystone re-test or if a student scores proficient on a district-level assessment through remediation, he/she will have met the graduation requirement.

To move from one grade level to the next, a student must earn the following credits by the end of the school term:

Sophomore (10)	6 credits
Junior (11)	12 credits
Senior (12)	18 credits

The Pennsylvania Department of Education (PDE) has approved that the graduating class of 2017 and beyond will be required to pass three content area exams known as the Keystone Exams in order to graduate; the three content areas include Algebra I, Biology I, and Literature. The Keystone Exams will replace the graduation requirement fulfilled by the PSSA.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

The Superintendent shall develop procedures for implementing this policy which include:

The careful recording of each student's progress and accumulation of graduation requirements; Counseling of students to know what is expected of them for completion of their schooling; Issuance of periodic warnings to students in danger of not fulfilling graduation requirements; Preparation and submission to the Board for its approval of a list of all candidates for the award of a diploma; Preparation of suitable diplomas for graduating students and planning and execution of graduation ceremonies which fittingly mark this important achievement. The criteria the district will use to determine achievement of the student learning outcomes for high school graduation, the options for achieving the learning outcomes and the requirements for the student graduation project. The criteria for graduation will be the satisfactory completion of specific planned courses and achieving the "Proficient" level on the PSSAs in Reading, Mathematics, and Writing.

#### **HAZING (Moniteau School District 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.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

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

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

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

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

### **HOMEWORK**

Homework assignments should complement classroom instruction. Assignments should assist in developing student responsibility, good study habits, and organizational skills.

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the professional employee.
2. Prepare for the next day's lesson.
3. Broaden areas of interest through enrichment.
4. Provide opportunities for parents/guardians to know what their child is studying.
5. Encourage parent/guardian and child interaction.

Homework is important and should regularly be assigned and, when appropriate, collected, and graded.

In the Moniteau School District, a student's grade reflects that student's achievement of the standards for that particular grade or course through standards-based assessments or course objectives stated in the curriculum. Students are encouraged to email teachers directly and/or monitor each course's Google Classroom to obtain missing work while absent. Students have the same number of days as they were absent to submit their work to their teachers in order to receive full credit for their work.

When students leave for vacation or a field trip, they are responsible for gathering their own anticipated missed school work for their classes from the teachers. Completed work must be submitted to the student's teachers immediately upon the student's return to school from vacation/field trip.

### **LOCKERS**

Students in the Moniteau Jr./Sr. High School are assigned an individual locker. Lockers are the property of the school. Periodic inspection may be made by teachers and administration to verify that the lockers are kept neat and orderly. Every student at the Moniteau Junior/Senior High School is assigned a locker, in which he/she is permitted to keep books, bags, coats, hats and other personal belongings. In the locker, a student is permitted to store only those items that are necessary for the student to complete schoolwork and items that are necessary for the student to participate in extracurricular school sponsored activities. Valuables are not to be kept in a locker. A student is to keep the locker neat and orderly.

Decorating the inside of a locker is permitted provided that these rules are followed:

- Students are not permitted to write directly on the locker surface.

- Students must remove all decorations at the end of the school year.
- Students must use magnets and/or putty when decorating a locker. A student is not to use tape of any sort.
- Does not violate any other policy/guidelines (i.e. harassment, language, etc.)

Students are not to give his or her lock combination to other students. All students are responsible for keeping combinations confidential. It is the student's responsibility to keep the locker locked. Sharing of lockers is not permitted. The Moniteau School District will not be held responsible for any item(s) of value that is stolen from or damaged while it is being stored in the locker. A student is permitted to use his/her own lock on a locker, but they must provide the office staff with the combination, extra key, or another method to open the locker. The school reserves the right to cut a lock off any locker at any time. The school reserves the right to have access to the locker since it is the property of the school district. If a problem arises with a locker, report this to the office. Students are not permitted to use another student's locker.

Student lockers may be searched within the guidelines established by the district and State and Federal laws. Materials displayed on lockers (birthday greetings, sport greetings, etc.) are permitted. However, they must be appropriate and removed within a timely fashion. Decals/stickers are not permitted on or in lockers.

All students are required to use a lock on their assigned locker. Should a student choose to not use a lock they will receive two warnings from their advisory/activity/intervention period teacher. On the 3<sup>rd</sup> incident of not using a lock the advisory/activity/intervention period teacher will refer the incident to the administrators. At that point the student will be directed to put a lock on the locker or they will have their locker privileges removed for one semester.

#### **POSTINGS/DISPLAYS (SECONDARY)**

All/any signs, posters or advertisements must have administrative approval (stamped) prior to being displayed in the school. The posting of these are restricted to the bulletin boards (or designated areas) in the school. Exceptions to this will be granted for special circumstances (student government elections, spirit banners, etc.). Material posted on the outside/inside of lockers may be restricted also by the administration on an individual basis. (See Lockers)

#### **PRINCIPAL'S HONORS**

The Principal's Honors award is for the purpose of recognizing and rewarding outstanding academic performances. Senior High students (grades 9 through 12) may qualify by attaining an academic minimum average of 90% for each grading period of the previous school year. A Junior High Academic Achievement certificate will be presented to those 7th & 8th grade students who have attained an academic minimum average of 90% overall for each grading period of the previous school year. All certificates will be presented at the Principal's Honors reception held in the fall. Seniors will be recognized during the awards day in the spring of their senior year.

#### **PROM**

The Prom is a Junior/Senior Prom. All Junior and Senior students are permitted to attend Prom if they choose. A 10<sup>th</sup> grade student is permitted to attend Prom ***ONLY IF INVITED BY A MONITEAU JUNIOR OR SENIOR STUDENT. Students in 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade are not permitted to attend Prom.*** Students attending Prom must be under the age of 21.

#### **REGISTRATION**

When the parent or guardian registers any new student in school, he/she first must report to the district administration office and complete all forms that are needed to enter the child in school. A completed immunization history, safe school act, emergency card, registration and transportation forms must all be completed before the child may begin school.

#### **RESTITUTION**

Students are responsible for textbooks and materials provided by the school. If a book is lost or determined unusable by the principal, the parent/guardian will be charged the replacement cost for the item.

#### **REPORT CARDS**

Report cards are issued every nine (9) weeks. Report cards are an indication of student progress for that grading period. If a student or parent/guardian has any questions regarding grades or desires a conference with a teacher, the student or parent/guardian can make arrangements to do so by contacting the high school office. Progress reports will be available at the mid-way point of each grading period for students receiving a grade(s) below 65% or if there is a 15 point decline in grades (i.e. 89% for a grading period and a 74% for the subsequent grading period).

#### **SAFE2SAY SOMETHING**

In accordance with law, the district establishes the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D). Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email.

### **SCHEDULE CHANGES**

Any schedule change request must be conducted over the summer months. A meeting should be scheduled with a school counselor to discuss course selections and review transcripts to determine the most appropriate course for each student. Individual course changes will be made within the first three days of school ONLY under the following conditions:

- An error has been made in the processing of the student's schedule.
- A student fails to complete a course prerequisite.
- An administrator has determined the schedule may be changed.

A student's schedule may be changed when one or a combination of the above conditions exists. Before a schedule change can be made, the parent/guardian must indicate approval by holding a meeting with their child and a school counselor.

Once the request has been completed, it is submitted to the guidance office for processing. Students will be notified of the decision following a review of their request. Until that occurs, the student must follow his/her original schedule.

### **SCHOOL PHOTO**

All students in grades 7-12 are required to have their school photo taken for the purpose of school safety and student identification. These photos will be stored and managed by Moniteau School Districts student management software system.

### **SCHOOL SECURITY**

All teachers and staff have been issued a picture ID. This enables visitors to identify teachers and staff. For the safety of the students and staff, visitors to school are required to sign in at the office. A visitor's pass will be issued to those who need to go beyond the office area for any reason. If a visitor is at the school for a scheduled parent-teacher conference, the teacher will be called to the office to meet with a parent. Visitor passes will not be issued to parents for unscheduled visitations to the classrooms or teacher. Any person seen without a visitor's pass will be requested to go to the office.

Deliveries to students from caregivers can be done in the office. The office will assure the child receives the item(s) he/she needs. A security system is in place that must be used to gain admittance to the school building. Identification may be required for individuals prior to gaining access to the building.

**Visitors who have been granted entry should not hold the door for other people to enter the building. All visitors need to be identified prior to their entrance.**

### **SELLING ITEMS**

Students are not permitted to sell anything in the school as representatives of outside organizations or clubs without prior administrative approval. The only selling permitted will be by clubs or organizations sponsored by the school and this will only be allowed with prior administrative approval. Raffles will be permitted only with administrative review/approval.

### **STAYING AFTER SCHOOL**

Students are not permitted to stay after school unless they are involved in a school sponsored and chaperoned event or activity. Students not involved in an after school activity/event will be requested to leave the campus. Students staying to watch athletic events in the gym are not permitted beyond the restrooms next to room 117. After administrative investigation, consequences will be determined by the levels of progressive discipline.

### **STUDENT ACCIDENT INSURANCE (Moniteau School District 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 or student participation in the athletic and other extracurricular programs of the schools.

The Board will provide parents the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students.



All students representing the school in any extracurricular function must be covered by an insurance policy through their parents or be a policyholder of school insurance. In the case of varsity football, the basic school insurance is not adequate and the special football insurance must be purchased. In any case, the coverage must be adequate or valid for the activity.

The Business Manager shall prepare specifications, secure suitable coverage from qualified insurance carriers for recommendation and Board consideration, and notify all students and parents of students who may be eligible for insurance.

**USE OF METAL DETECTORS (Moniteau School District Policy 226.2)**

In Pennsylvania, it is a criminal offense to possess any weapon in a school building, on school grounds, or on a school bus. It is a misdemeanor of the first degree to possess any weapon in a school, school program, or school bus. In addition, school boards have the authority to establish rules and regulations regarding the conduct and department of students attending public school. Judicial decisions have recognized the appropriateness and need to administer searches of individuals in schools based upon reasonable suspicion.

Moniteau School District has the authority to create reasonable rules and regulations to maintain a safe climate. Therefore, the Board of Directors may authorize the use of scanning devices when appropriate for the purpose of reducing and discouraging the presence of weapons in our schools.

The board recognizes the rights of each individual student but believes the safety of the student population and the staff must take top priority. In view of the escalating presence of weapons in schools and communities across the nation, the use of stationary, mobile and handheld metal detectors to minimize the risk of weapons in our schools is determined to be a desirable technique to enhance school district security.

In order to maintain a safe learning environment, school administrators and/or school police officers will exercise the right to conduct searches of students and their belongings. Searches will be conducted by school administration and/or school police based upon the United States Supreme Court decision citing "reasonable suspicion" as the grounds by which school officials may conduct a search of a student and may inspect the contents of any backpack, purse, or parcel that activates the metal detector for the purpose of determining whether a weapon is concealed.

**Selective Use:**

No person shall have selectively use a metal detector on one (1) student or a non-randomly selected group of students except:

1. On reasonable suspicion that a weapon will be found.
2. Due to reasonable, personal fear based on circumstances present or past that a weapon may be present.

**Random Use:**

Metal detectors may be used either at random without cause at times determined by administrator designee or as otherwise prescribed by the district, or they may be used for minor reasonable suspicion on a selective basis. Care shall be exercised to ensure that the selection of students to be subjected to the detection process as part of a random sweep is demonstrably according to chance. It shall be the obligation of the person conducting the exercise to be able to explain to the satisfaction of the Superintendent, if called upon to do so, that no bias entered the selection process.

**Notice of Use of Metal Detectors:**

All persons entering a school of the school district may be required to submit to a metal detector search.

**Avoidance of Detection Process:**

When a detector is in use at a particular location and a person attempts to avoid using that location, it shall be considered sufficient cause to immediately detain and search the person.

**Refusal of Detection Process:**

A student's failure or refusal to permit a metal detector check as provided for in this policy will be considered grounds for disciplinary action, including possible expulsion.

**After Detector Alerts:**

In the event a detector indicates that dense metal is present on or about the student's person, a designated staff member shall, if safely feasible, request the student indicate what metal is causing the alarm and to remove such object(s) for inspection. If the student then clears the detection process without activating the alarm, the detection process shall terminate.

If the student cannot be safely allowed to remove the offending metal or, having been ordered to do so and fails, the continuation of the alarm from the detector shall constitute full probable cause to conduct a pat-down or frisk of the student to locate a weapon if one were present. If deemed necessary for the safety of the students and staff, administration may request the presence and support from law enforcement and/or trained security officers. If a pat-down or frisk is warranted, the student's parent(s)/guardian(s) will be called immediately and be made aware of the situation.

Under all circumstances, the pat-down search shall be conducted by personnel of the same sex as the student, in a room or area out of view from

other students, and in the presence of an adult witness of the same sex as the student.

All property removed from the student or his/her belongings as a result of the above procedures which may be legitimately brought onto school premises shall promptly be returned to the student. All property removed from the student or his/her belongings, possessions which are in violation of this and any school district policy shall be confiscated, the student shall be subject to disciplinary actions in accordance to district policies, procedures, and guidelines.

#### **USE OF MOTOR VEHICLES (Moniteau School District Policy 223)**

The district provides bus transportation for each student. Therefore, students are directed to ride the bus, unless there is an urgent reason for a student to drive to school in accordance with this policy.

The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students:

1. Have jobs, provided that their employer and parent/guardian certify to the principal or his/her designee such employment and provide the school with an official work permit.
2. Have handicapped conditions requiring immediate use of a vehicle.
3. Are enrolled in educational placements outside the high school that are part of a student's daily schedule. In this case, school bus transportation shall not be provided.
4. Have exceptional circumstances within their family that would require the student to have a vehicle on school property during the school day. The Board is to be informed when such exceptions are made.
5. Are involved in extracurricular or other school activities.

The Board shall not be responsible for motor vehicles that are stolen or damaged.

The building principal or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.

The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.

#### **Student drivers shall comply with the following:**

1. Students may park their vehicle in the south parking lot only (the parking lot on the gymnasium and vocational-technical end of the school). **No exceptions.**
2. Students must obey all traffic laws. Passing buses or driving recklessly near and/or around buses is prohibited. The vehicle must be operated in a careful and prudent manner.
3. Student drivers may leave before the buses, provided they are parked ahead of the buses. Once the buses begin to move, the student drivers must wait until all of the buses have exited the parking lot before leaving.
4. Student drivers must keep their vehicles in the parking lot or drive areas. Do not drive through the grass.
5. All students driving to school are subject to random drug testing.
6. All student vehicles are subject to search.

#### **Permits**

The district administration has the authority to deny, revoke, and/or suspend student driving privileges/permits.

The applicant for a parking permit and/or the owner of the vehicle for which privileges are granted by Moniteau Junior/Senior High School understand that permits will be issued subject to the following terms and conditions:

1. ~~1.~~ A nonrefundable registration fee of \$50 is required to purchase a parking permit for the school year. Thirty dollars of this fee will be given to the Student Council. Should the student be in good standing throughout the school year, no parking or driving violations/discipline, \$20 will be refunded to the student.
2. The owner of the vehicle agrees to keep the vehicle insured as to property damage and public liability as required by the laws of Pennsylvania.
3. By accepting the permit as applied for, the owner and the operator agree that when the vehicle is located on the property of Moniteau Junior/Senior High School, the school principal or designee, in accordance with Pennsylvania statute, may search any vehicle and its contents.
4. Violation of any of the above provisions by either the operator or owner of any vehicle which has been granted parking privileges shall cause the permit to be revoked, unless after a hearing by the school principal or designee, a decision otherwise is deemed appropriate.
5. A student who is involved in an accident with a motor vehicle on school property will be drug tested. If a student fails to submit to the drug test, they are subject to losing their permit.

Students requesting a temporary parking permit for one day are to **purchase it the day prior to its use** at the cost of \$2 a day.

**VISITORS (Moniteau School District Policy 907)**

The Board welcomes and encourages visits to school by parents, adult residents and interested educators. To ensure order in the schools, it is necessary for the Board to establish a policy governing school visits.

The Superintendent or his/her designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations. The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and public. The principal or designee shall require the visitor to state his/her reason for visiting.

When entering all district buildings/facilities all visitors may be required to pass through metal detectors. Once through metal detectors, visitors must register at the office and must provide any required information or identification to protect the health and safety of students, staff and the school community as well as where they will sign in and out, receive a badge and/or pass, receive instructions and, if necessary, be provided with a guide and informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.

No visitor may confer with a student in school without the approval of the building principal or his/her designee.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

**Classroom Visitations**

Prior to visiting, a visitor shall make suitable arrangements to see teachers, guidance counselors, and administrators; no visitor may interrupt or interfere with instructional time.

The Board encourages parent-teacher conferences. Such conferences may be requested by either the parent/guardian or teacher, and the conference shall be scheduled at a time convenient for all. Impromptu conferences are discouraged.

No visitor may roam through school buildings or grounds.

For the safety of all students, staff, and visitors, the use of metal detectors may be utilized when entering district facilities. As a result, school police officers may be utilized when entering district facilities. As a result, school police officers may ask any and all students, staff, and visitors to pass through metal detectors prior to gaining access to school property.

**Public Attendance at School Events (Moniteau School District Policy 904)**

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits unlicensed gambling and the possession and use of controlled substances, alcoholic beverages, beverage containers of any kind, and weapons on school premises

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

**Tobacco Use**

The Board prohibits tobacco use 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/guardians and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.

### Free/Discounted Admittance

Senior citizens, age sixty-two (62) and older, may request a Senior Citizen Pass from the high school office by completing the appropriate application. This pass will admit the holder to district-sponsored home athletic events without charge. Reduced admission fees to other school-sponsored activities will be at the discretion of the sponsoring organization. A district photo-identification badge will entitle district personnel to free admission to district-sponsored home athletic events. Free or reduced admission fees to other school-sponsored activities will be at the discretion of the sponsoring organization. Current and former Board members may use their district photo identification card to entitle them to free admission to all district sponsored events.

### VOLUNTEERS

#### Amendments to the Child Protective Services Law - Volunteer Clearances

This letter is being written regarding Act 153 of 2014 which made significant amendments to the Child Protective Services Law. The amendments relative to volunteers are effective July 1, 2015, and will apply to volunteers, including but not limited to, volunteer coaches, club or musical sponsors, classroom "parents", and chaperones of a school sponsored event. Specifically, it will set forth the new clearance requirements for adult volunteers responsible for the welfare of a child or having direct contact with children. This letter has been prepared to provide a short summary of what is required by the Act. Additional information is enclosed for your reference.

A volunteer that has been a resident of the Commonwealth of Pennsylvania continuously for the past ten years must obtain the following clearances:

1. Pennsylvania State Police Criminal Record Check;
2. Childline (Pennsylvania Child Abuse History Clearance);
3. Signed Affirmation confirming that no charges exist in other states that would prohibit selection as a volunteer;

In the event that a volunteer has not been resident of Pennsylvania continuously for the past ten years, they will also be required to obtain the FBI criminal background check (fingerprint check) for federal criminal history records.

Clearances must be updated every sixty (60) months. Copies of the clearances will be maintained by the Moniteau School District.

Pursuant to these amendments, Policy 916 relative to volunteers for the Moniteau School District will be amended in accordance with amendment. We understand that this will impact many individuals who wish to volunteer as a chaperone for their children's field trip or event at school. We recommend that if you anticipate wishing to volunteer at the District that you begin to obtain the clearances immediately.

#### How To Obtain Background Checks

- **Clearance Statements:**  
As of Dec. 31, 2014, requests for clearance statements (now called "certifications") may be made online at <https://www.compass.state.pa.us/CWIS> the cost is free to volunteers. Paper submissions of the clearance statement request form (**CY113 Form**) may be accessed via the Department of Human Services (DHS) website and mailed to the ChildLine and Abuse Registry, Pennsylvania Department of Human Services, P.O. Box 8170, Harrisburg, PA 17105-8170.
- **Pennsylvania State Police Reports:**  
Pennsylvania state reports cost is free to volunteers and may be secured online using the state police website, or by accessing **Form SP4-164** on the state police website and mailing the request form to Pennsylvania State Police Central Repository-164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758. Questions about State Police checks may be directed to 1-888-QUERYPA (1-888-783-7972).
- **FBI Reports:**  
To request FBI reports, costing approximately \$27.00. Find application forms and instructions by calling 1-888-439-2486 or by going to the following website: <https://uenroll.indentogo.com>  
Service Code: 1KG6XN

Volunteers who have been a resident of Pennsylvania continuously for 10 years may qualify for a waiver from obtaining Act 114 clearance (FBI Fingerprints). This volunteer waiver form is accessible on the District website or can be obtained by contacting District administration.

**NOTE: We anticipate that there may be a backlog for renewal requests, due to the volume of requests made by school employees and school volunteers who are also required to obtain renewed background checks by certain prescribed deadlines. Individuals should apply for their background checks according to the above deadlines, even if the administrative agencies cannot complete the process by the required deadline, to demonstrate an attempt to abide by the renewal requirements.**

**WEB SITE**

The school district's web site is [www.moniteau.org](http://www.moniteau.org). The web site provides information regarding school activities and other relevant information. All building newsletters and other information pertaining to the School District will be posted on the web site.

**WORK PERMITS**

Students requesting work permits should contact the high school office. To obtain a permit, the student must be at least fourteen (14) years of age. State law requires that a student must bring a birth certificate, baptismal certificate or some other evidence of his or her age.

**PLEASE NOTE: The district reserves the right to amend these rules at any time due to the pandemic. The district will follow all mandates outlined by governing bodies such as the Pennsylvania Department of Education, the Secretary of the Pennsylvania Department of Health, or the Governor. Every effort will be made to notify students, staff, and parents/guardians of those changes as soon as possible.**