



**Albert Gallatin Area School District  
Student/Parent Handbook  
2022-2023**

**ALBERT GALLATIN AREA ELEMENTARY SCHOOLS**

**Albert Gallatin Area School District's Website – [www.agasd.org](http://www.agasd.org)**

A.L. Wilson Elementary 100  
A.L. Wilson Drive  
Fairchance, PA 15436  
Phone: (724) 564-7434  
FAX: (724) 564-7423  
Principal – Krista Baker

George J. Plava Elementary 120  
Puritan Road McClellandtown,  
PA 15458 Phone: (724)  
737-5424 FAX: (724)  
737-5120 Principal – Eric Witt

Friendship Hill Elementary 218  
New Geneva Road Point  
Marion, PA 15474 Phone:  
(724) 725-9515 FAX: (724)  
725-5161 Principal – Randy  
Wilson

Masontown Elementary 201  
Spring Avenue Masontown,  
PA 15461 Phone: (724)  
583-1091 FAX: (724)  
583-1893 Principal – Duane  
Frund

Smithfield Elementary  
23 Liberty Street  
Smithfield, PA 15478  
Phone: (724) 569-9570  
FAX: (724) 569-0121  
Principal – Renee Rosie

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## MISSION STATEMENT

The Mission of the Albert Gallatin Area School District is to partner with families and the community to inspire and support each student in reaching his/her optimal best by creating a safe and respectful environment that fosters academic success, social development, and lifelong learning.

## STATEMENT OF NON-DISCRIMINATION

The Albert Gallatin Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in educational programs, activities, or employment practices.

## WELCOME

WELCOME TO ALBERT GALLATIN AREA SCHOOL DISTRICT! Your teachers and administrators work hard to provide you with the best education possible. We ask that you read the information in this handbook carefully and follow the guidelines to the best of your ability. Remember, rules, mascots, buildings, and even teachers are not the most important ingredients that serve to make up a good school. YOU are. Your dedication to your studies and your participation in school activities will help to make this school year memorable and rewarding.

## MESSAGE TO PARENTS

The faculty and administration at A.G.A.S.D. believe that all students want to succeed. The years are exciting and at times difficult. For that reason, we encourage parent involvement. Teachers want parents to play an active role in their children's education. Take an active interest in your son or daughter's activities, both academic and extracurricular. Discuss events that take place during the school day. Encourage independence and responsibility. Give your son/daughter a chance to take part in making decisions that affect his/her life. All Policy Numbers referenced in this handbook were adopted by the school district and/or revised in accordance with school board policy. The A.G.A.S.D. district policies are available on the district's website ([www.agasd.org](http://www.agasd.org)). The district has made available many school district forms the public has access to download. Please call the school when you have a question or a concern.

## SAPPHIRE COMMUNITY PORTAL

Sapphire Community Portal is a parent communication portal that was implemented by the Albert Gallatin Area School District.

Our school district has partnered with a company named Sapphire K12. Sapphire provides our teachers a means of communicating student progress in real time to parents. Timely and accurate communication is key to establishing healthy family-school partnerships. Sapphire provides parents/guardians detailed information regarding their child's academic standing, homework, and performance on assignments, quizzes, and exams. Because the information is extracted directly from the teacher's virtual gradebook. Additionally, the parent/guardian will have the ability to view the most current student information relating to their child's attendance.

This information enables parents to closely track student progress and play a more active role in their child's education.

To obtain a Username and Password, please visit the district website to access the **Sapphire Community Portal link** to set up an account.

## MESSAGE TO STUDENTS

Successful students accept responsibility for their actions. Strive for success when doing your assignments. Be determined!

When you attend class:

1. Be organized - report to class prepared with proper materials, such as textbooks, pencils, etc. Strive for neatness. Complete assignments on time.
2. Be on time for class - don't allow others to distract you - use YOUR time wisely.
3. Be aware of proper student behavior - listen - participate in class.
4. Be cooperative - respect the rights of others.
5. Be effective - set aside a regularly scheduled time for homework each day.

## **BOOKBAGS/BACKPACKS/GYM BAGS**

Parents/Guardians and students purchasing bookbags, backpacks, or gym bags should select those items which are made of clear plastic or a material, such as mesh, which would allow for the easy identification of the bag's contents.

## **ALBERT GALLATIN AREA SCHOOL DISTRICT INFORMATION LINE**

This line is to provide you with access to important information regarding school events. You may reach each school and other important informational lines by pressing the desired four-digit extension number after first dialing (touch-tone) the central line **(724) 583-0322**.

Examples of information may include specific school functions, reminders of special events, school cancellation notices, dates of importance, and many other items, which are of interest to parents and the community. We are proud of this communication system which provides a vast network linking our schools and central office with the public. We encourage you to use this system.

### TO REACH THE INFORMATION LINE:

- (1) Dial (724) 583-0322
- (2) When you hear the greeting, press the desired extension number.

### REQUESTED INFORMATION EXTENSION NUMBER

Emergency Closing or Delays	1
School Board Meetings	2
To Leave a Confidential Tip	3

This program has been made available through Federal and District funding in accordance with Federal Regulations.

## **SCHOOL DELAYS AND CANCELLATIONS**

**School delays and cancellations will be reported on the following radio and television channels:**

**RADIO**  
**(101.1 - FM)**  
**(102 - FM)**

**WMBS**  
**WVAQ**

**TELEVISION**  
**Channel 4**  
**Channel 2**  
**Channel 11**

**WTAE**  
**KDKA**  
**WPXI**

### Winter Weather Text Message or Email Services Systems

Free text message service for winter weather delay and cancellations. Visit the following websites and register your phone number. You will receive an immediate text message when the news station is notified:

[www.wpxi.com/closing/indes.html](http://www.wpxi.com/closing/indes.html) or  
[www.thepittsburghchannel.com](http://www.thepittsburghchannel.com)

**Twitter - @agcolonials**

**Facebook – [www.facebook.com/agcolonials](http://www.facebook.com/agcolonials)**

### Sapphire - Message Notification Service

This service enables the District or individual buildings to communicate via text, email or voice message with all parents and staff members in case of an in-school emergency in a quick and efficient manner. Please inform the school if your child's emergency information needs updated. The District may utilize the rapid communication service to inform parents/guardians of important periodic updates deemed necessary by the Superintendent and School Board.

## **ALBERT GALLATIN ELEMENTARY SCHOOLS TITLE I SCHOOL-PARENT COMPACT**

All schools in the Albert Gallatin School District work to provide a supportive and successful climate for all students. We believe that a working relationship between students, parents, and staff must be maintained to ensure a positive education for all. To keep this relationship strong, certain expectations must be achieved by each group.

**Students are expected to:**

Demonstrate their best effort on all assignments, whether in the classroom or as homework.  
Be an active participant in class.  
Arrive to class on time and ready to learn.  
Be prepared with appropriate homework assignments for review.  
Seek assistance for skills or concepts not fully understood.  
Maintain appropriate behavior.

**Parents are expected to:**

Assist their children with assignments.  
Be supportive of the school, which includes attendance at parent-teacher conferences, curriculum night, student performances, and parent activities.  
Ask for help when needed.

**Staff is expected to:**

Provide a nurturing, safe, and supportive environment for the acquisition of skills in all subject areas.  
Communicate regularly with parents regarding student progress and support strategies.  
Assist parents by providing information and materials regarding student goals and basic skill acquisition.

## **Title I Parent Involvement**

**Policy No. 918 Reviewed & adopted 4/18/2018**

In compliance with federal law, the district and parents/guardians of students participating in Title I programs jointly developed and agreed upon a written parent involvement policy (#918). This policy involves parents/guardians in the joint development of the district's Title I plan and yearly review. District policy #918 provides for support to effectively implement parent involvement activities to improve student achievement and promotes capacity for strong parent involvement as required by law. The superintendent or designee ensures that the district's Title I policy, plan and programs comply with federal requirements. Building principals provide parents/guardians supplemental program objectives and a description of services provided. All information is disseminated in an understandable and uniform format in a language the parents/guardians can understand. Title I parent involvement meetings are held annually to explain the goals and purposes of the Title I program. Parents participate annually in the design, development, operation, and evaluation of the Title I program. Parents are provided information about supplemental program, curriculum, local assessments and proficiency levels students are expected to meet. Parents have opportunities to meet with classroom teachers to discuss student progress

and receive guidance on how to help at home in the education of their child. Each Title I school in the district jointly develops a School-Parent Compact outlining parents, students and staff responsibilities. A district Title I School-Parent Compact is reviewed, revised as needed and adopted annually. The importance of on-going parent-teacher communication is stressed within this district policy #918 document. For current information or activities, please refer to the district website and social media platforms. It is to be noted, that each individual school also have their own Facebook Accounts.

## **TITLE I**

Title I is a federally funded supplemental education program that provides financial assistance to local education agencies to improve educational opportunities for children. The Title I program was established to develop competence and interest in reading and math. The goal of Title I is to provide the opportunity for students to meet state content and performance standards in reading, writing, mathematics, and science through extended learning time, a high-quality curriculum, instruction by a highly qualified staff and increased family involvement. Our program is developed and operated by a highly qualified staff of certified teachers/tutors, paraprofessionals, and administrators. Parents of all children in all Title I schools may request and receive timely information regarding the professional qualifications of their children's classroom teachers. For additional information on Title I, please contact 724-564-7190 ext. 8134

All elementary schools in the Albert Gallatin Area School District are Title I schoolwide programs.

## **KINDERGARTEN ORIENTATION**

The Albert Gallatin Area School District provides kindergarten orientation for all newly enrolled kindergarten students. Student Transportation of America (STA) will provide busing for students, if requested. Parents may ride the bus to school on Kindergarten Orientation day. The purpose of the orientation is to simulate an day of school for students.

## **PROOF OF RESIDENCY**

### **POLICY NO. 200 - Revised 7/20/2020**

The Albert Gallatin Area School District Policy #200 requires that all students entering the school district must prove residency.

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

The district shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence and immunizations required by law.

The district shall require one or more of the following documents as official proof of actual residency:

1. Utility bills indicating an address within the district.
2. Tax statements or tax returns indicating an address within the district.
3. Check stubs for wages, public assistance, Social Security, or other source of income indicating an address within the district.
4. Payment, or proof of liability for payment, of municipal and school district taxes for an improved property (the improved property should be one in which the person is residing) within the district.
5. Occupancy permit issued by the local municipality for the residence in question.
6. Any other documentation acceptable to school officials which provides satisfactory evidence of an address, in which the person is residing, within the district.

Failure to provide proof of actual residency within the district as set forth above within a five (5) day period may result in the student being removed from the school rolls and the parent, guardian or custodian being required to pay the regular tuition rate as established by the district for the period of actual attendance.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, law and regulations.

## **HOMELESS (MCKINNEY-VENTO ACT)**

In compliance with federal guidelines set forth in the Every Student Succeeds Act (ESSA) of 015, Albert Gallatin Area School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, etc).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin.

If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school. You may also contact Dr. Jason Hutchinson at 724-564-7190 Ext.8121.

[PDE Resources for Homeless Youth](#)

## **EARLY ADMISSIONS OF STUDENTS**

### **POLICY NO. 201.1 Revised 4/7/2021**

The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.

Early admission is defined as allowing children who are ready and able to begin formal schools at a chronological age younger than the officially approved entering age.

In Pennsylvania, all children of "compulsory school age" – children between the ages of eight (6) and seventeen (18) – are required to attend school.

These guidelines will be used in determining suitability for early entry to school:

### **Early Admission Requirement**

1. School district psychologist will review with family what the district's criteria for early admission entails. A psychologist will then conduct a comprehensive evaluation of intellectual functioning and the Bracken School Readiness Composite. The psychologist report will be reviewed by the district psychologist and guidance department to determine child's eligibility via the districts' Early Entrance Matrix.
2. The Child must be five (5) by November 30 of the school year. Child three (3) months or less from the age limit is required to earn 4 points on the district's Early Entrance Matrix, which takes into account both intellectual ability and school readiness skills.

The Elementary Supervisor or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

## **HOMEWORK**

### **POLICY NO. 130**

Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it and give prompt feedback when it is completed. Students can acquire positive effects from homework in the form of academic achievement and effective work habits. Assignments for homework should be made at all grade levels and a mixture of mandatory and voluntary homework is most beneficial.

Homework can be assigned to build essential background knowledge prior to instruction, but it is given most often to reinforce learning that occurs in school. Topics included as homework assignments for reinforcement purposes should have been developed in class under the direction of the teacher. Generally, the homework assignment should not focus on complex skills which students have not mastered. The assignments should include a focus on the application of skills introduced and/or developed in class.

As partners in the educational process, parents/guardians should encourage homework

completion on a regular basis to help students reap maximum benefit from the educational program and to develop effective work habits. Parents/guardians should be encouraged to facilitate student self-study rather than playing a formal instructional role.

The following guidelines are expected to be used with discretion by the professional staff as homework practices are established by teachers:

**Time** - Due to the individual differences among students, teachers should assign homework which can be completed in a reasonable time.

**Grade Level** - Homework should be assigned at all grade levels. All students should be assigned homework.

**Quality** - The purpose of the assignment should be clear, to the teacher and to the students, as should the notion of how the students should profit and what they should learn from the assignment. The tasks assigned should be relevant to what the students are learning in school, and the assignment type should be appropriate for the purposes, the grade, and the subject matter. Finally, there should be some review or reinforcement of assignments so that homework is not a dead end. If the tasks assigned as homework have a worthwhile purpose in the first place, they should certainly be worth following up in class.

It is often wise to start homework assignments in class in order to make sure that students understand the assignment and are getting off on the right foot. This practice will be especially important for less able students or when students in the class are beginning difficult assignments.

**Individualization** - In many cases, homework can provide an opportunity for individualized assignments. Extra credit project assignments may be used when appropriate, according to the expectations set forth by the Board of Education.

**Parent/Guardian Involvement** - Parents/Guardians are expected to stipulate a place and time for the students to complete homework assignments. In addition, parents/guardians are encouraged to emphasize the importance of education and to encourage their children to complete the assignments.

**Feedback** - Homework assignments are most effective when students receive feedback within a reasonable time.

Discipline - Homework should not be assigned to punish students.

Make Up Work- Students must make up the work they missed due to absences, unless otherwise negotiated with the instructor. Upon return to school, students will be afforded the number of days they were absent to complete and submit missed work. Failure to complete make up work may negatively affect a student's academic progress.

## Canvas/Sapphire/Clever

The Albert Gallatin Area School District utilizes the Canvas Learning Management System to supplement instruction. Canvas is used for assignment posting, assignment submissions, and delivering instructional content. Sapphire is our Student Information System. This is where all student information is located, including grades. Clever is our Single Sign-on service that allows students to easily sign into the many virtual educational programs provided by the Albert Gallatin Area School District to enhance and supplement student learning.

### Grading System

Education is not a passive process. Knowledge must be sought after diligently. Students must be actively involved in the educational process.

Consequently, students must adhere to the following classroom regulations:

1. Be on time.
2. Have the necessary equipment.
3. Use time wisely.
4. Do what one is capable of doing.
5. Strive to succeed.

The school term is divided into four reporting periods—each consists of 9 weeks. Report cards are issued to students at the end of each 9 week reporting period. Grades are used to communicate how well students have mastered the content and/or skills they've been taught. Student progress can be monitored throughout the academic year using the Sapphire parent portal. Additionally, deficiency reports are sent home in Wednesday folders by the 30<sup>th</sup>, 75<sup>th</sup>, and 120<sup>th</sup> day of school

The Albert Gallatin Area School District utilizes the following grading scale:

### Academic Performance

A	100 – 93%
A-	92 – 90%
B+	89 – 87%
B	86 – 83%
B-	82 – 80%
C+	79 – 77%
C	76 – 73%
C-	72 – 70%
D+	69 – 67%
D	66 – 60%
F	59 – 50%

I An incomplete grade must be made up prior to the end of the grading period in which it is issued.

### Academic Performance Indicators

O	Outstanding
S	Satisfactory
P	Making Progress
N	Needs Improvement
U	Unsatisfactory

Honor Roll Requirements:

Highest Honors	97% - 100%
High Honors	93% - 96%
Honors	90% - 92%

Students' actual earned scores are reported per assignment throughout the school year; however, when a student's end-of-quarter grade results in a percentage of 49% or lower, a 50% will be factored into the cumulative average. This provision for recovery communicates that the student has failed to master the academic content in a given grading period; yet, it does not preclude the student from achieving a successful outcome over time.

## RESPONSE TO INSTRUCTION AND INTERVENTION (RtII) Partnership with Step By Step Learning

Intervention time has been built is daily at each elementary school to provide research based strategies to improve student performance.

All students are screened three times a in the school year to determine which students are "at risk" for not meeting grade level benchmarks.

RtII uses standards aligned (what students must know and be able to do) and research-based (what has been proven to work) strategies to assist in closing gaps and remediation for students.

A series of resources has been developed to provide parents with information and guidance to assist with their active communication and collaboration which is important to the process.

## **SPECIAL EDUCATION POLICY NO. 113**

Federal and state laws give important educational rights to physically, emotionally or intellectually disabled children who are eligible for special education services. If you feel that your child may have a disability and may be in need of specially designed instruction, please request information from your school about ways to address his or her needs. Many children benefit from the use of supplementary aids and services in the general education setting. However, a referral for special education services may be warranted if interventions in the general education setting are not successful.

The District has developed a referral system that follows the policies and procedures outlined in the state regulations governing special education (Chapter 14 of the School Code). The District, in accordance with state laws, provides a continuum of services for special education students, with the emphasis being placed on delivery of special education services in the general education setting to the maximum extent appropriate for each individual student.

The District provides a variety of support programs within our schools, including Learning Support, Life Skills Support, Autistic Support, Emotional Support, Speech/Language Support, Vision Support, Hearing Support, and various related services such as Physical Therapy, Occupational Therapy, and Social Work Services. Contact your child's school or Jared Plisko at Central Office at 724-564-7190 ext. 8114, if you would like additional information regarding special education services offered by the district.

### **ALBERT GALLATIN AREA SCHOOL DISTRICT SPECIAL EDUCATION SCREENING PROCESS**

1. A student exhibiting academic, attendance, and/or behavioral difficulty is referred for screening at the building level.
2. A screening team, which can include the person making the referral, meets to discuss the referral and make appropriate recommendations to school personnel.
3. School counselor collects completed packet from referring teacher making sure that all information (questionnaires, rating scales, student's grades, achievement test results)

is included and forwards information to the business office.

4. Local Education Representative (LEA) sends permission to evaluate, parent questionnaire, and Procedural Safeguards Letter and Notice to parent/guardian. The LEA puts the parental input together with the school data to form the packet, which is then sent to the psychologists.
5. Psychologist completes assessment and writes a draft evaluation report (ER). The multi-disciplinary team (MDT) meets, regarding whether or not student is a child with a disability, reviews recommendations, signs and finalizes ER.
6. The Individualized Education Program (IEP) Team meets and makes decisions regarding the strengths and the needs of the students as well as how to meet the student's educational needs.
7. EA Representative presents (NOREP) Notice of Recommended Educational Placement to parent.

### **Pre-School Programs**

Child Alert and Early Intervention programs are available for pre-school children who may have physical, emotional or intellectual delays. Early intervention services are provided by Intermediate Unit One. If a parent or guardian suspects their child may have one or more areas of delay, they should contact Early Intervention at Intermediate Unit One at 1-800-328-6481. Children are eligible for an evaluation by Intermediate Unit One personnel between the age of 3 and the point that the student begins Kindergarten.

### **Gifted Support – Policy No. 114**

The Gifted Program is designed to meet the educational needs of the district's academically talented students. Placement is based on superior classroom performance and rates of retention and acquisition, standardized test scores, IQ scores, high creativity levels, advanced thinking skills, interest surveys, and student, parent, and teacher input. This program is itinerant, meaning that the students are taken from the regular classroom for enrichment activities. Differentiated learning experiences based on the unique traits, needs, and abilities of the student are an integral aspect of the curriculum.

## HOMEBOUND INSTRUCTION

### POLICY NO. 117

The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. **The period of homebound instruction for an individual shall not exceed three (3) months.** Five (5) hours of mandatory instruction are to be provide for approved homebound student as per a weekly basis.

Application for homebound instruction shall, certify the nature of the illness or disability, state the probable duration of the confinement, and be recommended by the Superintendent.

The Superintendent or designee may request approval from the Department of Education to extend the per of homebound instruction for an individual, which shall be reevaluated every three (3) months.

**The Board shall provide homebound instruction only for those confinements expected to last in excess of 10 Consecutive School Days (2 weeks). Exceptions may be recommended by the Superintendent.**

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

The Superintendent has established guidelines as set forth in accordance with the state:

1. Upon application request, parent/guardian along with student must be present at a mandatory meeting with said school's Principal or designee.
2. Upon approval of homebound service at which time a set schedule is determined by the parent or guardian and homebound instructor, all attempts are to be made to adhere to set schedule.
3. All district attendance policies and regulations apply to homebound students.
4. Five (5) hours of weekly instruction are equivalent to five (5) days of school attendance. One (1) hour equal to one (1) school day. Therefore, for every hour less than the total hours of homebound instruction provided the student shall be marked as absent.
5. Upon may be structured for a student such that the student attends school part-time as his/her

condition allows but must be specifically requested by licensed physician.

6. To ensure adequate communication with teacher/homebound instructor and parent or guardian; use of electronic communication shall be utilized.

The Board reserves the right to withhold homebound instruction when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

For further information regarding Homebound Instruction, please contact Dr. Jason Hutchinson at 724-564-7190 ext. 8121

## ESL PROGRAM

### POLICY NO. 138

#### Philosophy

The Albert Gallatin Area School District provides an appropriate planned instructional program for identified students whose dominant language is not English.

Upon registration into the district all students will be provided with the Home Language Survey. Any student identified as a student with a primary language other than English (PHLOTE) will then be assessed on the district level to determine that student's English proficiency.

LEP students shall be enrolled upon presentation of a local address and proof of immunizations.

Upon identification, students whose dominant language is not English will be provided an ESL program. The program will facilitate the student's achievement in English proficiency and the academic standards under 4.12. Because the ESL program is considered part of the general curriculum and includes listening, speaking, reading and writing, it shall replace the language arts instruction until assessment identifies the student as attaining the proficient level of English. This program shall include cultural provisions for the transition of the student to the new surroundings. Intermediate Unit I will provide the contracted EL (English Learner) services to identified students. The

extent and the duration of services will be determined by IU I based on assessment, staff and parental input, as well as, the overall student progress.

In conjunction with the IU I, who will serve as the service provider for EL students, the district will monitor the progress of the EL program. If, through assessment, the EL is not learning English, the program shall be adjusted to ensure greater success.

The EL student shall have access to and be encouraged to participate in all curricular and extra-curricular programs of the Albert Gallatin Area School District. The EL student will participate in the PSSA and all other district assessments consistent to that offered all other students. Accommodations and recommended testing procedures will be followed as considered acceptable by the current PSSA guidelines.

The EL shall be required to meet the established academic standards and graduation requirements with accommodations as adopted by the Board. EL instruction will continue until assessment identifies the student as proficient in the English language. This would include the ability to function in the mainstream without assistance or accommodations within the mainstream.

EL students shall have access to additional instructional opportunities, both remedial and enrichment in nature, consistent with the ones offered to all other students in the district. Monitoring to maintain this success will continue for two years after exit from the program. At all times, dissemination of information, including but not limited to assessment, and academic achievement, will be provided to students and their parents in the language or mode preferred by the parent.

Provisions for adequate staffing, staff development, accommodations and assessment will be provided.

An informational meeting will be held at the beginning of each school year to keep parents of the EL student updated on the program and services.

For further information regarding ESL, please contact Lara Bezjak at 724-564-7190 ext. 8134

## **ATTENDANCE POLICY NO. 204**

### **ATTENDANCE PROCEDURE**

#### **ABSENCE FROM SCHOOL**

- a. Any student who has been absent from school and has returned must report to the Attendance Office as soon as he/she returns to school.
- b. The student must present to the Attendance Officer an excuse written by the parent/guardian/doctor.
- c. The student will then receive from the Attendance Officer an admission slip.

## **ELEMENTARY ATTENDANCE**

### **Purpose**

The Albert Gallatin Area School Board expects prompt and regular school attendance in all classes and supports the idea that attendance is an integral part of a student's performance in school. Because success in school is enhanced by regular school attendance, parents and school personnel must make every effort to encourage good attendance habits. Therefore, this policy is designed to assist school staff and parents in their efforts to promote regular school attendance.

Schools cannot teach students who are not present. Therefore, the Albert Gallatin Area School Board requires regular attendance of all students each day that school is in session.

### **Responsibility**

It shall be the responsibility of school personnel to follow the guidelines established in the procedures and guidelines of this policy. Staff members, wherever possible and as much as possible, will seek the cooperation from parents and assist parents in preventing truancy.

### **Authority**

The Public School Code of the Commonwealth of Pennsylvania requires regular attendance of all pupils enrolled in the public schools. These requirements are found in Sections 1326, 1327, and 1329 of the Pennsylvania School Code, and they are:

"A child must attend school regularly from the time he/she enters, which shall not be later than the age of eight (8) years, until the age of seventeen (17) years" (1326 & 1327). "Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such a child or children to a day school and they shall attend such school continuously through the entire term, during which the public schools in their respective districts

shall be in session" 1327. "The board of any school district may, upon certification by a licensed practitioner of the healing arts or upon any other satisfactory evidence being furnished to it, showing that any child or children are prevented from attending school, or from application to study, on account of any mental, physical, or other urgent reasons, excuse such child from attending school as required by the provisions of this act, but the term "urgent" reasons shall be strictly construed and shall not permit irregular attendance. In every such case, such action by the Board shall not be final until the approval of the Department of Public Instruction has been obtained.

Every principal or teacher in any public, private, or other school may for reasons enumerated above, excuse any child for non-attendance during temporary periods" 1329.

### **Parent Notice**

Following is a description of our Attendance Policy. It is your responsibility to read it, carefully, and become familiar with it.

### **Attendance Procedure**

1. Compulsory school attendance shall begin with the school year in which the child's sixth birthday is reached prior to the first day of school of such year.
2. In order to enforce the state attendance laws, each school designates a school attendance coordinator (principal or designee) who collects classroom attendance data and makes appropriate referrals to the third party intervention specialist and District Attendance Office.
3. Parents/Guardians are expected to call the school to report the student's absence at the beginning of the school day. School officials will make every attempt to notify parents when their child is not in school.
4. When a student returns to school after an absence, a parent/guardian/doctor is required to furnish a written statement regarding the reason for absence. This information will be used to determine whether an absence is excused or unexcused. If a written statement is not received after three (3) days, the absence will be considered unexcused.
5. All students arriving late or leaving early for any

reason must sign in or sign out with the principal or designee. If it is known ahead of time that a student needs to leave early, a written note must be sent by the parent/guardian to the principal/designee.

6. Make-up work is due within one week upon the student's return to school from an absence. The student must request makeup work from the teacher. The teacher is responsible for providing the student with assignments, which need to be completed. The time frame for completing makeup work shall be the number of days the student was absent, unless otherwise agreed upon. Failure to complete work will result in a failing grade for the particular piece of work.
7. There shall be a distinction between excused and unexcused absences.

### **Excused Absences**

- A. Illnesses as certified by a written explanation signed by a parent/guardian not to exceed ten (10) days per school year. Verification by a physician, in writing, will be required if absences exceed ten (10) days.
- B. Death in the family – limited to five (5) days for of an immediate relative (mother, father, child, sibling or legal guardian). Death in the family of a grandparent is limited to three (3) school days from date of death. Death of a near relative like a cousin, aunt or uncle is limited to two (2) days. For non-family members' deaths, pre- approval is required for a one-day absence. Proof of death is required.
- C. Impassable roads – as certified by the bus driver, township supervisor, or state police.
- D. Religious holidays
- E. Administrative reasons – as certified by the principal (field trips, college visits, etc.)
- F. Calamity (fire, flood, etc.)
- G. Medical appointments, which cannot be scheduled outside the school day, when a physician verifies the absence through a written excuse.
- H. Illness or injury in the family when a physician verifies the student's absence through a written excuse.
- I. Family Educational Leave maximum of five (5) days with paperwork completed prior to departure explaining where, which dates and the educational experience which may be

gleaned. These five days shall be counted as part of the ten (10) days of absence. Any absences after the ten (10) days will require a doctor's excuse. This paperwork must be submitted to the office at least two (2) days prior to departure. In addition, each student must go to all teachers and have the teacher sign off and write the assignments that he/she must complete while away. (See building secretary for forms). **NOTE: Any student that has accumulated ten (10) days of absences does not qualify for Family Educational Leave.**

- J. The Albert Gallatin School District may grant up to five (5) days of excused absences for military-connected students whose parents/guardians are experiencing a deployment, called to duty for, or is on leave from duty. The conditions under which the local school may approve excused absences are: (1) the absence is preapproved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the school's allotted time; and (5) the absence is not during standardized testing dates.

*If a student misses 20 or more unexcused days in a year that student will no longer be permitted to attend any school field trips.*

### **Unexcused Absences**

Any absence not meeting the above requirements for excused absences shall be considered an unexcused absence.

### **Positive Incentives**

Regular attendance at school is a strong determiner of academic achievement; therefore, rewards and incentives to encourage perfect and outstanding attendance will be given, developed and implemented at the building level. A variety of opportunities to provide incentives for school attendance are available at the building level. Some options are presentation of awards, recognition at awards assemblies, and special school privileges.

### **Penalties**

When a student acquires absences, the consequences shall be organized as follows:

1. After three (3) days of unexcused absence a letter will be sent home and attendance improvement conference shall be held.
2. After six (6) or more unexcused absences, citations will be filed with the District Justice (Magistrate) according to state regulations. A student may be referred to Crime Victims and/or Children and Youth. Please be advised that attendance numbers for students will be shared from previous years with the District Justice. There is no law in Pennsylvania that states all students will get a clean slate related to attendance in Pennsylvania. This will help the District Justice work with the family. Referrals to other county agencies may be used for Compulsory School Attendance, if deemed necessary by the District.
3. After ten (10) days of either excused or unexcused absence means a student is required to have a mandatory doctor excuse. A letter will be sent to parent/guardian. At ten (10) doctor excuses, a meeting may occur with the family, the attendance designee, and the school nurse to discuss concerns about missing school and student progress.
5. **Under Section 11.24, students who miss ten (10) consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution. Students of compulsory school age, who have not complied with compulsory attendance requirements, may be offered alternative education services or other provisions of education.**
6. **Procedure for habitually truant for under fifteen (15) years of age:** The school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

### **STARTING TIMES FOR ELEMENTARY SCHOOLS**

- **8:45 – 9:00 AM**  
*Doors Open For Drop Off & Breakfast*

- **9:00 AM** - Instruction begins
- **9:01 AM** - Tardy and must be signed in by Parent

**FUTURE READY**  
**PA INDEX FOR REGULAR ATTENDANCE:**

Regular Attendance is defined as the following below and reported on the public view of the PA Future Ready Index for all schools in Pennsylvania.

(According to [www.futurereadypa.org](http://www.futurereadypa.org))

\*Rates of chronic absenteeism will be reported as “Regular Attendance” on the Future Ready PA Index, and will be calculated at the building level, as well as for any group of 20 or more students in a building. Chronic absenteeism will be calculated based on the number of students who have missed more than 10 percent of school days across the academic year. Students enrolled for fewer than 60 days of school will be excluded from that school’s calculation, as there has not been sufficient opportunity for the school to apply intervention strategies.

**What constitutes an absence?**

\*A student is considered absent if they are not physically participating in instruction or instruction-related activities on school grounds or at an approved off-grounds location for at least half the school day. Each day a student is absent for 50 percent or more of the school day is to be counted as an absence.

\*Consistent with practice in past years, any type of absence is counted – both excused and unexcused absences. Suspensions from school count, as well as excused absences for approved family-sponsored educational trips. Superintendents and CEOs may wish to review attendance policies to affirm current practices of managing extended leaves of absence for approved educational trips.

**The Albert Gallatin Area School District is updating our attendance record keeping to reflect the PA Future Ready Regular Attendance Guidelines.**

**\*Starting immediately this will be the new guidelines set forth by the PA Future Ready Index:**

School:	Half Day start time:
Albert Gallatin Senior High School	11:00am

Albert Gallatin South Middle School	11:45am
Albert Gallatin North Middle School	11:45am
Masontown Elementary School	12:15pm
Smithfield Elementary School	12:15pm
A.L. Wilson Elementary School	12:15pm
Friendship Hill Elementary School	12:15pm
George J. Plava Elementary School	12:15pm

**Students are to be marked accordingly for Tardies, Dismissals, Half Days, Returning from Appointments:**

1. ***Starting immediately***, students who arrive after the starting time of the school day, but prior to the times listed above will be marked tardy unexcused (**TDU**), or tardy medical (**TDM**) if they have a medical slip.
2. Students who arrive after the above times will be marked a half day absent (**IUA**).
3. Students dismissed after the above times will be marked as an early dismissal (**DIS**), or Dismissal Medical if they have a doctor excuse (**DIM**).
4. Students who leave school prior to the times listed above will be marked a half day absent (**IUP**).
5. If a student leaves, for example, for an appointment, then returns to school, the (**ENA**) code will be used.

**SCHOOL USE OF PHONE**

The school phone is for business purposes. Students can use the phone for emergencies only.

**TEXTBOOKS**

Students are responsible for proper care of their books. The student must pay for lost or damaged books.

**LOST AND FOUND**

Check with the school office for lost and found items.

## VALUABLES

Students are cautioned NOT to bring large amounts of money or valuables, (i.e. iphones, ipods, cell phones) to school. STUDENTS, not the school, or school personnel, are responsible for their personal property.

## ACCIDENTS

In the event of a serious accident, parents will be notified immediately. For security, it is very important that the office has updated telephone numbers on file at all times. Every effort will be made to render emergency treatment until parents arrive. However, the school will not be responsible for subsequent treatment.

## IMMUNIZATIONS

The Pennsylvania Department of Health school immunization regulations are intended to ensure that children attending school in the commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases.

A child must have the required medically-appropriate vaccines or a plan to complete those vaccines or risk exclusion from school. A child may still obtain medical, religious, or philosophical exemption from meeting the immunization requirements.

For attendance in all grades children need the following:

- \* **4 doses of tetanus, diphtheria, and acellular pertussis (one dose on or after the 4th birthday)**
- \* **4 doses of polio (4th dose on or after the 4<sup>th</sup> birthday and at least 6 months after previous dose given)**
- \* **2 doses of measles, mumps, rubella**
- \* **3 doses of hepatitis B**
- \* **2 doses of varicella (chickenpox) or evidence of immunity**

On the first day of elementary school, unless the child has a medical or religious/philosophical exemption, a child must have at least one dose of the above vaccinations or risk exclusion. If a child does not have all the doses listed, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, a medical plan within the first five days of school for obtaining the required immunizations is required. The medical plan must be followed or risk exclusion.

For attendance in 7th grade unless the child has a medical or religious/philosophical exemption, a child must have had on the first day of 7th grade:

- \* **1 dose of tetanus, diphtheria, acellular pertussis (Tdap)**
- \* **1 dose of meningococcal conjugate vaccine (MCV)**

## MEDICATION

### POLICY NO. 210

The Albert Gallatin Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children require that they receive medication while in school.

- A. All medications shall be administered by:
1. The school nurse, the primary person, when available.
  2. The principal or head teacher.
  3. The parent or guardian
  4. The student him/herself, where the family physician so directs, and under the observation of one of the above adults.

The administering personnel shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of instance of administration.

## PRESCRIPTION MEDICATIONS

5. The physician must complete the prescription medication form.
6. The parents or guardian of the student must sign the consent form for prescription medications.
7. **Any medication to be given during school hours must be delivered directly to the school nurse, the school principal or designee by the parent or a responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. Consent forms for prescription medications should be signed at this time. Medication is not to be sent to the school with the child.**
8. A prescription drug log will be kept for any child receiving prescription medicine during school hours.

## NON-PRESCRIPTION MEDICATION

1. Students are not permitted to carry non-prescription medications to school.
2. **Any Non-prescription medications (over the counter) medicine will only be dispensed through doctor's orders.**
3. Non-prescription (over the counter) medications taken at school will be recorded in the first-aid log book by the person supervising the medication.
4. **The medication must be brought to school in the original over the counter container and be properly labeled.**

## POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS POLICY NO. 210.1

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

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

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis. Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

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

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed

medication.

3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.

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

The district reserves the right to require a statement from the licensed physician, certified registered nurse

practitioner or physician assistant for the continued use of a medication beyond the specified time period.

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

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication and be able to sign his/her medication sheet to acknowledge having taken the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is

prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.

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

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

The district shall post this policy on the district web site, if available.

The Superintendent or designee, in conjunction with the school nurse(s), may develop administrative regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication

## MEDICATION FORMS

Medication forms are designed to assure parents of children in need of receiving medication during the school day that their needs will be met appropriately and are accurate with your physician's request. The forms have been prepared in conjunction with the Department of Health and the policies developed by the Albert Gallatin Area School Board. The school district does not in any way want to discourage parents from dispensing medication during the school day but is assisting only as an alternate. The forms are made available to parents at every school office. Parents may contact the school nurse or school office to obtain the appropriate medication forms. As a convenience, the forms will be available for download from the school district's website.

## HEALTH EXAMS

School systems in Pennsylvania are mandated by law to

have on file a complete physical exam for students attending first, sixth, and eleventh grade. This examination may be done at school by the school medical examiner or it may be done by your family physician at your expense.

Pennsylvania School Code requires that all children of school age in the Commonwealth in grades one, three, and seven shall be given a dental exam. Again, families may go to their own dentist to have their forms completed. Dental exams will be offered during the school year, free of charge, by the school.

Also, Pennsylvania law requires that a screening for Scoliosis be performed on all children in grades six and seven. The screening test is very simple and can be performed in less than a minute. The school nurse will check your child's back (the student will be requested to expose their back), while your child is standing. If parents have any objections, please inform the school, in writing.

## BMI

School health services provide for screening of growth for each child of school age by measuring height and weight annually on our students.

- BMI (Body Mass Index) is a weight for stature index that can be used to determine a student's growth pattern. The BMI growth charts will allow school health professionals to detect at an early age, the students who show signs of being at risk for overweight/under nutrition.
- **The school nurse will check BMI on students annually. Parents may request BMI results by contacting the school nurse in writing.**

## STUDENT DRESS CODE

Policy No. 221

Students are expected to be neatly dressed and well groomed at all times. Failure to follow the basic regulations listed below will result in parents being called to bring appropriate clothing.

1. Students must wear shoes at all times.
2. Students are prohibited from riding devices including, but not limited to, skates, skateboards, scooters, and wheeled shoes.
3. Slashed clothing, tight spandex-type clothing, sheer lace, halter-tops, sleeping apparel, and wallet chains are not allowed.
4. Hats, bandannas, sunglasses, visors, sweatbands or any type of headwear is not permitted to be worn in school.
5. Thin-strapped tops and dresses or those

exposing the midriff or a large area of the back are not acceptable. Sleeveless shirts with drooping armholes are not appropriate for students. Girls must have tops and dresses with at least a 2-inch shoulder strap.

6. All shorts, skirts, skorts and dresses must come below where the longest finger touches the leg when standing erect with shoulders relaxed. This measurement will serve as a guideline for parents and administrators.
7. Students are not allowed to wear clothing with derogatory, terroristic or insulting messages.
8. Clothing with advertisements for drugs, alcohol or tobacco is prohibited.
9. Students are prohibited from wearing any items that are determined to be related to gang identification.
10. Students are not allowed to wear clothing that sags below the waist. The waist of clothing must be at the body's waist.
11. Coats and jackets are not to be worn in the classroom.
12. All necklaces should have breakable clasps.

You are expected to be neatly dressed and well groomed at all times.

### **ELEMENTARY STUDENTS - Bookbags/Backpacks/Gym Bags**

Parents/Guardians and students purchasing bookbags, backpacks, or gym bags shall select those items which are made of clear plastic or a material, such as mesh, which would allow for the easy identification of the bag's contents. Guidelines relating to the use of bookbags, backpacks, and gym bags shall be disseminated in student/parent handbooks.

### **ASSEMBLIES/PARTIES/SNACKS**

*The number of students in the District identified with food allergies, some possibly life threatening, continues to rise. To ensure the safety and well being of all children: **All snacks served in the building must be individually wrapped prepackaged store purchased items with the ingredients clearly written on the package. Drinks are to be non-carbonated. Reduced and/or sugar free drinks are preferred. This includes ALL birthday celebrations. Any treat sent into school that does not follow the District guidelines will be sent back home. There will be NO exceptions.***

### **SCHOOL INSURANCE**

The School District has insurance available for every student. Early in the school year, information will be sent home with the students concerning the various plans that may be purchased. We urge parents to contact the health office for further information.

### **CONFERENCES/VISITATIONS**

Parent- teacher conferences are scheduled on a designated day during the school year. Information will be posted on district website. Additional parent- teacher conferences must be scheduled through the school office. Contact the school office to obtain the teacher's preparation time. Speak to the teacher to schedule an appointment.

### **SCHOOL VISITORS**

To ensure the safety of our students and staff, all entrances to the building are locked. All visitors, including parents, must use the video intercom system to gain entrance. Everyone entering the building must then report to the school office to sign in and receive an identification badge. All visitors, including parents will be required to show photo identification.

### **VOLUNTEERS**

All volunteers shall obtain all necessary clearances and must provide copies to the home school and central office. Clearances are valid for a **five-year period** from date of issue.

### **VISITOR'S POLICY**

**Policy No. 907**

Outside agencies or individuals must adhere to the following procedures in visiting classes and / or programs under the direction of the Albert Gallatin Area School District:

- (a) Request written permission on the properly designated form from the Albert Gallatin Area School Building Principal or Designee of the particular class and present properly signed form to the classroom teacher upon entering the room or classroom area. A visitation and / or observation shall not be permitted without the properly signed request form. The teacher of the class is to be notified by the supervisor of the visitation or observation one week before the

- visitation.
- (b) State the purpose of the visitation to the Principal/ Designee when requesting permission. The purpose of the visitation will be listed on the request form signed by the Principal / Designee.
  - (c) Following the visitation and / or observation, any criticism or evaluation of the teacher and / or the Albert Gallatin Area School District concerning the methodology utilized by the teacher shall be reviewed with the Principal / Designee of the program and with the teacher present. In no case shall criticism be given of the teacher in the presence of the student and parent or other individuals.
  - (d) No information, pictures, or publicity concerning children enrolled in the Albert Gallatin Area School District programs shall be given by visitors to other individuals and / or agencies.

*First Offense: Parent notified. Student receives a written warning. Device returned to the student at the end of the day.*

*Second Offense: Parent notified. Parent must report to school to pick up device. Student receives detention.*

*Third Offense: Parent notified. Student suspended according to Discipline Policy. Parent must report to school to pick up device. \*Further violations will be handled in utilizing progressive discipline.*

The Albert Gallatin Area School District assumes NO responsibility at any time for the loss, destruction, or theft of any cellular phone or similar device that is brought to school.

**Visitation forms may be obtained by calling the school office.** Visitation requests are to be directed to the proper Principal / Designee of the program or class involved.

### **ELECTRONIC DEVICES - CELL PHONES CAMERAS, AND RECORDING DEVICES**

Students are extended the privilege to possess cell/camera phones, ipods, games, or any two-way communication/electronic device.

However, all devices may not be displayed, activated, or used on school grounds during the instructional day.

All such devices must be turned off and not be displayed.

*Video recording or taking pictures during school hours or while riding the bus is strictly prohibited.*

When electronic items are brought onto school property, all expectations of privacy are lost. Items are subject to search at the discretion of the Principal or Designee.

In the event a student violates this policy, the student must immediately relinquish the device to the building principal or designee. Failure to cooperate will result in loss of privilege and progressive discipline.

### **BOOKBAGS/BACKPACKS/GYM BAGS**

Parents/Guardians and students purchasing bookbags, backpacks, or gym bags should select those items which are made of clear plastic or a material, such as mesh, which would allow for the easy identification of the bag's contents.

### **BUS REGULATIONS**

Riding a school bus is a privilege. Improper conduct will result in bus transportation being denied. Any student damaging a bus will be required to pay for the damage.

You are expected to ride the bus to which you have been assigned and to get off at your assigned bus stop. You will not be allowed to ride another bus to go home with a friend except in serious family emergency situations. A note must be sent to the school office on date of emergency to secure permission to ride another bus. Drivers will not allow students to ride an unassigned bus or to get off at a different stop without administrative and parent approval.

No pop cans, juice cans, etc. are permitted on the bus, unless enclosed in a lunch container or lunch bag.

### **USE OF VIDEO CAMERAS WITH AUDIO RECORDING ON SCHOOL BUSES**

**POLICY NO 810.2**

Stickers will be placed on the vehicle informing students that they are subject to be videotaped with audio recording on a school vehicle at any time. Annual notification informing students/parents/guardians of policy is provided.

## VIDEO SURVEILLANCE

Please be aware that video surveillance occurs in buildings throughout the district.

## CAFETERIA

Students are to report directly to the cafeteria at the beginning of their assigned lunch period. Each student is responsible for cleaning up his or her own area.

**The Albert Gallatin Area School District will again participate in the Community Eligibility Provision (CEP) program in all school cafeterias. Under the CEP program ALL Students in ALL Schools are eligible to receive FREE meals, both breakfast and lunch. Students will be able to purchase a la carte items if they desire. However, students will not be permitted to charge a la carte items**

The District Cafeteria Charge Policy 808.1 can be viewed on the district website.

Information regarding viewing your child's account and prepayments will be provided at the beginning of the school year and will be available on the district website, as these procedures can change from year to year.

### DISTRICT CAFETERIA CHARGE

- Secure online prepayments via credit /debit card or checking account
- 24/7 self-service access to balances and transaction history
- Low balance email notification based on your pre-set levels

If a child has a **food allergy or special dietary need**, please notify us immediately. If a child cannot have milk or dairy products with their meal, please provide us with a note from your doctor specifying a substitute beverage or item. **This note must be renewed each school year.**

Please contact Mr. Troy Golden, **Food Service Director at 724-564-7190, ext. 8123** if you have any questions.

## TECHNOLOGY

Classrooms in the Albert Gallatin Area School District are equipped with a Microsoft Windows powered computer that is connected to the district's fiber-optic Wide Area Network. Available on these computers is content-filtered internet, Microsoft Office Suite, and various educational programs/software.

Computer usage and network traffic is monitored and logged by the Director of Technology on a daily basis. Any student that does not comply with the Computer Network/Internet Policy will be subject to disciplinary action by their respective principal and/or administration.

The increased accessibility of electronic resources requires the implementation of the following use guidelines:

1. Students will adhere to the Internet Policy. (Available in library)
2. Students will observe software copyright laws and fair use guidelines. They will not be permitted to copy school software or bring software from home to copy on the school machines.
3. Illegal use of the network; intentional deletion/manipulation or damage to files or data belonging to others; copyright violations or theft of services and/or identity will be reported to the appropriate legal authorities for possible prosecution.

## COMPUTER NETWORKS/INTERNET POLICY

Policy No. 815

1. The Internet will be used to support the functions of the district, its curriculum, the educational community, projects between schools, communication and research for school district administrators, teachers and students.
2. The Internet and computer technology will not be used for illegal activity, transmitting offensive materials, hate mail, discriminatory remarks or obtaining, transmitting or otherwise communicating indecent, obscene or pornographic material.

3. The Internet and computer technology will not be used for profit purposes, lobbying or advertising on behalf of any individual or employee of the district without the express written consent of the district.
4. Use of the district's computer technology or the Internet for fraudulent illegal copying, communication, taking or modification of material or any other activity in violation of the law is prohibited and will be referred to the proper authorities.
5. In no event shall the district be liable for any damage, whether direct, indirect, special or consequential, arising of the use of the Internet accuracy or correctness of databases or information contained therein or related directly or indirectly, to any failure or delay of access to the Internet.
6. The district may terminate the availability of the Internet and Network accessibility at its sole discretion.
7. From time to time, the district will make determination on whether specific uses of the Internet and Network are consistent with this policy and notify users of the same.
8. The district, in its discretion, reserves the right to log Internet use in terms Of time and content and to monitor file server disk space utilization by users.
9. The district reserves the right to remove a user account on the Internet and Network to prevent further unauthorized activity as specified in this document.
10. The Network shall not be used to disrupt the work of others; hardware of software shall not be destroyed, modified or abused in any way.
11. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
12. Diligent effort must be made by the user to delete mail daily from personal email directories to avoid unnecessary use of file server disk space.
13. Diligent effort must be made by the user to periodically delete obsolete files from the Network file server.
14. Users shall not intentionally seek information, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users in the Network.
15. Uploading, downloading, installation, or use of unauthorized games, programs, files or other electronic media is prohibited.
16. The illegal use of copyrighted software is prohibited.
17. In order to maintain a high level of security on the Local Area Network all Network users must update their passwords at least every six months and must notify the Computer Center of the new passwords.
18. The user shall be responsible for damages to the district's equipment, systems and software resulting from deliberate or willful acts.
19. The Internet, Network and e-mail are not guaranteed to be private. People who operate the systems do have access to all e-mail and files. Messages relating to, or in support of, illegal activities may be reported to the authorities.
20. Failure to follow the procedures listed above by students of the district may result in suspension or loss of the right to access the Internet, to use the district's computer technology, and be subject to other disciplinary actions, including but not limited to, expulsion.
21. Violations of this policy and procedures by employees of the district may result in discipline, including but not limited to, dismissal.
22. All students and employees who wish to use the Internet, Network, and computer technology tools must sign an Internet Agreement form which will be kept on file in the current school location. If the user is a student under the age of 18, the signature of the student's parent or guardian will also be required on the Internet Agreement form.

## **BULLYING/CYBER-BULLYING**

### **POLICY NO. 249.1**

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 a **repeated** intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or where a nexus may be established that is severe, persistent or pervasive and has the effect of doing any of the following:

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

The Board recognizes that a certain amount of teasing is inherent among school age children. Therefore, verbal or physical actions that may not clearly come within the meaning of bullying may be deemed bullying in particular situations, on a case-by-case basis, by the school principal under the following conditions:

1. The principal shall warn the offending student that the principal considers the conduct to have reached the level of inappropriate behavior.
2. The warning shall be verbally issued and shall be confirmed in writing to the offending student and the offending student's parent.
3. The warning shall advise the student and parent that the school principal is available to further explain the purpose for the principal's warning.

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

Bullying, as defined in this policy, includes cyber-bullying.

School setting means in the school, on school grounds, in school vehicles, 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 building principal or designee.

Students shall be informed that they may choose to

report bullying complaints to the school principal, teachers, counselors, nurses, coaches, activity sponsors, and/or administrators.

Any employee, who receives a bullying complaint, whether verbal or written, shall report such to the school principal. Each staff member shall be responsible to maintain an educational environment free from all forms of bullying.

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.

#### **Reporting Procedures and Investigative Procedures**

A student, who believes he or she is a victim of bullying, should bring the matter to the attention of a teacher, counselor, principal, administrator, coach, or activities sponsor in written or verbal form.

Any school employee who receives a bullying complaint, or observes or otherwise learns of any bullying shall immediately report it to the principal. If requested to do so, the reporting employee shall prepare a summary statement providing background information regarding the bullying.

The principal and/or designee(s) shall promptly and thoroughly investigate all matters or allegations of bullying in the same manner as any other student infraction, in as confidential a manner as possible.

The principal has the discretion to initiate discipline, including suspension, prior to completion of any investigation. All formal and informal due process as required by law shall be followed.

When appropriate, a reasonable attempt may be made to bring resolution to the bullying under the mediation of the principal or designee. The principal or designee shall not undertake mediation without the consent of both students' parents/guardians.

In determining what is an appropriate response to a bullying incident, school officials shall consider the following:

1. What response is most likely to end the bullying;
2. Whether a particular response is likely to deter

similar future conduct by the perpetrator or others; and

3. The amount and kind of harm suffered by the bullying.

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:

1. Board's Bullying Policy
2. Report of bullying incidents
3. 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.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

#### 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

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school building, classroom or school bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Referral to law enforcement officials
10. Mediation

## **CYBER-BULLYING POLICY NO. 249**

Cyber-Bullying is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, **social networking sites, (Facebook, My Space, Twitter, etc.)** Internet blogs, chat rooms, posting and defamatory web sites that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals;
2. or Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

If the conduct occurs off school grounds but has a nexus to school, the school administration may impose consequences.

Any pupil or staff member subject to cyber bullying should immediately report the incident to the building principal(s). **All social networking sites are subject to disciplinary review.** The principal(s) may report the matter to local law enforcement or impose disciplinary action.

## **SCHOOL-WIDE DISCIPLINE PLAN**

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or prevent other students from learning. All elementary schools have established a school-wide discipline plan.

Each classroom establishes rules, rewards, and consequences. There are also guidelines for out-of-class behavior in the halls, lavatory, cafeteria, and on the playground.

The choice of behavior is the student's. Appropriate behavior will be rewarded. Students may receive praise or special activities or positive phone calls to parents.

## **GENERAL SCHOOL-WIDE GUIDELINES**

Follow directions the first time they are given.  
Keep hands, feet and objects to yourself at all times.  
No name calling, cursing, or teasing.  
No fighting.

No recording devices, beepers, or pagers.

## **DISCIPLINE POLICY POLICY NO. 218**

### **LEVEL I**

Relatively minor infractions, which minimally disrupts the orderly conduct.

**Offenses:**

1. Several misbehaviors require a conference with the School's guidance counselor or principal.
2. Continued misbehavior requires a parent-teacher conference.

### **LEVEL II**

Misbehavior whose frequency or seriousness tends to disrupt school life, usually resulting from a continuation of LEVEL I misbehavior.

**Offenses:**

1. Continuation of unmodified LEVEL I misbehavior
2. Failure to attend detention
3. Falsifying
4. Smoking or possession of tobacco products is forbidden and "lookouts" are subject to the same penalties as the smoker
5. Fighting
6. Indecent acts, as defined in the State Penal Code
7. Disrespect, indecent and abusive language, racial/ethnic intimidation
8. Other misbehavior detrimental to school life and falls within this LEVEL of misconduct

**Disciplining Options:**

1. On-site withdrawal of privileges (1-5 days) (may include but is not limited to loss of recess or activities)
2. Referral to outside agency
3. Suspension

### **LEVEL III**

Acts directed against persons or property whose consequences could seriously endanger health, safety, and welfare of others. This level might be considered criminal, but most frequently can be handled by disciplinary options.

**Offenses:**

1. Continuation of unmodified LEVEL I or LEVEL

II misbehavior

2. Alcohol and drugs
3. Tampering with fire alarms and fire extinguishers
4. Destruction and defacing school and private property
5. Possession or igniting of fireworks and smoke bombs
6. Harassment/Bullying, and Extortion
7. Stealing
8. Open defiance directed toward any school personnel
9. inciting and picketing, which would substantially disrupt school life or deny any student free access to any phase of the curriculum or extra-curricular programs
10. Other misbehavior detrimental to school life and falls within this LEVEL of misconduct

**Disciplining Options:**

1. Alternative programs
2. Special work assignments
3. Referral to civil authorities
4. On-site withdrawal of privileges (1-8 days) (may include but not limited to loss of recess and/or activities)
5. Suspension

### **LEVEL IV**

Acts, which result in violence and pose a direct threat to the safety of others.

**Offenses:**

1. Continuation of unmodified LEVELS I, II and III misbehavior
2. Assault on a school employee or his/her personal property
3. Setting fires on school property or school buses
4. Perpetrating bomb scares or threats
5. Possessing or using weapons and dangerous instruments
6. Possessing, using or selling drugs or alcohol
7. Violating the laws of the Commonwealth
8. Other misbehavior detrimental school life falls within this LEVEL of misconduct

**Disciplining Options:**

1. Suspension (1-10 days)
2. Alternative school
3. Board action, which results in appropriate disposition
4. In the event of school closing weather/emergency, Discipline consequences will be at the discretion of

the building principal.

## **TOBACCO & NICOTINE USE - STUDENTS POLICY NO. 222**

### **Purpose**

Recognizing that the use of tobacco and/or nicotine presents a health hazard that can have serious consequences for both users and non-users, the district hereby assumes an adamant position in prohibiting the possession, use, transfer and or distribution of tobacco and/or nicotine by its students.

### **Definitions**

Tobacco and/or nicotine: All forms of tobacco and/or nicotine, tobacco and/or nicotine products, tobacco and/or nicotine by products, but not limited to, cigarettes, cigars, pipes, chewing tobacco and/or nicotine, snuff, lighters, smokeless tobacco, including all forms of electronic cigarettes/vapor machines and tobacco and/or nicotine pouches.

Possession: On the person, in the clothing, in a locker, in a handbag, gym bag, or like object, in a vehicle while on school property, or in or at any location to which a student may have access while in school, in transit to or from school or at a school sponsored function.

Smoking: Includes possession of a lighted cigarette, cigar, pipe or other lit smoking equipment, device or paraphernalia including electronic cigarettes/vapor machines.

### **Delegation of Authority**

The Superintendent shall develop such procedures, in addition to those set forth herein, as are necessary to implementation of this policy.

### **Guidelines**

- A. No student within the district shall knowingly possess, use, furnish, transfer or distribute tobacco and/or nicotine in any form while:
  1. on school grounds, during, immediately before and immediately after school hours;
  2. on school grounds at any other time when any school group is using the school;
  3. off school grounds, while attending any school activity or school sponsored activity;
  4. in transit to and from school or a school activity, where transportation is provided by or at the expense of the district.
- B. No student within the district shall knowingly serve as a lookout for students that use, transfer, or distribute tobacco and/or nicotine on school grounds. Students that do so will be subjected to

disciplinary measures as set forth in the Guidelines.

- C. Violation of any of the above provisions shall constitute an offense within the terms of this policy.
- D. A student in violation of this policy while in transit, as set forth in A4 above, may in addition to the imposition of disciplinary measures
  - First offense 1 consecutive school day
  - Second offense 2 consecutive school days
  - All subsequent offenses 3 consecutive school days
  1. Under no circumstances will student-driving privileges be extended to any student in violation of paragraph A4 above, during the time that the student's right to transportation to and from school at the expense of the district, has been suspended.
- E. Any student between the ages of 6 and 21 enrolled in school who possesses or uses tobacco and/or nicotine in any form in a school building, school bus or on school property owned, leased or under the control of the district, commits a summary criminal offense. Student violators are subject to prosecution initiated by the local school district and shall upon conviction be sentenced to pay court costs plus a fine of not more than \$25.00 for the benefit of the district (Act 145 expressly states that a summary offense under this legislation will neither be a criminal offense of record, be reported as criminal act or be placed on criminal record of the offender).

## **WEAPONS POLICY POLICY NO 218.1**

### **Introduction**

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. Pennsylvania Act 26 of 1995 requires local school districts to adhere to certain discipline and reporting requirements in the event a student is in possession of a weapon. The Federal Gun Free Schools Act provides that no local educational agency may receive federal financial assistance unless it has in effect a policy requiring the expulsion from school for a period of not less than one (1) year of any student who is determined to have brought a firearm or explosive device to school. The Gun Free Schools Act requires that when any local educational agency requests financial assistance, it must assure that the local educational agency has in effect such a policy. Therefore, Albert Gallatin Area School District has adopted the following policy.

## Prohibition

### A. Students are prohibited from possessing a weapon:

1. in any Albert Gallatin Area School District building;
2. on any grounds of the Albert Gallatin Area School District;
3. in any conveyance (including private) providing to transportation or from Albert Gallatin Area School District;
4. at any school function, activity or event whether or not held on Albert Gallatin Area School District grounds; or
5. while the student is on his/her way to or from school.

### B Students are also prohibited from possessing a weapon on any other public school district's property. As such, a person who is determined to have possessed a weapon on another public school district's property will not be admitted to Albert Gallatin Area School District for a period of one (1) year from the date of the person's resultant expulsion or voluntary withdrawal from the other public school district.

## Definitions

1. Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku (nun-chuck stick), brass or metal knuckles, firearm, shotgun, rifle, pellet gun, BB gun, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury. Any and all weapons as defined in Title 18 Section 908 PA Crime Codes as listed as prohibited offensive weapons. Weapon includes any object purported by the possession to be such a weapon. A weapon possessed and used in conjunction with a lawful supervised school activity or course shall be permitted.

Weapon does not include any device which is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for art class, and the like, or any device or object which has been given prior approval by the principal in connection with any educational program or extra-curricular activity. Any student, however, using any such object in an aggressive threatening and/or intimidating manner shall be considered in possession of a weapon.

2. Firearm means the following:

- A. any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- B. the frame or receiver of any such weapon;
- C. any firearm muffler or firearm silencer; or
- D. any destructive device.  
(The term does not include an antique firearm.)

3. Destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any of the devices described above.
4. A student is in possession of a weapon for purposes of this policy when the weapon is found on the person of the student, in the student's locker, or otherwise under his/her control while the student is on school property, on property being used by the school or at any school function or activity, or at any school event held away from the school or while the student is on his/her way to or from school.
5. Other public school property shall mean any public school grounds, school sponsored activity or any conveyance providing transportation to or from a school or school sponsored activity of a public school district, intermediate unit or area vocational technical school.

## Investigation Procedures

1. Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property shall immediately inform the principal or other appropriate school official, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not timely report same.
2. Upon reasonable suspicion that a student possesses a weapon, the principal or his designee will request that the student voluntarily empty his/her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school

authorities to obtain possession of weapons or other dangerous objects.

3. If the student resists such a voluntary search, the principal or school official shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. Officials and administrators of the District shall cooperate with any police investigation arising out of a possession of a weapon on school property by a student. Upon the police appearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings.
4. The school official shall also follow the procedures for student locker searches.

### **Reporting**

1. All incidents involving the possession of a weapon prohibited by the policy shall be reported by the Superintendent or Principal to local law enforcement officials.
2. All incidents involving the possession of a weapon prohibited by this policy shall be reported by the Principal to the Superintendent, who shall likewise report to the School Board.
3. The Superintendent shall report to the Department of Education, Office for Safe Schools, all incidents relating to expulsions for possession of a weapon pursuant to this policy. Reports shall include the following information:
  - A. The age or grade of the student;
  - B. Name and address of the School District;
  - C. Circumstances surrounding the incident, including the type of weapon;
  - D. The disciplinary sanction imposed by the District;
  - E. Notification of law enforcement officials;
  - F. Remedial programs used in the disciplinary response;
  - G. Any parental involvement required in the disciplinary sanction; and
  - H. Any arrests made or convictions and adjudications, if known.

### **Penalties**

1. In the event the student is found to have violated this policy, the student may be subjected to suspension and/or expulsion. Such penalties shall be given in conformance with informal and formal due process proceedings required by law.
2. Except as provided herein, a student in possession of a weapon shall be subject to an

expulsion from school for a period of not less than one (1) calendar year as provided by Act 26 of 1995. Such penalty shall be given in conformance with formal due process proceedings required by law.

3. The Superintendent may recommend to the Board of School Directors disciplinary action less than a one (1) year expulsion on a case-by-case basis. The Superintendent shall assess the circumstances of the possession, including but not limited to the type of object confiscated, the intent of the student, and potential threat or danger to the school community for the purpose of making a recommendation on the appropriate discipline in accordance with Act 26 of 1995.
  - A. In the event the Superintendent has chosen to not initiate expulsion proceedings, the School Board may direct the Superintendent and administration to schedule such a due process hearing.
  - B. For instances involving any elementary school student possessing a small folding pocketknife (pen knife), the student shall be suspended from school for a period of three to ten days, and will not be referred to the Board of Directors for expulsion proceedings unless the pocketknife was used to inflict bodily injury or used to threaten or intimidate another person, or the Superintendent otherwise elects to proceed with expulsion.

The School Principal/Designee, on an individualized case basis, may appeal to the Superintendent, requesting that the action called for in the Albert Gallatin Area School District's policy may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

### **Students With Disabilities**

In the event a student with a disability is determined to be in possession of a firearm in violation of this policy, all steps will be taken to comply with the Individuals With Disabilities Education Act, as amended, and other applicable Federal and State Law and regulations. The student may be removed from school for up to ten (10) school days during which time educational services need not be provided. During that time, the IEP team will convene to determine the program and placement of the student into an alternative educational placement for any period of time in excess of the ten (10) days but not to exceed

forty-five (45) calendar days. During any period of alternative educational placement due process may be implemented in accordance with Federal and State Law and regulations, and the IEP team may convene to determine if the possession of the firearm was related to the student's disability. The student may be subject to further disciplinary action in accordance with Federal and State Law and regulations.

#### **Press Release**

The Principal, Superintendent, Solicitor and any other individuals designated by the Superintendent shall formulate a press release if the same be deemed warranted.

## **DRUG AND ALCOHOL POLICY (Controlled Substances/Paraphernalia) POLICY NO. 227**

#### **Purpose**

The Board affirms the value and potential of each individual member of the school community. Recognizing that chemical abuse and dependency seriously impairs the realization of an individual's full potential, and thus adversely affects the fulfillment of district wide educational goals, the district hereby assumes an adamant position in prohibiting the use and possession of illicit drugs, alcohol and other substances, devices or drug paraphernalia, by its students.

#### **Delegation of Responsibility**

The administration shall promulgate such additional rules and regulations for student conduct as are deemed necessary to fulfill the purposes of this policy. Such rules and regulations shall bear a rational relationship to the maintenance of an environment conducive to learning, and shall not demean or unreasonably discriminate among students or isolate any individual rights of students.

#### **Definitions**

- A. Controlled Substances - A drug, substance or immediate precursor included within Schedules I through V of the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, Controlled Substances shall include, but not be limited to, opiate and opium derivatives heroin, morphine, compounds or mixtures containing hallucinogenic substances LSD, mescaline peyote, marijuana, narcotics, cocaine, amphetamines and
- B. Drugs or Over the Counter (OTC) - Substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in

man or other animals, and non food substances intended to affect the structure or any function of the human body or other animal body.

- C. Prescription Drugs - Those drugs, which pursuant to Federal law, may be dispensed only upon prescription from a physician.
- D. Look alike Drug, Over the Counter (OTC), Substance, Liquid or Device - A non controlled drug, substance, liquid or device which, in its overall appearance, substantially resembles in size, shape, color and markings or lack thereof, a controlled substance, drug, liquid, alcoholic beverage, or device, or which is packaged or enclosed in a container substantially similar to that accompanying or containing a specific controlled substance, liquid, drug, alcoholic beverage or device.
- E. Alcoholic Beverage - A liquid intended for consumption with a percentage alcohol content, including but not limited to liquor, beer, wine and grain alcohol. A liquid containing alcohol for medical purposes and necessary to the treatment of an existing condition shall not be included within this definition if properly registered with the School Nurse.
- F. Drug Paraphernalia - Any equipment, material, device or container of any kind, used, or designed for use, in growing, manufacturing, processing, preparing, packaging, storing, containing, concealing, injecting, ingesting or inhaling a controlled substance, prescription drug, or alcoholic beverage.
- G. Possess - To knowingly hold or have in one's possession, on one's person, or in or among one's belongings, without the intent to use, furnish or transfer. In this context, intent or the absence of such intent, may be inferred from the circumstances surrounding the possession of an item by an individual.
- H. Mimic - To imitate or copy conduct, emotions, responses, etc., so as to convey the impression of actual involvement in the conduct or the actual experiencing of such emotions, responses, etc.

- I. Cooperation - Manifestation by student of a willingness to work with the staff in the investigation of a violation of this policy, and with any support team to which the student is referred for remediation.
- J. Emergency Situation - Any situation in which it reasonably appears that the health or safety of the student in question, other students or school personnel or facilities will be endangered by the delay inherent in compliance with the notification requirements set forth herein.

**Guidelines**

- A. No student within the district shall knowingly possess, use, furnish or transfer or be under the influence of any controlled substance, prescription drug or alcoholic beverage, or any item containing any quantity of any of the above, or any device or paraphernalia related to controlled substance, prescription drugs or alcoholic beverages which has not been properly registered with the school nurse as provided herein. No student within the district shall knowingly possess, furnish, or transfer or be under the influence of any look alike drug, substance, liquid or device as defined herein, while:
  - 1. on school grounds, during, immediately before and immediately after school hours;
  - 2. on school grounds at any other time when the school is being used by any school group;
  - 3. off school grounds, while attending any school function, or school sponsored activity;
  - 4. in transit to and/or from school or a school function, or school sponsored activity.
- B. Violation of any provision of Guideline A above shall constitute an offense within the terms of the District Student Discipline Policy, and may result in a suspension of the student, and such other sanctions as the Superintendent and/or Board deem appropriate. While reasonable attempts will be made to immediately notify the student's parent or guardian of the situation, the student and his/her parent or guardian will be notified of any suspension imposed and the reasons therefore.
- C. A student possessing, using or otherwise maintaining a controlled substance, drug, prescription drug or alcoholic beverage or any substance containing any quantity of any of the above, or device or paraphernalia related to a controlled substance, drug, prescription drug or alcoholic beverage, for the treatment of an existing medical condition shall register and
  - D. Any student who knowingly fails to properly register any controlled substance, drug, prescription drug or alcoholic beverage or any item containing any quantity of the above, or device or paraphernalia related thereto shall be presumed to be without lawful authorization to possess, use or maintain such substance, drug, beverage, device or paraphernalia, and shall be subject to the disciplinary measures set forth in paragraph C above. This presumption may be rebutted by evidence from a prescribing physician, if any, from the school nurse, or from a parent or legal guardian to the effect that the student was authorized to use or possess the substance of item in question. Not without standing the presentation of evidence sufficient to rebut the presumption of unauthorized use, possession or maintenance, the student may nonetheless be subject to disciplinary measures for failure to properly register the item.
  - E. Any student who is suspected of being under the influence of a controlled substance, drug, prescribed drug or alcohol, shall be immediately referred to the principal, Drug and Alcohol consultant or his/her designate. Reasonable efforts will be made to immediately notify the student's parent or legal guardian of the situation. In an emergency situation, the student shall be provided with such immediate medical care as is deemed necessary, the cost of which shall be borne by the student's parent or guardian.
  - F. *If you are suspected of being under the influence of drugs and/or alcohol and Parent/Guardian and/or Student fail to cooperate with investigation, it will result in admission of guilt and the district will impose a 4-10 day suspension with informal hearing. As part of the investigation, your child may be administered a field sobriety test which may include a Breathalyzer.*
  - G. In each instance when a student is suspended as a result of violation of this policy, the administration shall endeavor to aid the student in appropriate rehabilitative experiences or activities. The administration shall cooperate with the authorities

and relevant social service agencies and in particular, those within the community concerned with juveniles.

- H. The privileged confidentiality between students and guidance counselors, nurses, psychologist, home and school visitors, and clerical workers in their employ, shall be respected and no confidential communication made to any such employee while in the course of their professional duties shall be required to be revealed without the consent of the student if age 18 or older, or his/her parent or guardian. Section 5945 of the Judicial Code, 42 PA Cons. State. Section 101 et seq.
- I. A student's readmittance to school upon the expiration of a suspension imposed for violation of this policy may be made contingent in part upon submission to a physician recommended by the school district.

## **HARASSMENT POLICY**

### **POLICY NO. 248**

### **Unlawful Harassment**

#### **Purpose**

The Albert Gallatin Area School District strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the school to maintain an educational environment in which student harassment in any form is not tolerated.

#### **Authority**

Sec. 703 of Title VII of Civil Rights Act of 1964; Sec. 5 (a) PHRC Act; Title IX of 1972 Education Amendment

The School Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The School Board directs that complaints of harassment be investigated promptly and corrective action taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

#### **Definitions**

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's physical characteristics, race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

1. Harassment can take the form of, but not limited to, derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name-calling, graffiti, innuendo, gestures, physical conduct, stalking, threatening, bullying, exploiting, shunning, or the display or circulation of written materials or pictures.
2. Computer technology, such as e-mail and websites, can be a means for accomplishing harassing behavior. Such conduct, even if initiated outside of school, may be in violation of this policy if there is a valid nexus with the school and/or if it disrupts the educational process.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal 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 has the purpose or effect of substantially interfering with the students' school performance or creating an intimidating, hostile or offensive education environment.

Examples of 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 unreasonable interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

# SEXUAL HARRASSMENT

## POLICY NO. 248

### Purpose

- A. It is the policy of the district that all employees and students should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment.
- B. There is hereby established a policy strictly prohibiting all forms of sexual harassment in any work area, learning area, activity area or any other place under the permanent or temporary control of the district by or toward an administrative, professional staff member, full or part time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the district.
- C. All persons associated with this school system, including, but not necessarily limited to, the Board, the administration, the staff, the students and volunteers, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.
- D. Appropriate sanctions shall be applied against all proven offenders of this policy.

**SEXUAL HARRASSMENT** is defined to include:

1. Any unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature;
2. An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision;
3. An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades or academic or social status;
4. Any case in which submission to or rejection of such conduct is used as the basis for any employment or academic decision affecting any individual;
5. Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal, professional, work or academic performance;
6. Any case in which such conduct creates or tends to create an offensive, hostile, or intimidating

work or academic environment;

7. Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.

### Student on student harassment

The school recognizes that a certain amount of teasing is inherent among school age children. Therefore, verbal or physical actions that are not specifically defined as harassment may be deemed harassment in particular situations, on a case by case basis, by the school principal under the following conditions:

1. The principal shall warn the offending student that the principal considers the conduct to have reached the level of inappropriate behavior.
2. The warning shall be verbally issued and shall be confirmed in writing to the offending student and the offending student's parent.
3. The warning shall advise the student and parent that the school principal is available to further explain the purpose for the principal's warning.

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

Determining whether or not student on student harassment has, in fact, occurred requires a determination based on all the facts and surrounding circumstances. School officials should consider the following:

1. The nature of the behaviors;
2. Whether there were past incidents involving same or other students
3. Whether there were continuing patterns of behavior;
4. Relationship between the parties;
5. Context in which the alleged incident occurred;
6. How often the conduct occurred;
7. The race, national origin, religion, sex or age of the respective parties;
8. Whether the alleged perpetrator was in a position of power over the student allegedly subjected to harassment;
9. Number of alleged perpetrators;
10. Where harassment occurred; and/or
11. Whether the conduct adversely affected the victim's education or learning environment.
12. Back packs, hand bags, and any apparel with brass knuckles, large chains, or martial arts weapons, attached, or encased within apparel is not permitted on school property.

The school shall annually inform students, staff parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to the school principals, teachers, counselors, nurses, and administrators. Any employee, who receives a harassment complaint, whether verbal or written, shall report such to the school principal.

### **Guidelines Reporting Procedures**

A student, who believes he or she is a victim of harassment, should bring the matter to the attention of a teacher, counselor, principal, administrator or activities sponsor in written or verbal form.

Any school employee receiving a complaint of, or observing or otherwise learning of, an incident of alleged harassment, shall immediately report it to the principal, together with a summary statement providing background information regarding the incident.

Any reports of harassment shall be converted to preprinted form and forwarded to the Superintendent as soon as possible, by the principal. The report shall be signed by the complainant and the person who received the report. If a complaining student chooses not to sign a written complaint for any reason, an investigation of the complaint shall still be made. In such cases, this investigation may encompass a monitoring of the situation by the principal or designee.

Reports shall be submitted on preprinted form, which has been approved and distributed by the Superintendent. The Superintendent shall make every reasonable effort to ensure that reporting forms are readily available to all personnel. If the complaint concerns alleged conduct by the Superintendent, the complaint form shall be delivered to the President of the School Board.

### **Investigative Procedures**

The Superintendent and/or designee(s) shall promptly and thoroughly investigate all matters or allegations of harassment, in as confidential a manner as possible.

In the case of student on student harassment and when appropriate, a reasonable attempt may be made to bring resolution to a matter between the complaining student and the alleged harassing student under the mediation of the principal or designee. The principal or designee shall not undertake mediation without the consent of both students' parents/guardians.

In determining what is an appropriate response to a finding that student on student harassment has occurred, school officials shall consider the following:

- (i) What response is most likely to end any ongoing harassment?
- (ii) Whether a particular response is likely to deter similar future conduct by the perpetrator or others;
- (iii) The amount and kind of harm suffered by the victim of the harassment; and
- (iv) The identity of the party who engaged in the harassing conduct.

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

### **Rights of the Accused**

The School District recognizes that all allegations of harassment are not necessarily true and acknowledges that employees, supervisors, students and associates may be unjustly accused.

The school affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.

All matters involving unlawful harassment complaints shall remain confidential to the full extent possible.

The guidelines contained in this policy are not intended to supersede or circumvent any procedural rights accorded employees or students by the Pennsylvania Public School Code of 1949, as amended, federal or state laws or regulations, collective bargaining agreements or administrative compensation plans.

The School Board committee recognizes that the law of harassment is continually evolving as a result of judicial decisions. Therefore, upon receipt of any complaint or report of harassment, the Superintendent shall consult with the solicitor to determine if any portions of this policy, including investigation and disciplinary procedures, are no longer lawful; or if additional procedures are required.

# **HAZING**

## **Policy NO. 247**

### **Purpose**

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

### **Definitions**

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

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

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

### **Authority SC 1850.1 Pol. 122, 123**

The School Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or school employee shall plan, direct, encourage, assist or engage in any hazing activity.

The School Board directs that no administrator, coach, sponsor, volunteer, or school employee shall permit, condone, or tolerate any form of hazing.

The school will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The School Board encourages students who have been subjected to hazing to promptly report such incidents to the school principal.

### **Delegation of Responsibility**

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

Students, administrators, coaches, sponsors, volunteers, and school employees shall be alert to incidents of hazing and shall report conduct to the school principal.

The school shall annually inform students, parents, coaches, sponsors, volunteers and staff that hazing of students is inappropriate.

### **Guidelines**

#### **Complaint Procedure**

1. When a student believes that the student has been subjected to hazing, the student shall promptly report the incident, orally or in writing, to the school principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within forty-five days of the day the District received a request for access. Thirty days for special education students.

Parents or eligible students may at any time submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or

misleading.

Parents or eligible students may ask Albert Gallatin Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Albert Gallatin Area School District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the Albert Gallatin Area School District to make disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person, company, or governmental agency whom the District has asked to perform a special task (such as an attorney, auditor, medical consultant, therapist, bus driver or law enforcement agency).

A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibility.

The District may also disclose education records without your consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW.  
Washington, DC 20202-4605

## **NOTICE OF INTENT TO DISCLOSE DIRECTORY INFORMATION**

FERPA also permits the Albert Gallatin Area School District to release designated directory information without your prior consent, unless you notify the District, in writing, that you do not want any or all of these types of directory information released without your prior consent.

The Albert Gallatin Area School District has designated the following as "directory information":

1. STUDENT'S NAME
2. ADDRESS
3. TELEPHONE LISTING
4. ELECTRONIC MAIL ADDRESS
5. PHOTOGRAPH
6. DATE and PLACE of BIRTH
7. MAJOR FIELD of STUDY
8. DATES OF ATTENDANCE
9. GRADE LEVEL
10. PARTICIPATION in OFFICIALLY RECOGNIZED ACTIVITIES and SPORTS
11. WEIGHT and HEIGHT of a MEMBER of an ATHLETIC TEAM
12. DEGREES, HONORS and AWARDS RECEIVED
13. MOST RECENT EDUCATIONAL AGENCY or INSTITUTION ATTENDED

Parent or eligible student may object to the release of any or all directory information by informing the school principal in writing within thirty-days of the date of this publication. Failure to object within the designated time period waives the right to object to release of above-listed directory information.

## ALBERT GALLATIN

Albert Gallatin: entrepreneur, politician, diplomat, financier, and scholar. The name is hardly known today, a curious fate for a man so influential in shaping our early republic. In his own time Gallatin stood alongside Thomas Jefferson, James Madison, and James Monroe as they hammered out a political philosophy that defined our government in its first decades. Best known as the Secretary of the Treasury for Presidents Jefferson and Madison, Gallatin believed that "a country, like a household, should live within its means and avoid debt." He devised a system of fiscal accountability to Congress by the executive branch, advised presidents on economic and foreign affairs, reduced the national debt, and arranged financing for the Louisiana Purchase and the Lewis and Clark expedition. As an influential member of the U. S. diplomatic corps in Europe, he worked diligently to end the War of 1812 and helped negotiate trade and land treaties with Great Britain. Absorbed as Gallatin was in the administration of the country, his ambitions were not solely political. Even as he embraced the ways of his adopted country, he dreamed of carving out a place in the New World where fellow European immigrants could live by their native customs and skills.

In 1783, a few years after his arrival in America, he started buying large tracts of land in western Virginia and the Ohio River valley. One spot looked especially promising--the town of Wilson's Port in Fayette County, Pennsylvania, where George's Creek flowed into the Monongahela River. Predicting that the area would prosper through river trade, he renamed the town after his home city and invited Swiss immigrants to come west. In New Geneva they would live out Gallatin's vision of an industrial center in the wilderness. By 1800, Gallatin and his partners had built a general store, a gristmill, a sawmill, glassworks, and a gun factory along George's Creek. Gallatin's own home for 40 years, at least by intent, was Friendship Hill, named perhaps in honor of his lifelong Geneva friends and fellow investors. It sat high on a bluff overlooking the river south of New Geneva. Over the years the plain brick house begun in 1789 was expanded to accommodate his growing family and his plans for retirement. Because his career took him away for years at a time, the business began to flounder. By 1832 all the western properties were sold and the Gallatins were living in New York City. Subsequent owners altered the house but preserved enough of its original structure and surroundings to leave a fitting tribute to Albert Gallatin.

Today, Friendship Hill, the home of Albert Gallatin, is a National Historic Site. It is open daily, year round from 8:30 a.m.-5:00 p.m. (extended hours during the summer). Call Friendship Hill National Historic Site at (724) 725-9190 for more information. It is closed on December 25, Christmas Day. The Gallatin House features an exhibit room with information and a presentation about Gallatin's life and accomplishments. A self-guiding audio tour is available for the historic sections of the house. Visitors are encouraged to walk the grounds and experience the quiet country life enjoyed by Gallatin and his family. The park offers 10 miles of hiking trails and a picnic area.

## **Albert Gallatin Area School District 2022-2023 Attendance/Procedures Quick Reference Guide:**

### **Excuse/Absence Policy:**

- The first ten (10) absences in the school year MAY be excused by a parent/guardian note or a healthcare provider excuse. Excuses must contain the student's name, grade level, and reason for absence.
- After ten (10) absences, a Doctor's excuse will be required for each additional absence for the remainder of the school year.
- Absences shall be considered unexcused until a written note is received by the attendance director within three (3) school days.
- Long term medical slips must be renewed every school year to be considered.

### **Procedures:**

- After the 3rd unexcused absence (no note received within 3 school days), parent/guardian will receive a warning letter from their child's school along with a letter for an invitation to attend a School Attendance Improvement Conference with the attendance officer and CYS.
- At the School Attendance Improvement Conference, a plan will be developed to identify resources and strategies for improving the student's attendance.
- If the unexcused absences continue, referrals to an attendance diversion program through the Fayette County Children and Youth Services will be made.
- Continued unexcused absences may result in a citation being filed with the District Magistrate resulting in fines and loss of driving privileges.

### **Tardies and Early Dismissals:**

- On the fifth (5th) day of Tardy/Early Dismissal to/from school, the student and parents will receive a warning letter. The warning letter will indicate disciplinary actions for the tenth (10th), fifteenth (15th), and twentieth (20th) day of Tardiness/Early Dismissal.
- The only excused tardy/early dismissal to/from school would be for an occasional doctor appointment that is scheduled.
- On the tenth (10th) day of Tardy/Early Dismissal to/from school the student will receive one (1) day of after school detention. Drivers may lose their driving privileges for five (5) school days.
- On the fifteenth (15th) day of Tardy/Early Dismissal to/from school, the student will receive three (3) days of after school detention for every day he/she is tardy or dismissed early for the remainder of the year. He/she will receive an additional one (1) day of after school detention. Drivers may lose driving privileges for forty-five (45) school days.
- Once a student reaches twenty (20) Tardies or fifteen (15) Early dismissals, Drivers may lose their driving privileges for the remainder of the year.

### **Family Leave Policy:**

Family Educational Leave is a maximum of five (5) excused days with paperwork completed, obtained in the main office, two (2) days prior to departure explaining where, which dates, and the educational experience, and turned into the main office with a principal's signature. These five days will only be excused under the first ten (10) days of school missed and counted as part of the first ten (10) days of absence. Any Absence accrued over the first ten (10) days of school missed will require a doctor excuse to excuse the absence. Family Educational Leaves are not approved if a student has missed ten (10) days of school.