

**Albert Gallatin Area School District  
Student/Parent Handbook  
2019-2020**

**Albert Area School District**  
Student/Parent Handbook 2019-2020

**Albert Gallatin Area Senior High**  
1119 Township Drive  
Uniontown, PA 15401-9167

Phone: (724) 564-2024 – Extension 5301 - Senior High Office  
Extension 5401 - Guidance Office  
Extension 5404 - Attendance Office  
Extension 5404 - Truancy Officer  
Extension 1108 - Band Director  
Extension 5408 - Athletic Director  
Extension 5315 - Security Office  
Extension 5406 - Army JROTC  
FAX: (724) 564-4525

**WEB SITE**  
[www.agasd.org](http://www.agasd.org)

## **Albert Gallatin Area SD Student Email Acceptance Form** **Conditions and Notification of Use Policy**

-All student Electronic Mail (email) accounts are property of the Albert Gallatin Area School District. Email activities must comply with school district policies. The user accepts all responsibility to abide and understand the policy.

-The student will be removed from the system after graduation, leaving the school district, or infractions outlined below.

-The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities.

-Account user names and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege and can be revoked. **Students should not share their passwords.**

-Use of the email system will align with the school's code of conduct and disciplinary action will be taken if necessary. Communication through the district's email system will exhibit common sense and civility. Students are responsible for messages sent from their accounts.

-Students are to report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's Technology Department for action.

-Students will not identify their home telephone numbers, or home addresses in any email correspondence.

-Electronic mail sent or received by the email system is not confidential. The Technology Department and Administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

-System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school district's operation.

-When issues arise, the Department will deal directly with the student, school administration and/or parents/guardians.

-Improper use of the system will result in discipline and possible revocation of the email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

-If necessary, the Director of Technology, at their discretion, may suspend/close the account(s) at any time. Any updates or changes to this electronic mail policy by the Technology Department or Administration will be in effect.

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**EMAIL OPT-OUT: Please fill out this portion if you choose NOT to have an account and return to your homeroom teacher.**

\_\_\_\_\_  
**STUDENT SIGNATURE** **PARENT SIGNATURE**

\_\_\_\_\_  
**STUDENT PRINT NAME** **PARENT PRINT NAME**

\_\_\_\_\_  
**DATE** **DATE**

## **ALBERT GALLATIN SENIOR HIGH SCHOOL**

Jason Hutchinson, Principal  
Michael Dunham, Assistant Principal  
Brian Reams, Assistant Principal  
Stacey Bill, Secretary  
Tina Miller, Secretary  
Teresa Simon, Secretary

Gary Serock,  
Attendance Officer/Homeschool Coordinator/  
District Truant Officer

### **GUIDANCE COUNSELORS**

Ann Capozzi  
(A-K)\*  
Elaine Kopich  
(L-Z)\*

\*Principal, Assistant Principals/Counselors work with students by last name; refer to the letters in parenthesis by the principal's, assistant principals' or counselors' names.

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**ALBERT GALLATIN AREA HIGH SCHOOL  
BELL SCHEDULE 2019 – 2020**

7:00 A.M.	Teacher Sign In
7:05 - 7:15 A.M.	HOMEROOM
7:20 - 8:12 A.M.	Period 1
8:16 - 9:04 A.M.	Period 2
9:08 – 9:56 A.M.	Period 3
10:00 – 10:48 A.M.	Period 4

**Lunch 5**

<b>Lunch 5</b>	<b>10:52 -11:22 A.M.</b>
Period 6/7	11:26 - 12:14 P.M.
Period 8/9	12:18 – 1:06 P.M.
Period 10	1:10 – 2:03 P.M.

**Lunch 7**

Period 5/6	10:52 – 11:40 A.M.
<b>Lunch 7</b>	<b>11:44 – 12:14 P.M.</b>
Period 8/9	12:18 – 1:06 P.M.
Period 10	1:10 - 2:03 P.M.

**Lunch 9**

Period 5/6	10:52 – 11:40 A.M.
Period 7/8	11:44 – 12:32 P.M.
<b>Lunch 9</b>	<b>12:36 – 1:06 P.M.</b>
Period 10	1:10 – 2:03 P.M.

**ALBERT GALLATIN AREA HIGH SCHOOL  
TWO HOUR DELAY BELL SCHEDULE  
2019 – 2020**

**9:00 AM**                                    **TEACHERS SIGN IN**  
**9:05 AM**                                    **TEACHERS REPORT TO DUTY**  
**9:05 – 9:20 AM**                        **STUDENTS TO HOMEROOM/LOCKERS**  
**9:20 – 9:25 AM**                        **STUDENTS IN HOMEROOMS/FIRST PERIOD.**  
*Teachers begin taking roll at 9:20; after 9:20 students must enter homeroom with a tardy slip from the attendance officer.*

**9:20 – 9:50**                    **Period 1**  
*Instruction begins: A.M. tech leaves at 9:30; returns at 11:00*

**9:54 – 10:24**                    **Period 2**

**10:28 – 10:58**                    **Period 3**

**11:02 – 11:32**                    **Period 4**

*P.M. Vo-Tech Students will leave here at 12:00 p.m.*

**LUNCH 5**

**11:36 – 12:06**                    **Lunch 5**  
**12:10 – 12:40**                    **Period 6/7**  
**12:44 – 1:14**                     **Period 8/9**  
**1:18 – 2:03**                     **Period 10**

**LUNCH 7**

**11:36 – 12:06**                    **Period 5/6**  
**12:10 – 12:40**                    **Period 6/7**  
**12:44 – 1:14**                     **Period 8/9**  
**1:18 – 2:03**                     **Period 10**

**LUNCH 9**

**11:36 – 12:06**                    **Period 5/6**  
**12:10 – 12:40**                    **Period 6/7**  
**12:44 – 1:14**                     **Period 8/9**  
**1:18 – 2:03**                     **Period 10**  
**2:20**                                **teacher dismissal time**

## **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 have worked 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 in high school 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's or daughter's activities, both academic and extracurricular. Discuss daily 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. If you have a question, contact your child's teacher or coach. If you need additional information, contact your child's counselor or the assistant principal.



# 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.

## **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 new 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)	WMBS
(102 - FM)	WVAQ

### TELEVISION

Channel 4	WTAE
Channel 2	KDKA
Channel 11	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/index.html](http://www.wpxi.com/closing/index.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.

## 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. Sapphire provides 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 and lesson planner, it is always the most current and accurate information available. 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.**

## **ACADEMICS**

### **Grading and Reporting System**

Student progress is measured continuously through the assessment process and is reported to school officials, students and parents/guardians in the form of grades. The primary purpose for grading is to communicate the extent to which students have mastered content and/or skills on which they have received instruction, guided practice, and formative feedback.

In order to preserve the validity of grades, the following expectations for grading practices apply:

1. Only *taught* material, identified under curricular objectives, is to be graded.
2. The practice of using grades to reward, coerce, or punish students is strictly prohibited.
3. In instances where homework is graded, points are to be issued for completion, not accuracy.
4. Extra credit or bonus points should be issued only when the qualifying activity, assignment, or item affords students an alternative means of demonstrating content mastery or skill proficiency. Even in such instances, the highest score attainable shall not exceed 100%.

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

- 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	Incomplete

*\*A zero will be issued for failure to complete all assignment/assessment or academic dishonesty*

Several options exist for monitoring student progress toward the attainment of academic goals. The school term is divided into four reporting periods. Students receive a SAPPHIRE Progress Report by the 30th and the 120th day of school to take home. Report cards are issued at the end of each grading period. Final report cards will be mailed approximately one week after the closing of school.

Additionally, students and parents/guardians can monitor current academic standing by logging onto the *Sapphire Community Portal* at any time throughout the year.

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.

Academic dishonesty is to be treated as a disciplinary infraction.

Consequences consistent with the level of the offense will be enforced. When academic dishonesty invalidates the measure of mastery and/or proficiency, the student’s grade may be negatively affected and/or the student may be required to demonstrate mastery or proficiency using an alternative means

**Graduation Requirements**

Graduation requirements for the 2019-20 school years include: 1) course completion and grades; and 2) demonstration of proficiency as determined by the school district in each of the state academic standards not assessed by a state assessment.

Graduation requirements shall include: 1) course completion and grades;

2) demonstration of proficiency as determined by the school district in each of the state academic standards not assessed by a state assessment under § 4.51, § 4.51a or § 4.51b; and 3) proficient or better performance in Algebra I, Biology, and Literature as demonstrated on a Keystone exam or state-approved equivalent. Student transcripts shall include the highest performance level demonstrated on each Keystone exam or state-approved equivalent.

Students with disabilities who reside in the district and satisfactorily attain individualized education plan goals shall be granted and issued a regular high school diploma.

To satisfy graduation requirements for course completion and grades, the Board requires each candidate for graduation to earn twenty-four (24) credits, as follows:

<b>Required Courses</b>	<b>Credits Needed 2018-19 and Beyond</b>
English	Four (4) Credits
Math	Four (4) Credits
Science	Four (4) Credits
Social Studies	Four (4) Credits
Arts or Humanities	Two (2) Credits
Physical Education	One (1) Credit
Health	Five-tenths (.5) Credit
Freshman Seminar *Personal Development (.25) *Research/Study Skills (.25)	Five-tenths (.5) Credit
Computer Applications	N/A
*College & Career Readiness	*Five-tenths (.5) Credit
Open Electives	Three and Five-tenths (3.5) Credits

Students may take more than the 24 required credits.

Students enrolled in the Fayette County Career and Technical Institute (CTI) are required to earn 3 Science credits (in lieu of 4) and 2.5 Social Studies credits (in lieu of 4) in order to shift 2.5 required credits to the completion of the CTI shop program in which they are enrolled

<b>Course Planning Template</b>			
<b>High School Graduation Requirements</b>			
<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
(1) English	(1)English	(1)English	(1)English
(1) Mathematics	(1)Mathematics	(1)Mathematics	(1)Mathematics
(1) Science	(1) Science	(1) Science	(1) Science
(1) Social Studies	(1) Social Studies	(1) Social Studies	(1) Social Studies
(.5) Freshman Seminar (.5)	(.5) (.5) Phys. Ed	(.5) (.5)	(.5) (.5)
(.5) Health (.5) Phys. Ed	(.5) (.5)	(.5) (.5)	(.5) (.5)
(.5) (.5)	(.5) (.5)	(.5) (.5)	(.5) (.5)

Plug in the Following Required Electives:

- (.5) + (.5) Physical Education
- (.5) Health
- (.5) College/Career Readiness

<b>Career &amp; Technology Institute Graduation Requirements</b>			
<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
(1) English	(1)English	(1)English	(1)English
(1) Mathematics	(1)Mathematics	(1)Mathematics	(1)Mathematics
(1) Science	(1)Science	(.5)Science (.5)	(.5)Science (.5)
(1) Social Studies	(.5)Social Studies (.5) Physical Education	(.5)Social Studies (.5)	(.5)Social Studies (.5)
(.5)Physical Education (.5) Health	(.5)CTI Shop (.5)CTI Shop	(.5)CTI Shop (.5)CTI Shop	(.5)CTI Shop (.5)CTI Shop
(.5) (.5)	(.5)CTI Shop (.5)CTI Shop	(.5)CTI Shop (.5)CTI Shop	(.5)CTI Shop (.5)CTI Shop
(.5) (.5)	(.5)CTI Shop (.5)CTI Shop (.5)CTI Shop	(.5)CTI Shop (.5)CTI Shop (.5)CTI Shop	(.5)CTI Shop (.5)CTI Shop (.5)CTI Shop

In addition to the course credit requirements a college and career plan portfolio must be completed.

### **AGASD College and Career Plan Portfolio Checklist**

To be eligible for grade promotion/graduation, **ALL** students must complete the following College and Career Portfolio requirements:

#### **9<sup>th</sup> GRADE YEAR**

##### **COMPLETE ALL OF THE FOLLOWING:**

- Career goal-setting and exploration activity (Freshman Block)
- Meet with assigned guidance counselor (Evidence)
- Complete community service (2 hours)
- Plan your course selection for Grade 10 by meeting with teachers and counselors
- Complete course schedule with pre-requisite courses

##### **COMPLETE (2) OF THE FOLLOWING (4):**

- Visit Fayette County Career and Technical Institute
- Attend College & Career Prep Night
- Complete JROTC Course
- Involvement in a non-credit extracurricular activity

#### **10<sup>th</sup> GRADE YEAR**

##### **COMPLETE ALL OF THE FOLLOWING:**

- Complete a job shadowing project (5 hours)
- Complete community service (2 hours)
- Plan your course selection for Grade 11 by meeting with teachers and counselor

##### **COMPLETE (3) OF THE FOLLOWING (9):**

- Meet with counselor and/or College and Career Center to discuss post-secondary options
- Build resume in the Career Readiness Course
- Provide ASVAB (to explore career options) results
- Provide PSAT results
- Evidence of a part-time job
- Attend CTI
- Attend College & Career Prep Night
- Complete JROTC
- Involvement in a non-credit extracurricular activity

#### **11<sup>th</sup> GRADE YEAR**

##### **COMPLETE ALL OF THE FOLLOWING:**

- Complete community service (2 hours)
- Credit verification meeting with assigned counselor
- Research potential college/career options via the College & Career Center and/or the Guidance Department and/or Career Readiness Course Instructor

**COMPLETE (4) OF THE FOLLOWING (11):**

- Attend college and career fair
- Meet with a military recruiter
- Provide PSAT/SAT/ACT/ASVAB Score (s)
- Attend the College and Career Parent Prep Night
- Evidence of a part-time job
- Build Resume in Career Readiness Course
- Attend CTI
- Complete JROTC
- Attend College & Career Prep Night NOCTI
- Involvement in a non-credit extracurricular activity

**12<sup>th</sup> GRADE YEAR**

**COMPLETE ALL OF THE FOLLOWING:**

- Complete final senior survey
- Complete community service (2 hours)
- Meet with assigned school counselor to finalize post-secondary plans

**COMPLETE (4) OF THE FOLLOWING:**

- Attend college and career fair
- Obtain **2** letters of recommendations
- Attend **2** in-school college and technical school visits (Evidence)
- Attend college campus or technical school visit (s) (Evidence)
- Complete the Free Application for Federal Student Aid (FAFSA)
- Conduct scholarship searches
- Attend CTI
- Provide PSAT/SAT/ACT/ASVAB Score (s)
- JROTC
- Attend College & Career Readiness Course
- Attend Financial Aid Night
- NOCTI
- Involvement in a non-credit extracurricular activity

➤ **CLASS OF 2021-2022 (CHANGES TO HIGH SCHOOL GRADUATION REQUIREMENTS: Summary of Act 158 of 2018)**

Act 158 of 2018 was Senate Bill 1095. Act 158 became effective immediately upon the governor’s signature on October 24, 2018. Act 158 amends the Public School Code by establishing alternative pathways for high school graduation. The law creates four (4) options that students who are **NOT** proficient on the three (3) Keystone Exams in Algebra 1, Literature and Biology may use to meet requirements to graduate. Each option is “tiered” and includes a list of alternative pathways to graduation. It is anticipated that additional and more specific information will be shared with students and families. It is intended that each student



will have a Graduation Pathways worksheet in their file to keep track of which pathway they need to be on for graduation.

*The requirements established will be effective in the 2021-2022 school year, in other words, beginning with the Class of 2022.*

**BE ADVISED:**

Students will still need to complete ALL required credits established by the Albert Gallatin Area School District. In addition, the expectation that all students will participate in the Keystone Assessments will continue as part of a Federal requirement.

**CLASS RANK**

Students are graded on a four-point grading scale. The grades and quality points are as follows:

<b>%</b>	<b>GRADE</b>	<b>BASIC</b>	<b>HONORS</b>	<b>AP</b>
<b>93- 100</b>	<b>A</b>	<b>4.0</b>	<b>4.5</b>	<b>5.0</b>
<b>90- 92</b>	<b>A-</b>	<b>3.75</b>	<b>4.25</b>	<b>4.75</b>
<b>87-89</b>	<b>B+</b>	<b>3.25</b>	<b>3.75</b>	<b>4.25</b>
<b>83- 86</b>	<b>B</b>	<b>3.0</b>	<b>3.5</b>	<b>4.0</b>
<b>80- 82</b>	<b>B-</b>	<b>2.75</b>	<b>3.25</b>	<b>3.75</b>
<b>77- 79</b>	<b>C+</b>	<b>2.25</b>	<b>2.75</b>	<b>3.25</b>
<b>73- 76</b>	<b>C</b>	<b>2.0</b>	<b>2.5</b>	<b>3.0</b>
<b>70- 72</b>	<b>C-</b>	<b>1.75</b>	<b>2.25</b>	<b>2.75</b>
<b>67- 69</b>	<b>D+</b>	<b>1.25</b>	<b>1.75</b>	<b>2.25</b>
<b>60- 66</b>	<b>D</b>	<b>1.0</b>	<b>1.5</b>	<b>2.0</b>
<b>50- 59</b>	<b>F</b>	<b>0</b>	<b>0</b>	<b>0</b>

Class rank is cumulative and is computed using all grades earned in 9<sup>th</sup> through 12<sup>th</sup> grade.

**In accordance with District Policy 214-Class Rank**

**Academic Awards of Distinction**

For graduation, students will be recognized for academic achievement as follows:

1. Cum Laude - weighted cumulative GPA 4.0 to 4.19
2. Magna Cum Laude - weighted cumulative GPA 4.20 to 4.39
3. Summa Cum Laude - weighted cumulative GPA 4.40 and higher

*Graduation Honor status will be truncated to 2 decimal places.*

## **NATIONAL HONOR SOCIETY ALBERT GALLATIN AREA HIGH SCHOOL**

Membership in the Albert Gallatin High School Chapter of the National Honor Society is an honor and privilege. This privilege is given to students by invitation of the professional staff. Decisions regarding eligibility, selection and membership are made by the NHS Faculty Council and School Administration. Students are evaluated annually in the areas of scholarship, leadership, character, and service.

### **Membership Requirements**

The student must have a cumulative grade point average of 3.75 by the end of the first semester of their junior year to be eligible for selection.

Members are required to participate in community service projects each year. This includes 10 hours of community service during induction year. All other members must complete 20 hours of community service by the stated yearly date.

All members must participate in the chapter community service project every year of membership. Members are also required to organize and participate in the spring induction ceremony (valid exceptions apply).

*For further information, criteria, Chapter Bylaws, please refer to the Albert Gallatin High School website, student section.*

### **SCHEDULE CHANGES**

The Albert Gallatin High School strongly discourages schedule changes. However, if a course is dropped within the first two (2) weeks of the course, no notation is made on the permanent transcript and the student will enroll in the subsequent course with no penalty. Before a withdrawal will be considered, the student must demonstrate attempts to improve his/her grade (completing all homework, conferencing with teacher, completing tutoring, etc.). The student is responsible for content and assignments missed prior to enrolling in the new course. However, in the rare circumstance that a student requests to drop a course beyond the established two-week window, a WP (Withdraw Passing) or WF (Withdraw Failing) will appear on the permanent transcript. A WP or WF will be based upon the grade assigned by the teacher on the date of the withdrawal.

Changes are made on a space available basis. The school is unable to honor requests for specific teachers or lunch periods.

**Be advised, all schedule changes impact and/or jeopardize earning credit toward graduation.**

## **ADVANCED PLACEMENT POLICY**

Students who enroll in **Advanced Placement** courses are subject to the following:

1. Each student may choose to take the appropriate AP Examination at the time and on the date designated by the College Testing Service. **Students must decide if they will take the exam prior to the end of the first grading period.**
2. Student choosing to not take the exam will not receive the full credit weight of the AP Course. It will be weighted as an Honors Level Course.
3. Those students who score a "3" or higher on an AP exam will have their test fee reimbursed. Note: AP scores are reported to the high schools in mid summer. Students will be reimbursed at the beginning of the following school year.
4. Any student whose average in an AP class falls below "C" will be subject to grade review that could result in a transfer to another course as recommended by the instructor.
5. Fee waiver reductions are available for students who qualify.
6. Parents and students must sign an affidavit attesting to the fact that they understand a student in AP classes choosing to take the AP exam must pay for the test in advance.
7. Participation in the AP Exam will exempt students from a final exam in the particular course.

## **HOMWORK POLICY**

**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.

## **DUAL ENROLLMENT PROGRAM**

As per board policy 241, Albert Gallatin high school students who meet the Dual Enrollment Program eligibility requirements outlined below may enroll in postsecondary coursework for the purpose of enrichment and/or acceleration.

1. Successful completion of 9th and 10th grade course requirements.
2. Proficient or advanced performance on the English Literature and Algebra I Keystone Exams—OR—proficient or advanced performance on the district's local assessments in English Language Arts or Mathematics.
3. Grade point average of 3.0 or higher.
4. Good attendance standing.
5. Fulfillment of the postsecondary institution's admission criteria.
6. Minimum SAT and/or placement test scores as required by the college/university (if applicable).

Students who wish to enroll in a post-secondary course and have the course listed on the high school academic transcript must complete and submit a Dual Enrollment Notification Form to their school counselor by the applicable due date—August 1st for Fall semester or November 1st for Spring semester. A Dual Enrollment Notification form can be procured from the Guidance Office.

There is a distinct difference in how a course is listed on the high school transcript when a student completes a post-secondary course for enrichment vs. acceleration. A postsecondary course taken for enrichment purposes does not fulfill a high school graduation requirement. A post-secondary course taken for enrichment will be listed on the high school transcript with the grade furnished by the post-secondary institution, but will have no influence on GPA or class rank.

Only when a post-secondary course has been pre-approved to serve as a substitute for a required secondary course will the grade be factored into GPA calculations. A post-secondary course used to fulfill a high school graduation requirement bears the same weight as an AP course in GPA calculations.

A student who wishes to initiate the review process to have a post-secondary course evaluated as a viable substitute for a required high school course must indicate on the Dual Enrollment Notification Form that his/her intention is to take the course for acceleration/dual credit. He/she must also identify the Albert Gallatin High School

course he/she wishes to waive and attach a copy of the post-secondary course syllabus.

The district will permit no more than two post-secondary courses per semester to serve as high school course substitutes. And, there is no guarantee that a post-secondary course will be approved as a viable substitute for an Albert Gallatin High School course. The review process will consider the extent to which the post-secondary course reflects alignment with the high school course objectives and is of a commensurate (or higher) level of rigor. The deadlines listed above are firm. Requests submitted after August 1st for the Fall semester or after November 1st for the Spring semester will not be considered.

Whether post-secondary coursework is taken for enrichment purposes or to meet high school graduation requirements, it is incumbent upon the student and his/her parents to:

1. Bear all expenses related to enrolling in the post-secondary COURSE, including but not limited to tuition, enrollment fees, administrative fees, textbooks/video fees, supplemental materials, computers, printers, scanners, internet fees, rentals, mileage, etc.
2. Request that a sealed, official copy of the post-secondary transcript be sent to the school counselor upon conclusion of the academic semester to provide sufficient time for inclusion on the high school transcript.

## **EARLY RELEASE/WORK RELEASE FOR QUALIFYING GRADE 12 (SENIOR) STUDENTS ONLY**

Student applying for Early Release/Work Release will need to meet with Guidance Counselor and/or building Principal to review credit history and class schedule to determine eligibility for release.

## **SUMMER SCHOOL**

Summer school grades are accepted only from an approved institution. The following organizations have traditionally offered summer school: Westmoreland County Community College (1-800-262-2103 ext 4204) and the Intermediate Unit at Colonial Campus (724-785-7472). Albert Gallatin High School does accept up to two (2) credits per summer.

Physical Education and select AGHS Foreign Language offerings are the only courses available for acceleration purposes.

Summer school may only be utilized to satisfy the needed requirement from a failure in an Albert Gallatin High School course. Contact the Guidance Office for those institutions that are approved for summer school.

## **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 (provided by Intermediate Unit One), Hearing Support (provided by Intermediate Unit One) and various related services such as Physical Therapy, Occupational Therapy, and Social Work services.

Contact your child's school or Central Office at 724-564-7190 ext. 8111, if you would like additional information regarding special education services offered by the District (also provided by Intermediate Unit One).

### **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. LEA 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.

## **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 all additional instructional opportunities, both remedial and enrichment in nature, consistent with the 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.

## **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 period 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.

## **CHANGE OF ADDRESS**

Students should report any change of address and telephone number to the high school main office. This information is very important in case of any student emergency.

## **WITHDRAWAL/TRANSFER PROCEDURE**

The following procedure is used if a student finds it necessary to withdraw/transfer during the school year:

- a. Parent/guardian must notify the Guidance Office at least (two) 2 days prior to the transfer/withdraw date.
- b. Student must obtain a Release Form from the Guidance Office.
- c. All books must be returned and all obligations met before a student is cleared for release.
- d. When properly signed, the Release Form must be returned to the Guidance Office.
- e. Any unpaid obligation will result in record withholding.

## **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions the students may feel they would like to discuss with the counselor.

## **ACCESS TO RECORDS**

The District maintains a cumulative record for each student. This information is kept in order to assist in the day-to-day operation of the educational programs and to meet the requirements of federal and state law.

This information regarding each student includes: identification and attendance data, information on schoolwork completed, and results and records of achievement and standardized tests.

Confidential information such as psychological, psychiatric and other information regarding a student's special needs may be released only with written parental permission.

Albert Gallatin Area School District recognizes its obligation to protect the confidentiality of its students and their records.

## **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 Jason Hutchinson at 724-564-7190 Ext. 8118.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is a way to help students who may be having problems in school. It is a school-based intervention program. The Student Assistance Program provides a way for a team of five staff members to help the student receive needed services to deal with the problems he/she is experiencing. Counselors from the Local Mental Health and Drug/Alcohol Programs will be available upon request.

The Student Assistance Program is not a treatment program. It is a systematic process to identify and refer students having problems.

For information regarding involvement in the Student Assistance Program, parents or students can contact the guidance office, or any high school administrator. All information is kept confidential.

## **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.

## **FOOD AND DRINK**

For the safety of our students, students are **NOT** to bring food and/or drinks into the school unless it is for lunch time purposes or something planned a head of time for a class activity. Students who are eating or drinking on the way to school should dispose of all containers as they enter the building. Students are **NOT** permitted to bring any open containers into the school. Food and drink are **NOT** permitted to be taken out of the cafeteria or consumed outside of the cafeteria. Students are **NOT** permitted to order food and have it delivered to the school. Violations are subject to disciplinary actions as determined by the Principal or designee.

## **HALL PASS**

Hall passes must be taken to all classes. Students must have the hall pass in hand when they leave class for any reason. This is the responsibility of the student and teacher.

## **LOST AND FOUND**

Lost and found items are located in the main office. Unclaimed items may be donated to non-profit organizations at the end of every nine weeks.

## **VALUABLES**

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

## **LOCKERS/SEARCHES**

All students will be issued a combination lock and locker. The school will not assume the responsibility for articles, which have been lost or stolen from lockers. All student lockers are and shall remain the property of the school district. Students have no expectation of privacy in their lockers and lockers are subject to random searches at the discretion of the principal or his designee. Student's belongings in school or in the school parking lot (vehicle) may be subject to search and seizure, if reasonable suspicion is indicated. These searches may include the use of K-9 agencies. The administration is authorized to develop and implement operating procedures and administrative guidelines to comply with this policy. **Students must use only the lockers assigned to them.** The school district urges all students to lock their locker.

## **TEXTBOOKS**

Students are responsible for proper care of their books. Lost or damaged books must be paid for by the student. All students are responsible for placing his/her name and year of issue in their textbooks in permanent ink.

## **AFTER HOURS**

All students should be out of the building by 3:00 p.m. Students staying after school to participate in extracurricular activities must stay in the designated area, with their sponsor or coach, and leave the building immediately upon finishing the activity. Students are subject to being cited for defiant trespass if found in any areas of the building without permission.

## **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. Drivers will not allow students to ride an unassigned bus or to get off at a different stop. Bus passes will not be issued.

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

## **SCHOOL BUS DISCIPLINE LEVELS**

Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students. A student who has committed acts of misbehavior is subject to the following penalties:

### **Level I – Examples of Misbehavior**

1. Horseplay, pushing, shouting, tripping, etc.
2. Using indecent or inappropriate language
3. Littering/Leaving trash on bus
4. Eating/Drinking
5. Opening windows against driver's orders
6. Placing arms or head out of windows
7. Riding unassigned bus without authorization
8. Getting on/off unassigned stop

### **Disciplinary Action/Options**

- |                |   |
|----------------|---|
| First Offense  | A warning and parent notification                         |
| Second Offense | Suspension of riding privileges for One-Three (1-3) days  |
| Third Offense  | Suspension of riding privileges for Three-Ten (3-10) days |

### **Level II – Examples of Misbehavior**

1. Continuation of Level I offenses
2. Fighting/inciting to fight
3. Tobacco and Nicotine possession or use
4. Vandalizing the bus
5. Littering – throwing trash out window
6. Throwing objects
7. Opening exit doors
8. Using abusive language towards another person
9. Racial/Ethnic slurs
10. Harassment

### **Disciplinary Action/Options**

- |                |  |
|----------------|--|
| First Offense  | Suspension of riding privileges for one-three (1-3) days                                     |
| Second Offense | Suspension of riding privileges for five-ten (5-10) days-(review after ten (10) school days) |
| Third Offense  | Suspension of riding privileges indefinitely –(review after fifteen (15) days)               |
- \*Referral to police for action  
\*Suspension from school

### **Level III – Examples of Misbehavior**

1. Continuation of Level II offenses
2. Assault on another student
3. Alcohol and drugs possession or use
4. Indecent acts
5. Sexual acts
6. Hazing

7. Stealing
8. Maliciously destroying or defacing the bus

**Disciplinary Action/Options**

- A. 10 Day Bus Suspension
- B. Immediate suspension of riding privilege indefinitely –(review after thirty (30) school days)
- C. Referral to police for action
- D. Suspension from school

**Level IV – Examples of Misbehavior**

1. Continuation of Level III offenses
2. Hitting or pushing bus driver/assault
3. Throwing objects at bus driver
4. Weapons
5. Selling/distribution of drugs and/or alcohol
6. Violation PA Laws

**Disciplinary Action/Options**

- A. Immediate suspension of riding privilege indefinitely –(review after thirty (30) school days)
- B. Referral to police for action
- C. Suspension from school

**\*All students must be at bus stop five (5) minutes prior to stated bus pick-up time.**

**USE OF VIDEO CAMERAS WITH AUDIO 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.

**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 report to the security desk or 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 follow 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 Senior High School Office 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 or Designee when requesting permission. The purpose of the visitation will be listed on the request form signed by the Principal or 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 or 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.

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

## 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 be piloting 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.**

## **DISTRICT CAFETERIA CHARGE POLICY**

**POLICY NO. 808.1**

The District Cafeteria Charge Policy 808.1 can be viewed on the district website. However, currently all students in the district receive free breakfast and lunch as part of the Community Eligibility Provision. A la carte selections are not allowed to be charged.

Parents may advise the school cafeteria manager that they do not want their child to purchase snacks. This reminder will appear on the computer screen when your child goes through the cafeteria line and the child will not be permitted to spend money for snacks from their account.

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.**

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.

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

## **HEALTH 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.
- B. 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.
- C.

## **PRESCRIPTION MEDICATIONS**

- 1. The physician must complete the prescription medication form.
- 2. The parents or guardian of the student must sign the consent form for prescription medications.
- 3. **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.**
- 4. 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 (over the counter) (OTC) medications to school unless absolutely necessary.
- 2. Non-prescription (OTC) medicine will only be dispensed through doctor's orders.
- 3. Non-prescription (OTC) 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 and properly labeled container.**

# **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 will need to 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.

## **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 4th 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)**

## **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, free of charge, 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/or under nutrition.

- **The school nurse will check BMI on students annually. Parents may request BMI results by contacting the school nurse in writing.**

## **ATTENDANCE**

### **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 appropriate excuse written by the parent/guardian/doctor.
- c. The student will then receive from the Attendance Officer an admission slip.
- d. 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.

## **SECONDARY ATTENDANCE POLICY**

**POLICY NO. 204**

### **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. Federal and state mandates including No Child Left Behind also require students to be in school 90% of the time. Secondary students are required to be in school for 990 clock hours during a school year. 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 and 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.

### **Attendance Procedure**

1. Compulsory school attendance shall begin within 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 Central Office, Crime Victims and/or Children and Youth and District Magistrates.
3. When a student returns to school after an absence, a parent/guardian is required to furnish a written statement regarding the reason for absence to the attendance officer or designee. At ten (10) days for any reason, the student will be required to supply a doctor’s excuse. Parent notes are no longer accepted for any student after ten (10) days of 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 of the absence, the absence will be considered unexcused. A student should not leave a note lying on the desk; the student must hand it directly to the attendance officer or his designee.
4. All students arriving late or leaving early for any reason must sign in or sign out with the principal or designee. If a student needs to leave for an emergency or illness, a school official must call a parent/guardian for approval before the student is given permission to leave. 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. After the tenth (10<sup>th</sup>) day absence whether early dismissal or late arrival, the absence will be unexcused unless the student provides a doctor’s excuse.
5. There shall be a distinction between excused and unexcused absences.

6. Excused Absences

- A. Verification by a physician will be required if absences, excused or unexcused, exceed ten (10) days.
- 1. Physician's excuse must state the following information:**
- a. **Date of visit**
  - b. **Time of visit (time will directly affect a ½ day or full-day excused absence(s) and statement indicating the doctor's approval for the student to not attend school for a specific period of time.**
  - c. **Doctor's signature**
- B. Death in the family - limited to five (5) days for the death 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) day. 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 organized by the school for educational endeavors, a college visit, job shadowing, reasons noted in an IEP).
- F. Calamity - fire, flood etc.
- G. Medical appointments which cannot be scheduled outside the school day when the absence is verified by a physician and verified by the school. We recommend that parents make appointments outside the school day.
- H. Illness or injury when the student is absence verified by a physician.
- 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. **NOTE: Any student that has accumulated ten (10) days of absences does not qualify for Family Educational Leave.** (See district website or school office for forms).
- 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 period; and (5) the absence is not during standardized testing dates.

**K. Student's tardy or absent from school due to an issue with regularly scheduled school bus will be marked with an excused tardy/and/or absence.**

7. Unexcused Absences

Absences that do not meet the above requirement, (i.e. missing school to take care of a family member (like parents, grandparents, younger siblings or a student's own children), shopping, vacations, hair appointments, going to lunch, hunting, etc.)

8. Homebound is a short-term solution to any educational issue. It is not a long-term placement. For an appointment regarding homebound, please call your child's counselor.

9. 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 developed and implemented and given at the building level. A variety of opportunities to provide incentives for school attendance are available at the building level. Some examples include presentation of awards, special school privileges, and a speech for perfect attendance at the awards assembly. School-approved field trips do not count as absences. Students must obtain the permission form from the teacher sponsor and have each of his/her instructors sign the form prior to departure for the absence to be excused.

10. **Make up work.** It is imperative that students make up work when they miss school. The time frame for make up work is the number of days the students was absent. Failure to complete the make up work could result in a failing grade or even a zero for that assignment, exam, paper, etc. **SAPPHIRE– Assignments are updated and made available through the SAPPHIRE Parent Portal site. Parents/Guardians are able to login with your assigned Login and Password.**

**Progressive Penalties for Absences**

1. After three (3) days of unexcused absence a letter will be sent home and an attendance improvement conference shall be held.
2. After six (6) or more unexcused absences, citations may be filed with the District Justice (Magistrate) according to state regulations. A student may be referred to 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.
4. **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.**
5. If a student driver accumulates fifteen (15) unexcused absences, the student driver will lose his/her parking permit/driving privilege for the remainder of the school year.
6. At fifteen (15) unexcused absences, the student will meet with the attendance officer to set up a Truancy Elimination Plan (TEP)
7. At twenty (20) unexcused absences, the student will meet again with the attendance officer to review their TEP.
8. At twenty-five (25) unexcused absences, students will meet with the attendance officer and sign a contract stating that if they miss five (5) or more unexcused absences, he/she may be withdrawn from the Albert Gallatin Area School District. Because vo-tech students spend half days at the high school, any vo-tech student who misses 12.5 unexcused absences shall meet with the attendance officer and sign a contract.
9. At thirty (30) unexcused absences, students may be dropped from the Albert Gallatin Area School District's rosters. Vo-tech students must be aware that in the event that they miss thirty (30) unexcused high school sessions, they may be removed from the Albert Gallatin School District roster. One session equals 0.5 days at Albert Gallatin High School for vo-tech students.
10. Any student caught skipping school will be disciplined accordingly:
  - a. First Offense will result in two (2) days of after school detention
  - b. Second Offense will result in a three (3) days of after school detention and a loss of driving privileges for the semester.
  - c. Third Offense will result in a suspension and a loss of driving privileges.

11. **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.
12. **Procedure for habitually truant for fifteen (15) years of age and older:** The school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local county children and youth agency (CYS) for possible disposition as a dependent child under the Juvenile Act.
13. An attendance committee will be available to review individual cases.

## **JUNIORS AND SENIORS ONLY**

### ***College Visits absences***

Two (2) days per year during a student's junior and senior year will be granted as excused from school, not counted as absent, for approved college visits.

## **SENIORS ONLY**

### ***Job Shadowing***

One day per year during a student's senior year will be granted as excused from school, not counted as absent, for an approved job shadowing day.

## **Tardy**

1. On the fifth (5<sup>th</sup>) day of Tardy to school, the student and parents will receive a warning letter. The warning letter will indicate disciplinary actions for the tenth (10<sup>th</sup>), fifteenth (15<sup>th</sup>), and twentieth (20<sup>th</sup>) day of Tardiness.
3. The only excused tardy to school would be for an occasional doctor appointment that is scheduled in the early morning. After five (5) doctor excuses, the attendance officer will have a meeting with the parent/guardian to clarify issue.
4. On the tenth (10<sup>th</sup>) day Tardy to school, the student will receive one day of after school detention. Drivers will lose their driving privileges for five (5) school days.
5. On the fifteenth (15<sup>th</sup>) day of Tardy to school the student will receive three days

of after school detention for every day he/she is tardy for the remainder of the year he/she will receive an additional one day of after school detention. Drivers will lose driving privileges for 45 school days.

6. Once a student reaches twenty (20) Tardies to school. Drivers will lose their driving privileges for the remainder of the year and/or may be referred to an alternative placement.

**NOTE:** Tardy time is 1 hour for 2-hour delay.

Being on time for school is imperative; it is also good practice for life.

If any child, sixteen (16) and under, continues to be truant after the above action has been taken, the following can occur. Students exceeding 20 tardies may be referred to an alternative placement.

### **CLASS TARDINESS:**

Students are expected to report to a class period on time.

Any student arriving to class tardy will be disciplined accordingly:

1. After five (5) class tardies, an after school detention will be assigned
2. After ten (10) class tardies, a suspension will be issued
3. After (15) class tardies, loss of driving privileges for remainder of the year

### **Possible sentences for parents/guardians found to be in violation of the Compulsory Attendance Law:**

1. Paying fines of up to \$300.00 for each offense, plus court costs. Completing a Parenting Education Program.
2. In cases where the party convicted fails to pay the fine or complete the Parenting Education Program, a subsequent sentencing to the county jail for no more than three (3) days will occur.
3. In lieu of or in addition to any other sentence imposed, the parent/guardian may be required to perform community service in the School District for a period not to exceed six (6) months.

**For children convicted of violation of compulsory attendance requirements by the Magisterial District Judge or Court, including a court not of record, certified record of the conviction or other disposition must be sent to the Department of Transportation.**

#### **1. Upon first conviction:**

The child's privilege for operating an automobile will be suspended for ninety (90) days.

**2. Upon the second conviction**

- a. The child’s operating privileges will be suspended for six (6) months.
- b. Children who do not yet have a driver’s license will be ineligible to apply for a license for the time period of ninety (90) for the first conviction, and six (6) months for the second and any subsequent conviction.

**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.

**Students are reminded to bring in excuses for leaving early or if absent for any reason in order to excuse the dismissal or absence. If no excuse is turned in, the dismissal/absence will remain unexcused.**

**Early Dismissals**

Parents requesting an early dismissal for their son/daughter must send a note stating the reason for the early dismissal. **There will be NO EARLY DISMISSALS accepted from parents/guardians over the phone, except for medical/illness (as approved by the School Nurse) or for extreme family emergencies.** *There will also be no students dismissed from school for illness unless they have seen the school nurse or principal.*

Students may not use cell phones to call or text parents to ask them to take him/her home because he/she is sick. That is solely the domain of the school nurse who will call parents if, in professional judgment, the student is too sick to be in school.

Students may not use cell phones to call or text parents to discuss academic complications or disciplinary consequences.

If it is determined that a student called home or sent a parent/guardian a text or phone message during school hours, the appropriate disciplinary actions will be issued.

Student's early dismissal requests must be presented to the high school attendance office in the form of a doctor's excuse or parental note for approval **upon arrival** to school. These early dismissals should be **ONLY** for legitimate medical appointments.

Students must remain in school for the entire day. It is understandable that, on occasion, a student may need to leave early for an occasional appointment. However, students leaving early too often miss their last class of the day. Parents should



consider doctor appointments after school. Appointments like haircuts, family trips or shopping are not excusable. The following is progressive punishments for those students who abuse the system and leave early regularly.

1. On the fifth (5<sup>th</sup>) early dismissal of school, the student and parents will receive a warning letter. The warning letter will indicate disciplinary actions for the tenth (10<sup>th</sup>), fifteenth (15<sup>th</sup>), and twentieth (20<sup>th</sup>) day of early dismissals.
2. On the tenth (10<sup>th</sup>) early dismissal of school, the student will receive one day of after school detention. Drivers will lose their driving pass for one (1) week.
3. On the fifteenth (15<sup>th</sup>) early dismissal of school, the student will receive three (3) days of after school detention. Drivers will lose driving privileges for nine (9) weeks.
4. Once a student reaches ten (10) early dismissal of school, each additional dismissal will result in one day of after school detention. Detention will be served the next day after the early dismissal. Student drivers will lose their driving privileges for one nine weeks if they do not serve detention that day. NO exceptions will be made.
5. Once a student reaches fifteen (15) early dismissal of school, drivers will lose their driving privileges for the remainder of the year.

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

Students are extended the privilege to possess cell/camera phones, iPods, or any two-way communication/electronic device. However, all devices **may not** be displayed, activated, or used on school grounds during the instructional day. Expectations to this policy are at the discretion of the building principal or designee.

Video recording or taking pictures during school hours or on bus is strictly prohibited. Possession/use of any electronic cell phone or device is strictly prohibited during standardized testing periods.

Students may not use cell phones to call or text parents to ask them to take him/her home because he/she is sick. That is solely the domain of the school nurse who will call parents if, in professional judgment, the student is too sick to be in school.

Students may not use cell phones to call or text parents to discuss academic complications or disciplinary consequences.

If it is determined that a student called home or sent a parent/guardian a text or phone message during school hours, the appropriate disciplinary actions will be issued.

Failure to cooperate will result in loss of privilege and progressive discipline.

**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 for two (2) days. Parent must report to school to pick up device.

\*Progressive discipline will be followed when handling future violations.

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.

## 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.

Student email addresses will be issued and are property of the Albert Gallatin Area

School District. They may be revoked or removed at any time due to misuse or misconduct. Email addresses are to be used for educational purposes only and are not for personal use. The Director of Technology may monitor email accounts from time to time.

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.

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.

## **COMPUTER NETWORKS/INTERNET POLICY**

**POLICY NO. 815**

**A Chromebook and accessories in brand new or good working order are being lent to each student, beginning in 6<sup>th</sup> grade. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document. This equipment remains at all times the Property of the Albert Gallatin Area School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way.**

**The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Albert Gallatin Area School District, at the end of the school year, or sooner, if the student is enrolled in Alternative Education, or withdraws from the District prior to the end of the school year.**

**The District property may be used by the student only for noncommercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.**

**Seniors may purchase their Chromebook for a fee of \$50.00 at the end of the school year or return it back to the school.**

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.

## **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, clothing with holes, that expose torso or undergarments that can be seen, tight spandex-type clothing, sheer lace, halter-tops, sleeping apparel, sunglasses, hats, bandannas and wallet chains are not allowed.
4. Hats, bandanas, 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. Girls must have tops and dresses with at least a 2-inch shoulder strap.
6. Sleeveless shirts or cutoffs are not permitted for male students.
7. Shorts, skirts, skorts and culottes must not be higher than fingertip length

above the knee. Leggings and/or opaque tights worn underneath any bottoms (shorts, skirts, skorts, etc.) will not be accepted as a reason for a student to violate this Dress Code rule. ALL bottoms (shorts, skirts, skorts, culottes, etc.) must meet the Dress Code criteria.

8. Students are not allowed to wear clothing or accessories that depict derogatory, terroristic or insulting messages or any clothing depicting violence.
9. Clothing with advertisements for drugs, alcohol or tobacco is prohibited.
10. Students are prohibited from wearing any items that are determined to be related to gang identification.
11. Students are not allowed to wear clothing that sags below the waist. The waist of clothing must be at the body's waist.
12. Coats and jackets are not to be worn in the classroom.
13. All necklaces should have breakable clasps.
14. 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.
15. Dress code violations are subject to disciplinary actions as determined by the Principal.
16. Dress code is at the discretion of the building Principal or Designee.

## **DISCIPLINE ACTIONS FOR DRESS CODE VIOLATIONS**

In all cases, a student who wears inappropriate clothing will be required to change his/her clothing in order to attend classes for the remainder of the school day.

In all occurrences, parent notification and the offense will be documented in the student information system (SAPPHIRE).

- a. After school detention or Positive Behavior Support
- b. Out of school suspension

In the event that a parent is not able to be reached by phone to bring the student a change of clothing, the student will have the option to change into appropriate clothing that he/she may have with him/her, or be assigned to Positive Behavior Support. Students who refuse to report to the in-school suspension room will be suspended out of school for number of days to be determined by the Principal or designee.

## **EXTRA ACTIVITIES CLUBS/ACTIVITIES**

The following may be available at Albert Gallatin High School:

Student Council	Newspaper
Band	Drama Club
Yearbook	Chorus/Choir
Math Team	Art Club
Interact Club	S.A.D.D.
Web Page Club	Young Astronauts
Homecoming	Academic League
Mock Trial	Video Club (AG TV)
Olympics of the Mind	NAACP Youth Club
Geology Club	Future Educators of America
Future Business Leaders	Ski Club

### **ATHLETICS**

Football	Boys Basketball
Girls Basketball	Wrestling
Boys Baseball	Girls Softball
Girls Soccer	Boys Soccer
Golf	Girls Volleyball
Cheerleading	Track
Cross Country	

## **STUDENT ATHLETIC CODE**

### **Introduction**

Albert Gallatin Area School District is extremely proud of its athletic program. We have an excellent tradition and we are very happy that students elect to become members of a team that will help to maintain what has been achieved in our athletic program.

As a member of an athletic team, a student assumes a great deal of responsibility and immediately and publicly represents family, school and self. The conduct of an athlete is closely observed and it is important that behavior be above reproach on the field, in the classroom and in the community.

The Student Athletic Code is designed to share some of our basic expectations of all students who are participating in the Albert Gallatin Area Junior-Senior High Athletic Program. It is the responsibility of the coaches to inform the athletes of the rules and regulations that govern their respective sport and to enforce this code in a fair and consistent manner.

## **Athletic Eligibility**

Albert Gallatin Area is a member of the Pennsylvania Interscholastic Athletic Association and is subject to the rules and regulations of the association. Generally, in order to be eligible, the pupil must meet the following minimum PIAA qualifications:

Age	Not have attained 19 years of age prior to July of the school year. (16 years. for junior high)
Amateur	Be of amateur status. Amateur status may be jeopardized by the acceptance of illegal awards, participation in unauthorized events, etc.
Attendance	Be enrolled in school and not be Absent 20 or more days during a semester. Non-compliance will result in 45 days of ineligibility. NOTE: A consecutive absence of 5 or more days due to confining illness, injury or quarantine may be waived by application to the Board of Control. Please refer to guidelines on next page.
Parent Consent	Have a certificate of consent signed by a parent or guardian.
Health	Be examined by a licensed physician of medicine or osteopathy or a certified school nurse practitioner prior to practice in an intended sport. The financial responsibility for athletic injury rests solely with the student and his/her parents.
Migration	Since transfer may involve a loss of eligibility, transfer students should check with the Principal or Athletic Director since there are many rules pertaining to transferring from one school to another.
Period of Participation	As a general rule, a student is eligible for 8 semesters beyond the 8th grade and no more than 4 seasons beyond the 8th grade in any one sport.
Representation	Students wishing to participate in a similar sport during the school's season as a member of an "outside" team or as an individual must obtain a waiver through the principal.
Curriculum	In order to be eligible for interscholastic athletics, a pupil must have passed at least 4 full-credit subjects, or the equivalent, during the previous grading period. Non-compliance will result in 15 days of ineligibility.



## **PARTICIPATION IN EXTRA-CURRICULAR EVENTS AND ACTIVITIES**

**Extra-curricular Activities** - Those activities in which students are encouraged but not required to participate, sponsored and/or approved by the Board of School Directors, but not offered for credit toward graduation. Such activities, which shall include but not limited to, interscholastic and intramural athletics, cheerleading, majorette squad, and clubs, are those ordinarily conducted wholly or partly outside the regular school day, and are available to all students who voluntarily elect to participate, subject to eligibility requirements established for each particular sport, event or club.

### **Guidelines**

*The student must attend one-half (1/2) day of school on the Activity Day. The Principal or the Assistant Principal(s) may grant exceptions.*

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis and has not failed more than one (1) course during the marking period. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, he shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the principal may, at his election, determine whether the student as of that day meets the standards provided for in this section.

In cases where a student's work in any preceding grading period does not meet the standards provided for, said student shall be ineligible to participate in interscholastic athletics for fifteen (15) school days of the next grading period.

Pupils, who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil has attended.

At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.

A pupil whose work does not meet the standards but who attends summer school and corrects his deficiencies, shall be eligible.

# STUDENT DRIVING POLICY

POLICY NO. 223

Please obtain a copy of the current driving policy from office personnel.

## ALBERT GALLATIN AREA HIGH SCHOOL PARKING RULES AND REGULATIONS

1. Vehicles must be parked in student parking area only.
2. Vehicles must display a valid parking permit that is viewable from the front windshield. After 5 parking violations a student will lose his or her permit for 5 school days. After 10 parking violations a student will lose his or her permit for the remainder of the school year.
3. Students must adhere to the 10-mph speed limit in the student parking lot.
4. Students driving in the school zone must adhere to the 15-mph speed limit.
5. Any careless driving, speeding, spinning of tires or other infractions of the state vehicle code will result in a loss of parking privileges. The first offense may result in a two-week parking suspension, although the administration reserves the right to suspend parking privileges for the remainder of the school year at any time, depending on the severity of the violation. A second offense of any nature will result in a loss of privileges for a nine-weeks period. A third violation will result in a loss of privileges for the remainder of the school year.
6. A student shall not be permitted to visit or move his or her vehicle during the school day without prior approval from a principal or his/her designee.
7. All vehicles must be locked and secured at all times while parked on school grounds.
8. The school district is not responsible for motor vehicles that are lost, stolen, or damaged while parked on school grounds. This includes any and all contents of the vehicle.
9. Student drivers receiving (A). One (1) to three (3) day suspension from school for any violation will receive a warning regarding their parking permit. Upon receiving a second – one (1) to three (3) day suspension from school, the student will lose his or her parking permit for two weeks. The third- one (1) to three (3) day suspension from school will result in the student losing his or her parking permit for the remainder of the school year. (B). *Students with excessive discipline infractions that does not result in suspensions may lose their driving privileges for a period of time as determined by Principal or designee.*
10. Student drivers reaching ten (10) tardies or dismissals to or from school will lose their parking permit for five (5) school days. After reaching fifteen (15) tardies or dismissals, student drivers will lose their parking permits for nine weeks and three days of detention will be assigned. Each additional tardy after the 15<sup>th</sup> tardy or dismissal will result in a detention, to be served on the day of the tardy or the next school day after the dismissal. Failure to serve detention that day will result in a loss

of the parking permit for the remainder of the year. **NO EXCEPTIONS** will be made. Upon reaching twenty (20) tardies or dismissals to school, drivers will lose their parking permits for the remainder of the year.

11. If a student driver accumulates fifteen (15) unexcused absences, the student driver will lose his/her parking permit/driving privilege for the remainder of the school year.
12. Students driving to school may be subject to having their vehicles searched if reasonable suspicion is indicated.
13. No student is permitted to be dismissed with a student driver, except in case of siblings, during school hours. All students must be either picked up by a parent or guardian or drive home by themselves when dismissed if they have the required permit. Exceptions can only be made by the school Principal or Designee in emergency situations.
14. Students shall not park a vehicle on school property without a valid parking permit being displayed after the grace period of the beginning of each semester.
15. Students parking on school property without a valid parking permit will receive a parking ticket, with a fine of \$5.00. Failure to pay fine within five (5) days of being issued, a parking citation under Sections 3353 b1 of Title 75 PA Motor Vehicle Code will be issued with a fine of up to \$50.00 plus court cost, and may also result in student's vehicle being towed at their expense.
16. Any student driver caught parking their vehicle on school grounds without a parking permit may have their vehicle towed at their expense and a citation may be filed with the District Magistrate.

## **Fees:**

- **Permit Fee - \$100 per year or \$75.00 per year if paid in full by October 1.**
- Seniors will receive a \$25.00 discount if they have passed the Keystone Exams in Math, Reading, and Biology before their senior year.
- All Vehicles parked on school property require a parking permit.
- Vehicles not displaying a permit will receive a parking ticket. Fine is \$5.00 if paid within ten (10) days. Any unpaid tickets will be referred to the district magistrate and could result in a fine of \$50.00 plus court costs.
- Students who failed to pay any portion of the permit fee from the previous school year will not be eligible to receive any permit until the fee has been paid in full.
- Students not abiding by the above aforementioned procedure for parking on school property may have their vehicle towed at the owner's expense.

Driving to school is a privilege, not a right for **ONLY Juniors and Seniors.** Abuse of this privilege, will result in a loss of the driving privilege. Please adhere to the parking rules and regulations, as well as all school policies and rules.

**Sophomores** are only permitted to drive if proof of a job is submitted to administration and/or student participates in sport or activity.

## **DISCIPLINE**

### **STUDENT BEHAVIOR**

The Albert Gallatin Area School District school board and administrators acknowledges that student conduct is closely related to learning; an effective instruction program requires a wholesome and orderly school environment. It is the philosophy of the school that discipline must be an active concern of every staff member. Lack of 100% concern will inevitably provide the atmosphere for turning minor problems into major concerns as the foundation of an educational program is, in part, reflected in the behavior of students and employees. This policy seeks to establish disciplinary measures and procedures suited to the needs of the individuals who are involved as well as the school community at large.

Student discipline, as it pertains to special needs students, will comply with discipline regulations as outlined by IDEA-R/Chapter 14 regulations.

Violations of the student discipline policy are dealt with within the terms of the Albert Gallatin Area School Student Discipline Policy.

### **STUDENT DISCIPLINE POLICY - SECONDARY**

Each incident of student misconduct within the Albert Gallatin Area School District shall be characterized as a Level I, II, III or IV offense, depending on the nature of the misconduct and/or frequency of its occurrence.

The types of misconduct stated below are examples only. Level I, II, III and IV offenses and disciplinary options are not limited to those stated below.

## **ALBERT GALLATIN AREA SCHOOL DISTRICT SECONDARY DISCIPLINE POLICY**

**POLICY NO 218**

### **LEVEL 1**

1. Disciplinary Options
  - a. Warning
  - b. Detention
  - c. Withdrawal of Privileges/Social Probation
  - d. One or two-day suspension
  - e. Referral to civil authorities or police for action

- f. Further violations will result in utilizing progressive discipline
  - g. Referral to appropriate agencies
2. Offenses
- a. Skipping class
  - b. Cafeteria misbehavior
  - c. Snowballing
  - d. Classroom or school disruption
  - e. Class tardiness or school arrival tardiness
  - f. Pushing and/or shoving
  - g. Academic dishonesty (cheating)
  - h. Displays of physical affection
  - i. Unauthorized use of vehicle on school property
  - j. Passing or writing of personal notes
  - k. Indecent or inappropriate language
  - l. Defiant trespass (warning)
  - m. Tobacco Violation (See tobacco policy #222)
  - n. Electronic devices, including but not limited to cell phones, pagers, beepers, headphones, laser pointers, Ipods, portable gaming devices, digital cameras...
  - o. Video or audio taping (result of loss of cell phone or device)
  - p. Possession of (over the counter medications (OTC's)
  - q. Spitting
  - r. Disorderly Conduct

## **LEVEL II**

2. Disciplinary Options
- a. Two- or Four-day's suspension
  - b. Withdrawal of privileges/social probation
  - c. Further violations will result in utilizing progressive discipline
  - d. Referral to civil authorities or police action
3. Offenses
- a. Continuation of misbehavior from Level I
  - b. Falsifying passes and excuses
  - c. Leaving school grounds without permission
  - d. Gambling/playing cards
  - e. Truancy
  - f. Abusive language towards another person
  - g. Fighting/Inciting to fight
  - h. Disrespect toward teachers
  - i. Petty theft
  - j. Defiant trespass

- k. Petty vandalism
- l. Harassment (see policy # 248)
- m. Solicitation/asking for money
- n. Failure to attend detention
- o. Racial/ethnic slurs (see Harassment policy # 248)
- p. Marking false reports

### **LEVEL III**

1. Disciplinary Options
  - a. Four to ten days' suspension
  - b. Alternative Program
  - c. Further violations will result in utilizing progressive discipline
  - d. Referral to civil authorities or police for action
2. Offenses
  - a. Continuation of unmodified misbehavior from Level II
  - b. Alcohol and Drugs – Possession/use/transfer of (over the counter medications (OTC's)
  - c. Inhaling/huffing
  - d. Setting off false alarms
  - e. Tampering with fire extinguisher
  - f. Maliciously destroying or defacing school property or buses or private property going to or from school.
  - g. Fireworks/stink bombs/smoke bombs (possession or use of)
  - h. Extortion
  - i. Stealing
  - j. Insubordination
  - k. Inciting a riot
  - l. Publications: abusive or indecent
  - m. Hazing
  - m. Assault on another student
  - n. Indecent Acts
  - o. Sexual Acts
  - p. Sexual Harassment
  - q. 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.

### **LEVEL IV**

1. Disciplinary Options
  - a. Four to ten day's suspension
  - b. Alternative Program

- c. Further violations will result in utilizing progressive discipline
  - d. Referral to civil authorities or police for action
2. Offenses:
- a. Continuation of Level I, II and III
  - b. Assault on a school employee
  - c. Starting a fire
  - d. Bomb scare
  - e. Weapons
  - f. Selling or distribution of alcohol/drugs
  - g. Violation of PA Laws

\*For purposes of school discipline, any unilateral attack on an individual or staff member will be considered an assault. Anytime blows are exchanged, the incident will be considered a fight, and both parties will be held equally responsible regardless of who started or who won the fight. In addition to school discipline, all incidents of fighting or assault will be referred to the appropriate legal authorities. These provisions shall be in effect at all times on school property, buses, or while attending any home or away school function.

### **Procedural Guidelines:**

#### **Suspension**

Prior to the issuance of suspension from school, the student shall be informed of the reasons for the suspension, and given an opportunity to respond. Prior notice of the intended suspension shall not be required, however, in those cases where it is clear that the health, safety or welfare of the school community is threatened, written notice will be sent. When a student is issued out-of-school suspension, the student may not attend any school-related functions/events on school campus during the suspension.

In those cases, where a suspension from school has been issued for a period in excess of three (3) school days, the student and his/her parent or legal guardian shall be provided with an opportunity for an informal hearing before the Administrator involved, within the first five (5) days of the suspension. Any such informal hearing shall be designed to permit the student to explain the circumstances surrounding the event which prompted the issuance of the suspension, and to encourage the student's parent or legal guardian to discuss with the Administrator involved, ways by which future offenses can be avoided. In the event that the student and his/her parent or legal guardian chooses to participate in an informal hearing with the Administrator, the Administrator shall provide them with sufficient notice of the time and place of the hearing and with written notification of the reasons for the suspension. At the informal hearing, the student shall have the right to question any witnesses present, to present his/her own witnesses, and to speak on his/her own behalf.

#### **Expulsion**

Where, following the suspension of a student a recommendation is made for further action by the Board of School Directors, the student shall be entitled to a formal hearing before the Board of School Directors. This hearing may be held before the entire Board of School Directors, or before a duly authorized committee of the Board or before a duly qualified hearing examiner who need not be a member of the Board but whose adjudication must be approved by the Board. In all cases, however, the affirmative vote of a majority of the entire Board of School Directors shall be required to expel a student.

The following due process requirements shall be observed with respect to a formal hearing:

1. The student's parents or legal guardian shall be notified, by certified mail, of the charges pending against the student.
2. The student and his/her parent or legal guardian shall be provided with sufficient notice of the time and place of the hearing.
3. The hearing shall be held in private unless the student or his/her parent or legal guardian specifically requests a public hearing.
4. The student shall have the right to be represented by counsel.
5. The student shall have the right to be presented with the names of witnesses against him/her and copies of any statements and/or affidavits of such witnesses.
6. The student shall have the right to request that any such witnesses appear in person at the hearing and be subject to direct and cross-examination.
7. The student shall have the right to testify and present witnesses on his/her own behalf.
8. A recorded or stenographic record shall be kept of the hearing, and the student shall have a right to a copy of the transcript of the hearing, at his/her own expense.
9. The hearing shall be held with all reasonable speed.

During the period, if any, between the student's suspension from school and any formal hearing as described above, the student shall be permitted to participate in normal classroom work and activities. However, if, following an informal hearing, the Administrator determines that the student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

***If a student is on suspension, in school or out of school suspension, and school is cancelled due to snow, loss of electrical power, etc. suspension will be carried out when school is in session.***



## 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; or
2. 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.

## BULLYING/CYBER-BULLYING

POLICY NO. 249.1

Section 1.01 The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting 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.

## **Article II. 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

## **TOBACCO AND NICOTINE USE – STUDENTS**

**POLICY NO 222**

### Purpose

Recognizing that the use of tobacco and nicotine presents a health hazard which 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 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, smokeless tobacco, including all forms of electronic cigarette/vapor machines, snuff, lighters 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.

**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 the school is being used by any school group;
  - 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 in any form 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 pursuant to the Student Discipline Policy; be required to use other means of transportation to and from school, and or function as set forth below:

First offense	1 consecutive school day
Second offense	2 consecutive school days
All subsequent offenses	3 consecutive school days

\*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).

First offense	After School Detention & referral to cessation program*
Second offense	2-day suspension & referral to local magistrate
All subsequent offenses	Progressive Discipline will apply

*\*Failure to attend the cessation program will result in a citation being filed with the district magistrate.*

## **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 barbiturates. "Controlled substances" shall also include all forms of steroids.
- 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 actuarial 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 deposit the same with the school nurse or principal at the time the item is first brought on the school premises, and shall use and maintain the same in accordance with the label directions or instructions of the school nurse or prescribing physician, if any.
- 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.

## **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 affect 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 devise 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 affect**

**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 or pepper spray, 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, 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 report the information in a timely manner.
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.
4. 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.

## **GANG POLICY**

**POLICY NO. 218.3**

It is the policy of the Albert Gallatin Area School District that membership in secret fraternities or sororities, on in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming, which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and education objectives of the community, are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to the disciplinary actions of suspension and/or expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

Also, students wearing offensive clothing will be asked to remove the clothing or go home to change, if that is necessary, and parents will be notified.

In addition, students are required to remove their hats and coats and place them in their lockers for the duration of the school day.

## **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 unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

### **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 supercede 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.

## **SEXUAL HARASSMENT**

**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 HARASSMENT 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.

## **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 the 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 conduct, 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 violates this policy.

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

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

## **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**”:

STUDENT’S NAME  
ADDRESS  
TELEPHONE LISTING  
ELECTRONIC MAIL ADDRESS  
PHOTOGRAPH  
DATE and PLACE of BIRTH  
MAJOR FIELD of STUDY  
DATES OF ATTENDANCE  
GRADE LEVEL  
PARTICIPATION in OFFICIALLY RECOGNIZED ACTIVITIES and SPORTS  
WEIGHT and HEIGHT of a MEMBER of an ATHLETIC TEAM  
DEGREES, HONORS and AWARDS RECEIVED  
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.

### **MILITARY RECRUITERS**

Federal law requires Albert Gallatin Area School District to give military recruiters access to names, addresses and telephone listings of all secondary school students. A secondary school student or the student’s parent may request that such information not be released to a military recruiter without prior written consent. Such a request will be honored by the School District if made, in writing, to the school principal.

If you have any questions regarding this FERPA Notice, please contact the Building Principal.

## **ALBERT GALLATIN ALMA MATER**

By Jason L. Kendall

Silver and Black will always be my  
Home though roads go ever onward.  
Faithful and true my dear alma mater  
I will ever be.  
Albert Gallatin, Albert Gallatin  
I will raise they name with honor.  
Albert Gallatin, Albert Gallatin  
Forever I will cherish thee

## **ALBERT GALLATIN FIGHT SONG**

We're gonna fight for Albert Gallatin  
We're gonna have the best team when we're done  
Give us the ball when we come out the door  
and then you'll see us score and score, we want some more  
And when the game is over we will say  
That we are proud of you in black and gray  
we're gonna win this game for Gallatin, Gallatin score, score, score...yeah!

## **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. 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 Genevan 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 am - 5:00 pm. 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  
School Calendar  
2019-2020**

August 15	Kindergarten Orientation
August 16	New Teacher Orientation
August 19-20-21	In-Service Days
August 22	<b>Clerical Day</b>
August 26	First Day for Students
September 2	Labor Day – <b>No School</b>
September 3	All Schools – ½ Day-Curriculum/Meet the
Teacher	
October 14	Act 80 Day – <b>No School for Students</b>
October 28	End of First Quarter
November 5	Act 80 Day – <b>No School for Students</b>
November 11	Veteran’s Day – <b>No School</b>
November 28-29	Thanksgiving Break
December 2	Thanksgiving Break
December 3	Parent Conference – <b>No School</b> for students
Dec. 23 to Jan 1	Christmas Break
January 2	Possible Make-up Day <b>No School</b>
January 3	Possible Make-up Day – <b>No School</b>
January 6	<b>Classes Resume</b>
January 20	Martin Luther King – <b>Possible Make-up Day –</b>
<b>No School</b>	
January 21	End of First Semester/Second Quarter
February 17	President’s Day – <b>Possible Make-up Day – No</b>
<b>School</b>	
March 25	End of Third Quarter
April 9	<b>No School</b> – Possible Make-up Day
April 10	Good Friday – <b>No School</b>
April 13	Easter Monday- <b>Possible Make-Up Day No</b>
<b>School</b>	
April 14	No School – Possible Make-up Day
May 8	Act 80 Day – <b>No School for Students</b>
May 25	Memorial Day – <b>No School</b>
June 3	Graduation & Last Day for Students
June 4	Clerical