

# *JENKINTOWN MIDDLE/HIGH SCHOOL*

## *2024-2025 Handbook*

*West and Highland Avenues  
Jenkintown, Pennsylvania 19046*

*Middle/High School: (215) 884-1801  
M.S./H.S. Athletic Office: (215) 886-9393  
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**Please read the stated expectations, policies and procedures in this handbook.  
Please take advantage of this resource.**

**JENKINTOWN MIDDLE/HIGH SCHOOL MISSION STATEMENT**

Jenkintown Middle/High School fosters the academic, social and emotional growth of all students within a small, nurturing community grounded in tradition. Through personalized, relevant and challenging educational experiences, students acquire knowledge, skills, and capabilities to develop respect and responsibility for themselves and others to thrive as contributing citizens within a changing global community.

### **PHILOSOPHY STATEMENT**

It is our endeavor to create an educational climate in which students experience both success and challenge. We hope to instill the realization that learning is integral to growth and extends beyond the scope of the school district's program.

### **CURRICULUM**

The curriculum in grades seven through twelve includes the academic subjects and fields of enrichment that are deemed essential in a balanced American education. During the first three years a required course of study is provided. The elective aspect begins in grade nine with increased opportunities through grade twelve.

In grades seven and eight, English, mathematics, social studies, science, art, music, practical arts, health, technology courses and physical education are required. Foreign language study is available beginning in grade seven on an exploratory basis.

In grades nine through twelve, the expectation is that all students will take eight classes each year.

### **DAILY SCHEDULE AND CLASS ROTATION**

Jenkintown Middle/High School operates under a nine period day schedule with optimal student learning as the focus. Classes meet daily for 42-minute periods.

#### **9 Period Bell Schedule**

##### **Scenario 1**

Homeroom – 8:00 – 8:07 AM  
Period 1 – 8:10 – 8:52 AM  
Period 2 – 8:55 – 9:37 AM  
Period 3 – 9:40 – 10:22 AM  
Period 4 class – 10:25 – 11:07 AM

Period 5 lunch – 11:10 – 11:40AM  
Period 6 – 11:43 – 12:25 PM  
Period 7 – 12:28 – 1:10 PM  
Period 8 – 1:13 – 1:55 PM  
Period 9 – 1:58 – 2:40 PM

##### **Scenario 2**

Homeroom – 8:00 – 8:07 AM  
Period 1 – 8:10 – 8:52 AM  
Period 2 – 8:55 – 9:37 AM  
Period 3 – 9:40 – 10:22 AM  
Period 4 lunch – 10:25 – 10:55 AM

Period 5 class – 10:58 – 11:40 AM  
Period 6 – 11:43– 12:25  
Period 7 – 12:28– 1:10 PM  
Period 8 – 1:13 – 1:55 PM  
Period 9 – 1:58 – 2:40 PM

In order to reduce the impact of early dismissals related to extra-curricular activities, the afternoon schedule rotates. The rotation is described as A, B and C week. Afternoon classes rotate with this three- week cycle as follows:

**A Week = (7,8,9)**  
**B Week = (8,9,7)**  
**C Week = (9,7,8)**

### **ATTENDANCE/TARDY POLICY**

Effective education requires a continuous program of instruction and the consistent effort of each student. Daily attendance is essential for full learning and growth.

The parent/guardian must telephone the school office by 8:30 AM each day a student is absent or late. You may call the high school office (884-1801). **A student must present a note**, preferably an absence card, signed by the parent or guardian indicating the reason for the absence or lateness to the office when he/she returns to school.

#### **A. Absence from school**

1. If a student will not be in school on a particular day the parent/guardian is requested to call the school office to notify the school of the absence. When school personnel are not notified of a student's absence, a daily call will be placed to the parent/guardian to determine the reason for the absence.
2. The school must receive a written explanation of the absence within 2 days after the return of the student to school. If the notice is not received within the specified two days, the absence will automatically be recorded illegal.
  - A student who attends up to or past 1:15 p.m. will be credited with a full day of school.
  - A student who attends up to or past 11:15 a.m. but leaves prior to 1:15 p.m. will be credited with a half day of school.
  - A student who arrives after 8:00 a.m. but before 11:10 will be marked tardy; after 11:15 and before 12:30 p.m. will be charged with a half-day absence.
  - A student who leaves prior to 1:15 p.m. (e.g., goes home ill) will be charged with a half-day absence.
  - A student who arrives after 12:30 p.m. will be charged with a full day absence.
  - To participate in co-curricular activities, a student must arrive to school by 11:10 am.

#### **B. Unexcused Absences (Illegal Absences)**

Unexcused absences are not cumulative from one academic year to the next. "Unexcused Absence" is the absence of a student due to avoidable situations, illegal employment, family vacation or no written explanation of absence. **Students may not make up work, projects, quizzes, or tests missed during an unexcused absence. Appeals will be granted at the discretion of the principal.** Unexcused absences include, **but are not limited to**, the following:

- Oversleeping, car trouble, missing a ride, etc...
- Cutting class or school.
- Any absence that is not cleared within 48 hours after the student returns to school.
- Extended weekends, or unexcused family vacations.
- Helping family to move, babysitting/sibling care.
- Unauthorized student employment during school hours.

#### **C. Excessive or Habitual Absences**

1. If a student is absent five (5) consecutive days or more, a statement from a medical professional is required. It must be obtained within two days after the student returns to classes for the absence to be excused. The statement from the medical professional should note the date of the treatment and expected return date.
2. After a student has accumulated 15 excused or illegal absences or tardies, school authorities will require verification (statement from a medical professional) for each subsequent absence. It must be obtained within two days after the student returns to classes for the absence to be excused. If the verification is not received, the absence will be considered illegal.

#### **D. Excused absences**

The Public School Code of Pennsylvania and the State Board of Regulations list a number of specific reasons for which a child may be excused from school for all or part of a school day. These include:

1. Observance of religious holidays
2. Religious Instruction (max. of 36 hrs. /school yr.)
3. College visitations approved by the principal

Seniors are encouraged to visit colleges as part of the college selection process. Visits to institutions of higher learning can be easily arranged during the summer, during school district holidays and on weekends. Senior students who would like to visit colleges during the school year are to:

- Submit a completed "Prearranged Absence Form" to the principal in advance of the visit. The request is to include the date of the request, the date of the visit, the name and address of the institution, the parent's signature and the student's signature.
- After receiving approval, the student is to inform teachers of the anticipated absence. Upon return to school, the student is to provide the guidance counselor with documentation from the college,

confirming the visit. Approved visits to colleges are excused absences. Students absent from school for these visits are responsible for make-up work missed during the absence. Although college visits are valuable, it is recommended that each visit require no more than one school day of absence and that no more than three days of school be missed during the year for college visits.

4. Educational trips not sponsored by the school that have been evaluated and approved by the principal. Parents requesting such consideration must submit a written request to the principal prior to the trip specifying the educational value of the trip and the supervision that will be provided for the student(s) participating. No more than 5 school days per academic year will be considered excused.
5. Health Care - Absence for a portion of the school day may be excused for a medical or dental appointment, which cannot be arranged after school hours when requested in writing by a parent/guardian. Verification of the appointment from the doctor's office, stating date, time, duration of visit and purpose of visit, will be required upon the students return to school.
6. Other examples of urgent reasons may include: Illness or recovery from an accident; Quarantine of the home; Death of an immediate family member (parent, sibling, grandparent, cousin, aunt, and uncle).
7. Court appearance
8. Family emergency

### **E. Tardy Policy**

Punctual attendance is an important factor in a students' success at school. Students who arrive to homeroom after 8:00 a.m. without an excused note from a parent/guardian will be considered tardy. On the fourth unexcused lateness per marking period, students will have detention the following day and will continue to be assigned a detention for every lateness to school thereafter. After a student has accumulated 15 excused or illegal absences or tardies, school authorities will require verification (statement from a medical professional) for each subsequent absence or tardy. It must be obtained within two days after the student returns to classes for the absence to be excused. If the verification is not received, the absence will be considered illegal.

### **Early Dismissal**

A student requesting an early dismissal shall present a written excuse to the school office with a date, time, and reason signed by the parent/guardian. A student will not be dismissed from class until the specified date and time.

### **Lunch Policy**

Students in grades 7 – 12 may not leave campus during the lunch period.

## **GRADING**

### **Grading System**

Student grades are based on the following:

A+	98 - 100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59% or below

### **Withdraw Pass (WP) – and Withdraw Fail (WF)**

A withdrawal may be given under unusual circumstances. Administrative and parental permission is required for a student to drop a class. A course dropped after 2 weeks of the semester will be given a grade of "Withdraw Failing"

(WF) or ‘Withdraw Passing’ (WP). Withdraw Failing will be treated as an attempted credit when GPA is calculated. Withdraw passing will not. Both, however, will appear on the official transcript.

### **Audit (AU)**

A student may audit a course, provided there is space available. Students must have parent and teacher permission and are required to attend all classes and complete all course requirements. Audited courses do not count toward regular fulfillment of graduation requirements and are not computed in a student’s GPA. Audited classes will be recorded on transcripts.

### **Incomplete (I)**

A grade of Incomplete may be given when the structure of a course allows for such grading or when a student’s work is not finished because of illness or other **extenuating circumstances** and/or excused absences. If not made up within six weeks after the completion of the course, the incomplete will become an F. For purposes of athletic eligibility, an incomplete registers as a grade of “F”

### **Credit/ No-Credit (Cr/NC) and Pass/Fail (P/F)**

There are two ways to implement the credit/no-credit or pass/fail basis for grading:

- Instructional departments will determine the courses in their programs to be offered on a credit/no-credit or pass/fail basis.
- This option is specified in a student’s IEP or 504 plan.

A student must have written parental consent in order to take a course on a pass/fail basis.

A student may take no more than two courses on a pass/fail basis in any one semester. Exception to this limit may be specified in a student’s IEP or 504 plan.

Courses taken for pass/fail credit are not computed in a student’s grade point average but are entered on his/her transcript. Failing will be treated as an attempted credit when GPA is calculated.

For the purpose of athletic eligibility, Pass registers as a passing grade (D or higher) and a Fail as a grade of “F”.

### **Dropping or Adding Subjects**

Students may not drop, discontinue or add subjects without the permission of the principal subject to the following conditions:

1. Students will be allowed to arrange for a schedule change during the **first two weeks** of school.
2. Students must have parent approval.
3. Changes may be made only after consultation with the instructor of the subject to be dropped and/or added.
4. Classes dropped after the second week of a semester are recorded on the student’s transcript with a WP (“withdrew passing”) or a WF (“withdrew failing”). **Withdraw Pass – (WP) – and Withdraw Fail (WF)**. Withdraw Failing will be treated as an attempted credit when GPA is calculated. Withdraw passing will not. Both, however, will appear on the official transcript.

### **Report Card Procedures**

Report cards will be available to parents and students via PowerSchool for students in grades seven through twelve on a quarterly basis. Credits are earned based upon the final grade for each subject.

At the end of the four report periods, the average of the four grades plus the examination grades will determine the final grade. If there is no examination grade, the average of the four report period grades will determine the final grade. For grades nine through twelve the report card is used to establish cumulative annual scholastic records that appears on the student’s transcript.

The final grade for semester courses will be determined by the average of the two report card grades and the examination grade.

### **Examination Information**

Final Examinations are worth 10% of the overall grade for high school courses.

### **Honor Roll**

To earn Honor Roll status, an average of 90 in scholastic grades (without C's) for all courses except correspondence courses and independent study courses outside of school curriculum is required. A failing grade for any of these courses will eliminate a student from the Honor Roll for that particular report period.

The Honor Roll will be compiled for each report card period. Such listings will be considered in awarding the Honor Key at Commencement.

## **GRADUATION REQUIREMENTS (Grades 9-12)**

The following graduation requirements are in place for the 2024-2025 academic year for students in 9 – 12 grades:

### **High School Diploma**

<b><u>Subject Area</u></b>	<b><u>Credits</u></b>
English	4
Mathematics	3
Science	3
Social Studies	4
Information Technology	.5
Public Speaking	.5
Health	.5
Physical Education	1.5
Electives	8

### **Distinguished High School Diploma**

English	4
Social Studies	4
Science	4 (Bio and Chem Required)
Mathematics	4
Information Technology	.5
Public Speaking	.5
Health	.5
Physical Education	1.5
Electives	9.5

**\*\*Total Required Credits for Graduation 25**

**\*\* Distinguished Diploma Recognition 28.5**

*\*Many colleges and universities require a minimum of 2 years of the same foreign language.*

*\*\*All students must also complete the state mandated graduation project in order to graduate.*

### **Graduation Project**

The purpose of the graduation project is to enable students to apply the skills learned in both their completed coursework and their ongoing courses. Student will perform community service and present their experience to a panel of teachers during the spring semester of their junior year or the fall semester of their senior year.

### **The Graduation Ceremony – Senior in Good Standing Administrative Guideline**

The School District of Jenkintown recognizes the need for school sites to maintain high standards of student conduct and behavior, and therefore supports the practice of providing the traditional graduation program/ceremony for students in good standing. The graduation ceremony is held to recognize seniors who have successfully completed

the required course of study and number of credits, and demonstrated good attendance, academic achievement and appropriate behavior throughout their final semester.

The administrative guideline holds second semester seniors to continued academic and behavioral expectations commensurate with Jenkintown High School's high standards. Participation in the graduation ceremony is voluntary and considered a privilege. Under the guideline, a student may qualify to earn a graduation diploma, yet still be restricted from participation in the ceremony. Eligibility to participate in the graduation ceremony includes:

- Meeting District graduation requirements.
- Passing all second semester classes. Grades of F, Incomplete, NC will prevent students from participating in the graduation ceremony.
- Attending classes. Students who are considered habitually truant with 15 or more unexcused absences during their final semester will be restricted from the ceremony.
- Behaving appropriately. Suspensions as a result of serious offenses, such as vandalism of school property, fighting, or being under the influence of a controlled substance at a school-sponsored or school-related activity are examples of incidents that are likely to exclude a senior from participation in the ceremony.
- There is an appeal process in place for students with extenuating circumstances.

### **COLOR DAY LEADER CRITERIA**

Color Day is a district-wide event filled with school and community spirit. Students in grades 8 and 12 have the opportunity to be nominated for the position of Color Day Leader if they meet the following criteria:

- At the time of the ballot creation, the student must be in good standing with regards to the district's attendance policy. If the student has received detentions or written notification to his/her parents concerning attendance concerns, the student will forfeit the privilege of being considered for this position.
- At the time of the ballot creation, any student who has served more than 2 administrative issued detentions for disciplinary reasons during the school year will forfeit his/her privilege of being considered for this position. Any student who has had more than 3 unexcused latenesses to school or 3 unexcused absences will also forgo the opportunity to be considered for the position of Color Leader.
- Any student wishing to appeal the decision to remove them from this opportunity must do so by writing a letter to the MS/HS Principal. The MS/HS Principal will make the final determination of a student's eligibility to be a Color Day Leader.

### **ELIGIBILITY TO ATTEND THE JUNIOR/SENIOR PROM**

Students in grades 11 and 12 are encouraged to attend the prom each year. The following criteria must be adhered to for a student to be eligible to attend the prom:

- Each student who attends Jenkintown Middle/High School and who wants to attend the prom must attend at least ONE of the two pre-prom meetings held each year. One of these meetings will occur in the evening and one will occur in the morning prior to the school day. The meetings will be advertised via a letter sent home in March, weekly newsletter submissions by the MS/HS Principal, morning announcements to students, and on the district's website.
- Any student who cannot attend either of the meetings must notify the building principal at least one week prior to the meetings.
- If an emergency situation or illness results in a student not being in attendance at one of the meetings, the principal must be notified ASAP and an alternative meeting time will be arranged. The principal has the authority to determine whether the reason for the absence is classified as an emergency.
- Students must be "up-to-date" with their class dues.

# STUDENT CONDUCT

## Mission/Philosophy

The School District of Jenkintown, recognizing that all students can learn, is committed to providing opportunities for students to acquire the skills to adapt and contribute to a changing society.

Respect is the foundation of a safe and caring environment. Rules and regulations are necessary for the orderly conduct of the school. A fair, consistent Code of Conduct is an integral part of a sound educational program. The goals of this document are:

- To provide an atmosphere within the school of mutual respect and of productive interdependence.
- To guarantee the rights of staff and students by providing a Code of Conduct that establishes rules and regulations designed to create an atmosphere where students can learn
- To guarantee the rights of each individual through fair and reasonable treatment of violators of this code
- To affect a positive change in behavior
- To provide an environment free of discrimination based on race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability.
- To comply with federal, state, and local laws

## Student Responsibilities

The Pennsylvania Code Title 22, Education, Chapter 12 STUDENTS, outlines the following responsibilities:

- a. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformity to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- c. Students should express their ideas and opinions in a respectful manner
- d. It is the responsibility of the students to conform with the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - (3) Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - (4) Assist the school staff in operating a safe school for all students enrolled therein.
  - (5) Comply with Commonwealth and local laws.
  - (6) Exercise proper care when using public facilities and equipment.
  - (7) Attend school daily and be on time at all classes and other school functions.
  - (8) Make up work when absent from school.
  - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - (10) Report accurately and not use indecent or obscene language in student newspapers or publications.

## Staff Responsibilities

To ensure a safe environment conducive to learning, each staff member should promote an atmosphere of respect and responsibility. It is the teacher who is the primary disciplinarian and as such is responsible for intervening upon unacceptable student behavior with fairness and consistency. However, depending on the



seriousness of each action, it may be necessary to refer certain situations directly to the administration. Educators have the responsibility to collaborate with parents and students. The Administration will review the Code of Conduct at the beginning of each school year with the staff.

### **Parent Responsibilities**

Parents have the primary responsibility for their child and need to collaborate with educators to ensure that their child receives an appropriate education. A vital part of education includes regular and timely attendance, which is the parents' responsibility. Parents should model and teach their child respect for other's rights, responsibility for one's obligations and choices, integrity and attributes of good citizenship.

### **Behavioral Expectations**

School is a safe, special place with its own set of standards:

- Treat everyone with respect and dignity.
- Be on time and prepared for class.
- Do your best. Try, ask questions, and seek help.
- Express yourself in an appropriate manner.
- Make responsible choices about clothing.
- Assume responsibility for the care of school property.
- Develop and maintain a high sense of academic and personal integrity.
- Do not carry or use *tobacco*, drugs, alcohol and/or weapons.

### **Administrative Detention**

Only the principal or disciplinarian may issue administrative school detentions to be served before school. All teachers are encouraged to respond to individual classroom incidents before issuing a referral to the principal or disciplinarian. Teachers should establish consequences before referring to the principal or disciplinarian.

As possible, referrals to the principal or disciplinarian should be limited to:

- Disruptive behavior in the cafeteria, playground, hallways, study halls, assembly, etc.
- Extremely disruptive classroom behavior which requires immediate attention from the principal or disciplinarian
- Excessive lateness to class

In the Middle/High School detention is held from 7:15 AM to 7:55 AM.

The following regulations are to be enforced consistently during detention:

- Students must be silent
- Sleeping is not permitted
- Students may not leave the room
- School work may be completed; school-related reading is encouraged
- Students violating these regulations will not receive credit for the detention and will be assigned the following morning
- Students arriving late to detention will not be admitted; s/he will be reported as not in attendance
- Failure to serve administrative detentions could result in in-school suspensions.

### **Cell Phone Procedures – 2024-2025 School Year**

- 1) Students will be permitted to utilize cell phones in the hallways during passing periods
- 2) Students will only be able to use cell phones in the classroom setting to complete specific work assigned by the teacher with the teacher's permission. The teacher is responsible for supervising the work being done.
- 3) A student wishing to leave the classroom during instructional time for any purpose must relinquish his/her cell phone. Safe cell phone holders will be provided in each classroom should teachers wish to use them.

- 4) Teachers wishing to have students store their cell phones in their classroom in a storage unit will be provided with that unit. In this case, students will drop the phones in the unit upon entering class and then pick them up on their way out of the room.
- 5) Students will be permitted to use cell phones during their lunch period.

### **SUSPENSION/EXPULSION– POLICY #233**

Student suspension or expulsion from school may be warranted for, but not limited to, the following offenses:

1. Buying, selling, giving, receiving, transferring, possessing, using or being under the influence of unauthorized drugs or other substances in school, on school property, or at any school sponsored activity.
2. Use, possession, or being under the influence of alcoholic beverage in school, on school property, or at any school sponsored activity.
3. Any action, which is deemed to have been a threat, or to be a threat, to the health, safety, or welfare of other students or school employees.
4. Possession of a weapon in school, on school property, at any school sponsored activity or a public conveyance providing transportation to and from a school or school sponsored activity.
5. Fighting.
6. Stealing.
7. Disrespectful speech or actions.
8. Obscene conduct or language.
9. Habitual detentions or refusal or failure to serve assigned detentions.
10. Repeated or multiple cutting of classes.
11. Excessive unexcused tardiness to school.
12. Truancy.
13. Forgery.
14. Vandalism of any nature, including defacing, damaging, or destroying school property or the property of any school employee, student or visitor on school grounds.
15. Unauthorized entry into a school building or other school district property.
16. Leaving school or school property without permission.
17. Refusal to leave school or school property upon direction.
18. Smoking and tobacco use. Possession of tobacco products or lighters on school property.
19. Setting a false fire alarm. Student will also be referred to the Fire Marshall's office.
20. The use of any racial or ethnic slurs.

### **Controlled Substances – Policy # 227**

To comply with existing federal and state laws concerning controlled substances, the Board declares that the use, consumption, distribution, sale, offering for sale, possession of, holding, manufacture, or being under the influence of anabolic steroids, alcohol, controlled substances or other drugs in any form without proper medical prescription is prohibited on school property and at all school related activities. The possession, distribution and sale of drug paraphernalia, such as roach clips, pipes and bowls, but not limited to these, are also prohibited. These prohibitions extend to visitors and guests on school property and at such school related activities. All desks and lockers provided for the use of the students shall be subject to inspection at any time by school authorities. Individuals violating this policy are subject to disciplinary action and referral to the Student Assistance Team.

### **Use or Possession**

1. If a student is suspected of illegal use of controlled substances:

- The student will be immediately escorted to the Nurse's office. The nurse will determine if the situation is emergent, urgent or routine and respond appropriately.
- The administrator will be notified and efforts will be made to determine use of controlled substances. This may include but not be limited to: student admission of use, student possession of anything that verifies suspicion or interviews of peers or eyewitnesses.

- If the incident occurs at a school related function the student would be referred to the chaperone or school official in charge of the function. In the case of emergency, 911 will be called as well as the student's parent/guardian.
2. If the suspicion is not confirmed:
- The parent/guardian will be notified of the situation with recommendations for follow-up.
3. If the suspicion is confirmed:
- The student will be referred for appropriate medical attention.
  - The student will be subject to an out-of-school suspension for a minimum of three school days and a 90 calendar day suspension from any co-curricular activities including practices, meetings, games, dances, etc. Should the activity have less than 90 calendar days, the remaining days will be carried over to the next activity in which the student wishes to participate.
  - The parent/guardian will be notified of the situation.
  - A police investigation will be initiated.
  - A referral to a SAP agency will be made.
  - A record of the incident will be made.
  - A reinstatement meeting will be scheduled.  
At the conference with the principal, SAP team member, student and parents a referral will be made to the SAP team. The student's previous record, the prospect of rehabilitation and the welfare of the student body as a whole are matters of prime consideration.
  - In order to resume participation in all activities the student must demonstrate that he/she has initiated the SAP team recommendations.

### **Repeat Offenders**

Students found to be in violation of this policy on more than one occasion will be subject to recommendation to the school board for an expulsion hearing.

### **Sale and/or Distribution**

1. The student found to be selling or distributing controlled substances on school property or at school related functions:

- Shall be taken immediately to the building principal and/or administrative designee in charge.
- The parent/guardian will be notified
- The superintendent will be notified
- The police will be notified
- The student's school attendance and participation in co-curricular activities will be subject to an out-of-school suspension
- The case will be referred to the school board for an expulsion hearing.
- Readmission to school will be contingent on the school board action.

In addition, students who participate in Co-Curricular Activities are subject to the following:

- Any student who illegally possesses, uses or distributes drugs or anabolic steroids off school property will result in the dismissal from the activities in season for the balance of that season. Should this dismissal period be less than 90 calendar days, the remaining days will be carried over to the next activity in which the student wishes to participate.

### **Computers - Acceptable Use Policy : Policy 815**

#### **JSD NETWORK**

The JSD NETWORK is provided for students and staff to conduct research and communicate with others. Access is a privilege and entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over these networks. Independent, yet monitored, access to Internet and email services is provided to High School students who agree in writing to act in a considerate and responsible manner and whose parents have been notified of guidelines for student internet use. District elementary and middle school students may access the Internet only under direct supervision of a staff member or supervised parent volunteer. Students may not disclose or disseminate personal identification information about themselves or others when using the Internet (World Wide Web), in email communications or other forms of direct electronic communication. Students may not participate in chat rooms.

Blocking software will be used to protect minor students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) on the Internet. An administrator, supervisor, or person authorized by the school board may disable the technology protection measure if needed for research or other lawful purposes.

## **Users**

All students and staff members shall will sign the Acceptable Network Use Agreement and comply with District standards and honor the agreements they have signed or lose their access privilege. The Technology Department regularly monitors unauthorized access or unlawful activity on District network computers and servers.

Electronic information available to students and staff does not imply endorsement of the content by the District, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the Internet. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Since network storage areas are school property, network administrators may review and delete files and communications to maintain system integrity and insure that users are using the system responsibly and in accordance with Acceptable Network Agreement. Users should not expect that files stored on District servers will always be private or secure. Network storage areas may be inspected by the District at any time. Users of the network should have no expectation of privacy with respect to use of JSD NETWORK.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with District Policy 815, accepted rules of network etiquette, and Federal and State law. Acceptable Network Use Agreements for each level are attached. Specifically, the following are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for fundraising purposes, except for links approved by the principal to websites of school-related organizations/clubs.
3. Use of the network for non-school related work on more than an incidental basis.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. Use of the network to disrupt the work of other users.
13. Impersonation of another user.
14. Sharing District password with, or allowing password to be used by, anyone else.
15. Loading or use of unauthorized games, programs, files, or other electronic media.
16. Destruction, modification, or abuse of network hardware and software.
17. Quoting personal communications in a public forum without the original author's prior consent.

### **Failure to adhere to these rules may lead to the following:**

1. Suspension or revocation of network privileges;
2. Suspension or revocation of computer access;
3. Suspension or expulsion from school.

### **Dress and Grooming – Policy #221**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board authorizes the building principal or designee to monitor student dress and grooming and enforce school rules prohibiting student dress or grooming practices which:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

### **Electronic Devices – Policy #237**

The Board prohibits possession of laser pointers and attachments and telephone paging devices by students on school grounds, on buses and other vehicles provided by the district, and at school sponsored activities. The Board prohibits the use of cellular telephones on school property during school hours. This prohibition shall not apply in the following cases, provided that the building principal approves in advance the presence of the telephone pager:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for a telephone pager due to the medical condition of an immediate family member.
3. Cell phone must be turned off during the school day unless specifically being utilized for educational purposes at the direction of the teacher.

If a student is in possession of a laser pointer, cellular telephone or telephone pager, the teacher or other staff will send the item to the office and the item will be confiscated. The student may reclaim the item at the end of the day or the next day after serving an administrative detention.

Repeat offenders are subject to detention or suspension as indicated.

### **Harassment – Policy #248**

The Board prohibits all forms of harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to properly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action to be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

#### **Complaint Procedure:**

A student or third party who believes that s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. If the building principal is the subject of the complaint, the student or third party or employee shall report the incident to the Compliance Officer (Superintendent).

The complainant or reporting employee is encouraged to use the report form (attached) but an oral complaint shall be acceptable. The building principal shall report the incident to the Compliance Officer and will then be directed to investigate.

The investigation may consist of individual interviews with the complainant, the accused, and others knowledgeable of the incident. Other information and materials may also be evaluated. The obligation to conduct this investigation is not negated by a criminal investigation.

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

recommended disposition of the complaint. Copies shall be provided to the complainant, the accused and the Compliance Officer.

If the investigation results in a finding that the complaint is factual and constitutes a violation of the policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. If it is concluded that a student has knowingly made a false complaint under this policy, the student will be subject to discipline.

If the complainant is not satisfied with the finding, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. The Compliance Officer will conduct an investigation and prepare a written response within fifteen (15) days.

### **Hazing Policy #247**

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

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

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

#### **Complaint Procedure:**

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building 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.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

### **Honor System (Plagiarism Procedures)**

#### ***Jenkintown High School Plagiarism Procedures***

***Plagiarism*** is the act of using another person's ideas or expressions in your writing without acknowledging the source. (*MLA Handbook for Writers of Research Papers, Third Edition.*)

#### ***Guidelines***

In the School District of Jenkintown, students and their parents/guardians, teachers, staff, and administrators honor the intellectual property of others and educate students to engage in fair use of original ideas by citing sources of works completed by others.

To implement this philosophy throughout the district, a consistent set of procedures and consequences has been established for the elementary, middle, and high school levels. In addition, a plan to provide consistent instruction about plagiarism, staff development, and communication about plagiarism to parents/guardians has been developed and is included in this regulation.

## ***Rules and Procedures***

When plagiarism takes place in an academic setting, it is most often handled by the individual teacher and administrator involved. The following procedures and consequences have been established for handling issues related to plagiarism at Jenkintown Middle/High School.

At Jenkintown Middle/High School, the following process is followed when a teacher suspects a student of plagiarism:

- 1) The teacher meets with the department chair and discusses the specifics of the concern.
- 2) If the parties concur that an act of plagiarism has occurred the teacher will do the following:
  - a) inform the student that the student is suspected of having plagiarized and that a behavior referral report will be completed.
  - b) inform the student's parents/guardians about the incident and the consequences
  - c) inform the administration of the event.
- 3) If the student acknowledges that he/she has plagiarized, the teacher will assign consequences as outlined below for the first instance of plagiarism.
- 4) If the situation remains unresolved, the principal will meet with the student, at which time the student will present his/her account of the incident. Parents/guardians are invited to attend this meeting.
- 5) After considering both accounts of the incident, the principal will make a decision and inform the student, the parents/guardians, and the teacher of this decision.

If the parents/guardians or teacher chooses to appeal the principal's decision, he/she should contact the Superintendent.

The consequences for plagiarism are as follows:

- 1st incident – zero for the assignment and teacher calls parent/guardian
- 2nd incident – zero for the assignment and administrative detention
- All subsequent incidents - zero for the assignment and in-school suspension.

*It is important for students and parents/guardians to recognize that due to the weight of some assignments, receiving a zero on an assignment could result in a grade of "F" for the marking period.*

### **Instruction about Plagiarism**

Instruction about plagiarism will begin at the elementary level and continue through middle and high school. Concepts and examples will be based upon the developmental needs and capabilities of students. Instruction will occur primarily in those subjects requiring research and is included as a component of the library curriculum. As curriculum revision occurs, topics related to plagiarism will be considered in all departments or grade levels.

### **Possession of Weapons – Policy #218.1**

Pennsylvania Law Act 26 requires that any student found to be in possession of a weapon on school property, in a school program or event, or while traveling to or from a school, school program, or event, be subject to arrest and expulsion from the school for at least one year. The law defines a weapon as "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious

bodily injury.” The law does not require that the student try to use the weapon. Possession includes weapons found on the person as well as in school bags, desks or lockers. This policy is in effect twenty-four (24) hours a day, seven (7) days a week.

A staff member or student shall report to the building principal or school staff any information that another student is carrying a weapon. The building principal shall conduct an investigation of the report.

Any student who is determined to have brought a weapon onto any school property, any school sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one (1) year. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. The Superintendent shall, in the case of exceptional students, take all steps necessary to comply with IDEA.

Any violation of this policy shall also be reported to the police.

### **Public Display of Affection**

Public display of affection within the educational environment is unacceptable. It is the goal of the high school to establish proper modes of behavior for students throughout the school day. Steps taken to address this behavior include student-teacher discussion, student-counselor discussion and disciplinary action.

### **Removal of a Suspension Record**

A student (or parent/guardian thereof) with senior standing, with a record of one prior suspension, may submit a written request to the Superintendent to remove from that student’s official school file the record of that suspension, unless that student was suspended for any of the following acts:

- Possessing, selling or otherwise furnishing a firearm;
- Causing serious physical injury to another person, except in self-defense;
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds;
- Possession or unlawful sale of any controlled substance, as defined in the Health and Safety Code;
- Robbery or extortion;
- Committing or attempting to commit sexual assault, or committing sexual battery;
- Assault or battery upon any school employee.

### **Searches – Policy #226**

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers closed and locked. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building. The Board reserves the right to authorize its administrators to inspect a student’s locker when such employee has a reason to believe that the locker is improperly used for storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. Except in emergency circumstances, the student user of the locker should be present during the search along with a third party. When for reasonable suspicion and if necessary to ensure that the schools are drug and alcohol free, the Board reserves the right to authorize the administration to initiate more aggressive material measures for locker searches with the use of drug sniffing dogs, the purpose being to deter students from bringing drugs and other controlled substances into district buildings.

The administration shall reserve the right, when it deems appropriate, to inspect the contents of luggage, suitcases, backpacks and containers of a similar nature of participating student, to ensure they are free of drugs and alcohol when they participate in school sponsored/school approved trips, and provided that the participating students and his/her parent or guardian furnishes the school district with written permission to make such an inspection on a form provided by the school district. The administration shall have the right to prohibit or deny the students the opportunity to participate in the school sponsored/school approved trips if such written permission is not furnished to the administration by both the participating students and his/her parent/guardian.



### **Student Expression – Policy #220**

The Board respects the rights of students to express themselves in word or symbol and to distribute materials as part of that expression, but is also recognizes that the exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

The following are examples of expressions that violate the rights of others:

1. libel any specific person(s)
2. seek to establish the supremacy of a particular religious denomination, sect or point of view
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students
4. use indecent or obscene language to contain material deemed harmful to students who may receive them
5. incite violence; advocate the use of force; or urge violation of federal, state or municipal law, district policy or regulations
6. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

Rules and regulations for the distribution of printed material:

1. The principal shall designate a reviewer of all material to be distributed. The reviewer shall bear the burden of showing the material to be unprotected; require that the time consumed by the review process not be so excessive as to constitute a prohibition in and of itself; and delineate an appeal process.
2. The principal shall designate the places and times during which material may be distributed.
3. The principal shall require that students who distribute printed material be responsible for clearing any litter that results from the activity.
4. The principal shall determine the disciplinary action that will be taken for those students who distribute printed materials in contravention of this policy and district rules or who continue the manifestation of an unprotected expression after a person in authority orders that they desist.

### **Terroristic Threats/Acts – Policy #218.2**

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

- **Terroristic Threat** – shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
- **Terroristic Act** – shall mean an offense against property or involving danger to another person.

The Building Principal shall respond promptly and appropriately to any information concerning a possible or actual terroristic threat or act.

- The principal shall investigate the situation.
- The principal shall promptly inform the Superintendent about the incident.
- The principal may immediately suspend the student.
- Based on further investigation, the incident/student may be reported to law enforcement officials.
- The principal shall inform any person directly referenced or affected by a terroristic threat.
- The Superintendent may recommend expulsion of the student to the Board.
- The Superintendent shall, in the case of exceptional students, take all steps necessary to comply with IDEA.

### **Tobacco Use – Policy #222**

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the school. For the purposes of the policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. The Board prohibits the use and possession by students at any time in a school building and on any school property, buses, vans and vehicles that are owned, leased or controlled by the school district; to and from school or in the vicinity of school during the school day; at any school sponsored activity off school property.

Students found to be in possession and/or using tobacco as defined above are subject to the following consequences:

- One to three day in-school suspension will be issued at the administrator's discretion
- Fine of not less than \$25 nor more than \$600 plus court costs or admittance to alternative adjudication in lieu of fine.
- Students participating in Co-Curricular activities will be suspended from the next scheduled event for the first offense. A second offense will result in the student's dismissal from the activities in season for the balance of that season.

## **CO-CURRICULAR ACTIVITIES -Athletics & Student Activities**

### **Co-Curricular Code of Conduct**

**Adopted February 4, 2002**

#### **A Definition of Co-curricular Activities**

"Co-curricular activities are school sponsored, non-required activities in which students may choose to participate."

##### **Statement of Purpose**

The purpose of co-curricular activities in The School District of Jenkintown is to complement the academic program by providing opportunities for students to grow and excel in personal, social and life skills.

##### **Belief Statements**

1. Every student should have the opportunity to participate in a co-curricular activity.
2. Co-curricular activities are an integral part of our educational program.
3. The experiences of co-curriculars relate to and prepare for success in life.
4. Co-curriculars provide opportunities to expand specialized skills and abilities.
5. Co-curriculars enable students to have fun.
6. Co-curricular activities are learning experiences.
7. Co-curricular activities are expected to strive for excellence.

We believe that co-curricular activities are integral to the educational program. They provide opportunities for all students to support and extend their academic learning. Co-curricular activities should support the goals of teaching students to be responsible and fulfilled human beings providing them with opportunities to develop citizenship, sportsmanship, critical thinking, social and physical skills.

We believe the co-curricular program should provide a variety of experiences that allow all students to explore their options and abilities. Success in these activities can result in increased self-respect, self-esteem and self-confidence. We believe that the characteristics of teamwork, cooperation, time management, organization and pride in achievement that can be developed in co-curricular activities can then be transferred to the student's academic learning.

The School District of Jenkintown offers the following sports for interscholastic competition.

<b>Fall:</b>	Varsity/JV	Cross Country	Girls & Boys
		Football	
		Girls & Boys	
		Field Hockey	

		Tennis	Girls
		Soccer	Girls & Boys
	Middle School	Field Hockey	
		Football	
		Soccer	Girls and Boys
<b>Winter:</b>	Varsity/JV	Basketball	Girls & Boys
		Bowling	Girls & Boys
	Middle School	Basketball	Girls & Boys
<b>Spring:</b>	Varsity/JV	Baseball	
		Lacrosse	Girls
		Tennis	Boys
		Track	Girls & Boys
	Middle School	Baseball	
		Lacrosse	Girls

The School District of Jenkintown offers the following non-athletic activities:

- National Honor Society
- Theater – Musical and Drama
- Interact Club
- Vocal Music
- World Affairs Club
- Mock Trial Team
- Yearbook
- Newspaper
- Literary Magazine
- GSA
- Microcredit Club
- Art Club
- Photography Club
- Student Council
- Instrumental Music
- Biology Club
- Computer/Gaming Club

### **Co-Curricular Code of Conduct**

This policy applies to all co-curricular activities at Jenkintown Middle/High School.

Co-curricular activities are generally defined as, but not limited to, any activity in which credit for graduation is not granted. Students are expected to abide by the specifics of this Code of Conduct.

### **SPORTSMANSHIP:**

It is the privilege and duty of every person connected with the co-curricular program to exemplify good sportsmanship by his/her own actions and earnestly advocate it before others.

Good sportsmanship is defined as common courtesy, cooperation, self-discipline and integrity. It reveals the spirit of the individual, the organization, the school and the community at large.

### **ATTENDANCE (Full Day):**



grades to a passing level. If after two weeks the student is still failing more than one subject, he/she will be ineligible for one week beginning with the following Monday.

### **Physical Forms and Impact Concussion Testing**

- 1) **NO STUDENT IS PERMITTED TO PARTICIPATE IN ANY ACTIVITIES WITHOUT A COMPLETED PHYSICAL FORM, WHEN SAID PHYSICAL IS REQUIRED. THEY MAY NOT WORK OUT WITH THE TEAM OR IN THE PRESENCE OF THE COACHING STAFF.**

### **Locker Room Security**

Security in locker rooms is difficult when considering the numerous participants and varied practice schedules. Please remind participants to secure valuables in a locked locker. Advisors/coaches should inform students of the following guidelines:

1. Leave valuables at home.
2. Keep lockers locked during practice.
3. Secure valuables in advisors/coaches room.
4. No student is to be permitted private access to the locker room.
5. Report suspicious students in locker room to advisor/coach or Administrator.

The game manager or Athletic Director gives visiting team coaches/advisors a key for the locker room or other facilities where warranted.

### **General Information**

1. A student may transfer to another activity (during the same season) upon approval of both advisors and coaches.
2. It is the principal's responsibility to enforce this policy. Appeals to his/her decision should be made through the Superintendent.

### **Insurance**

All students participating in athletics must indicate insurance coverage before they are permitted to practice or play. Students may purchase school accident insurance or be covered by an equivalent insurance.

Varsity football insurance is provided by the school district. This policy is secondary coverage to supplement the parents' primary coverage and terminates at the end of the football season.

### **Bus Behavior**

While riding the bus, students are directly under the supervision of coaches and sponsors as they are transported to and from away events. Bus drivers are not to be put in the position of having to control students.

The following should always be observed:

1. Students must remain seated.
2. Rowdy and loud behavior is not permitted as it distracts the bus driver.
3. Cleanliness of the bus. Shoes should be free of mud before boarding the bus.
4. Coaches and managers should inspect the bus and have all participants remove trash at the conclusion of the trip.
5. Coaches and managers should inspect the bus before and after each trip in an effort to pinpoint acts of vandalism while they can still be investigated.
6. Students should never be transported to or from an activity without appropriate supervision.

### **Parental Involvement**

Parent Code of Conduct:

- Set a good example for students during events
- Parents should not hinder a coach's/advisor's ability to run that event

- Parents have the right to address a program coach/advisor in an appropriate fashion regarding concerns about the program or their child's involvement. This discussion should not take place immediately after a game or function.
- Parents that are not satisfied after their meeting with the coach/advisor should follow the steps listed below:
  - 1) Meeting with Coach/Advisor
  - 2) Conference with Athletic Director and Principal.
  - 3) Should the parents still feel dissatisfied with their previous meetings they may request a meeting with the Superintendent.

\*\*The student will be expected to attend all of the above meetings

### **Athletics**

Jenkintown High School offers students in grades seven through twelve opportunities to participate in a variety of athletic activities.

1. Physical examinations are required before each sport season as stipulated by the PIAA (PA Interscholastic Athletic Association). Physical examinations are the responsibility of the parents. No student is permitted to practice without a completed form and physical exam. In addition, no student may practice unless school insurance or their own insurance covers them.

#### 2. Academic eligibility

##### **a) Students with one (1) failing grade:**

If a student has one failing grade during a weekly eligibility report, they are placed on academic probation and have one week to improve that failing grade to a passing grade, in order to regain full academic standing. If they fail to do so, they will be ineligible for a minimum period of one week or until such time when they have zero failing grades.

##### **b) Students with two (2) failing grades:**

If a student has two or more failing grades, they are immediately ineligible for a minimum of one week.

##### **c) Marking Period Closures:**

The marking period shall be deemed over whereupon grades are due to guidance. At the end of the marking period, students with one or more failing grades are academically ineligible for a minimum period of fifteen (15) calendar days. Weekly eligibility will resume on the third Friday after grades were due to be submitted to guidance.

### **National Honor Society**

Membership in the Jenkintown Chapter is based on four principles upon which the Society was founded: scholarship, leadership, service and character. Selection is based on the following criteria as set forth in Article II of the Chapter-by-Laws.

#### **Section 1**

Membership eligibility for the Jenkintown Chapter shall be determined after the fourth marking period. In order to be considered for induction, a student shall have a minimum cumulative grade point average of 90. Grade point average is defined as:

- **Grade 10** – the average of final grades in each subject in 9<sup>th</sup> grade.
- **Grade 11** - the average of the final grades in each subject in 9<sup>th</sup> grade and 10<sup>th</sup> grade.
- **Grade 12** - the average of the final grades in each subject in 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade.

#### **Section 2**

In determination of Grade Point Averages, special consideration will be given to students who have taken more challenging courses. The following upper level courses will be weighed at 1.1:

Advanced Physics	Honors Calculus
Advanced Biology	Honors English
Honors Social Studies	Honors Music
Honors V Spanish	Honors V French

#### **Section 3**

Candidates who meet the academic eligibility standards will then be required to:

- Complete and return a Student Activities Form.
- Complete an interview with the Faculty Council and an Officer of the Chapter.

Failure to return the Student Activities Form by the specified deadline and/or failure to participate in the interview process will be taken as student rejection of the invitation to apply for membership.

#### **Section 4**

The National Honor Society promotes the standards of leadership, service and character. To affirm and demonstrate these standards, each candidate shall provide evidence of:

- Participation in at least three school activities, one which must be non-athletic. Non-athletic activities include journalistic, artistic, musical & theatrical organizations, JADA, etc.
- Leadership in at least one school or community activity.
- Participation in at least one service project in the school or community.

#### **Section 5**

Although the faculty Council is ultimately responsible for determining eligibility, all candidates will be subject to review by the principal and the faculty.

#### **Section 6**

Selection of inductees will be by simple majority of the faculty Council.

**Once inducted, members are expected to maintain all eligibility standards.**

Additional details and information are mailed to parents yearly.

## **SOCIAL ACTIVITIES**

Approximately two weeks before any activity, the student committee of the sponsoring organization will obtain the Activity Forms from the high school office and will complete the forms in an appropriate manner to include designated head chaperone, custodians, faculty sponsor, audio-visual equipment.

### **Student Clubs and Organizations**

Complete description and information regarding participation is available with the activity sponsor.

Newspaper  
Athletics  
Audio Visual Team  
Set Design  
Class Officers  
Color Leaders  
Student Council (Middle)  
Computer Club  
Student Council (High)  
Interact Club  
Theater Arts Club  
World Languages Honor Society  
World Affairs Club (Middle)  
National Honor Society  
Yearbook

## **STUDENT SERVICES**

### **Assemblies**

Some assemblies take the place of one or more periods. Other assemblies require a special bell schedule. Assemblies are usually planned for the entire school, grades 7-12. Each class has an assigned section in the auditorium. Homeroom teachers will check attendance. Unless other directions are given, students are to report directly to the auditorium at the scheduled assembly period.

### **Change of Address/Phone Number/Email**

The student should report a change of address or telephone number to the office and have his/her parent verify said change. Prompt notification will ensure that all student records may be kept up-to-date. Proper documentation is required.

### **Class Dues**

Class dues are \$25 per year beginning in the freshman year. Fundraising activities are limited to parent groups, band, and athletic teams with approval from the principal. Dues cover mandatory expenses for the senior year such as yearbook, tuxedo rentals, flowers, etc.

### **Class Sponsor**

Each grade has a class sponsor, who, with the other homeroom teachers, is responsible for advising and helping individuals and the group. In order for classes to function effectively:

1. The class sponsor must approve the time and place for all class meetings.
2. The class sponsor must be present at all meetings.
3. Requests for class projects, dances, etc. must have the written approval of the class sponsor.

### **Fire Drills**

Fire drills are important safety measures. Students need to acquaint themselves with the fire drill directions posted in each classroom. During a fire drill, silence and order are required. Students remain in line and refrain from pushing or crowding on the stairways.

In leaving the building, students walk to the street allowing access for fire apparatus. Students remain with members of the class under the supervision of the assigned teacher. Students will reenter the building upon notification.

### **Hall Passes**

Students who leave class during the instructional period must obtain a hall pass from the assigned teacher. Students without authorized passes are subject to disciplinary action.

### **Homeroom**

Each student must report to “homeroom” daily to receive attendance credit, listen to the announcements for the day, and participate in various surveys, projects, etc. that take place in homeroom. Being present in homeroom on time ensures that the homeroom teacher will mark the student present and that the attendance summary published by the office is accurate. Students who arrive to school late must report to the main office.

### **Lockers**

A locker is assigned to each student at the beginning of his/her matriculation in the High School. Lockers are to be kept locked at all times. **All lockers are the property of the School District of Jenkintown.** There should be no expectation of privacy. According to school district policy the administration has the right to search a student’s locker at any time. The search may include drug-sniffing dogs to ensure a drug/alcohol free, safe environment.

### **School Closing**

On days when school must be closed, announcements will be made on most local radio stations and our web site. Parents/Guardians will also receive phone calls and text messages via the One Call Now System.

### **Visitors**

All visitors must sign in with the greeter. Parents may leave student items (lunches, books, etc.) at the office.

### **Working Papers**

Working papers for after school, vacation or general employment must be obtained by all persons under 18 years. These papers may be secured in the Elementary School Office after promise of employment. A birth certificate is required to apply for papers. The “Child Labor Law” mandates a physical examination when a minor 14 years of age or over enters the labor market. Employment is not legal until final working papers have been issued.

## **Resources**

### **Accelerated Programs**



At the end of grades six, seven and eight, students who demonstrate high levels of proficiency in math may qualify for participation in an accelerated program. Identification is based upon teacher recommendations and standardized achievement test scores. In this program, middle school students have the opportunity to begin high school work in Algebra I.

### **SAP/CARES (Children At Risk in the Educational System)**

The Secondary Instructional Support/Student Assistance Program is an innovative program with the goal of maximizing student success in the instructional classroom. It is a positive, success-oriented program that uses specific assessment and intervention strategies to identify needs and to provide processes for students to change behaviorally and educationally.

### **Conferences with Teachers**

In addition to the formal conferences held twice a year, students and parents are invited to arrange for conferences with any teacher when needed. Conferences may be arranged before, during and after school at a mutually agreeable time.

### **Conflict Resolution**

Problem solving can best be handled whenever the problem arises. Any parent or student with a curricular, co-curricular or class problem is asked to seek a solution with the faculty member in charge. Unresolved problems may then be referred to the guidance counselor and then administration. The goal is to resolve conflicts quickly and to respect all parties involved.

### **Guidance Department**

The guidance program is designed to help individuals to develop their potential and to become independent persons. Young men and women need information critical to making wise decisions affecting their educational and personal lives. Although providing guidance is the main function of the guidance department, the entire middle school/high school staff is available to provide assistance with important decisions.

The guidance counselors assist students in gaining self-reliance and making decisions. Information about vocational and academic opportunities is provided to formulate meaningful plans for each individual student.

### **Course Description and Selection**

All students in grades 7, 8, 9, 10 and 11 are given an opportunity each spring to select courses for the following year. The guidance counselor will provide information regarding subject selection.

Students who plan to enroll in higher education should become familiar with the entrance requirements of institutions in which they are most interested. The information is available in the library and guidance office and includes computer search programs and over two hundred catalogs. The guidance counselor will help in the selection of high school courses required for admission.

### **Health Services**

The Health Office is located in the Link. In order for the Health staff to carry out all programs effectively, they must depend on your cooperation, particularly in the following areas:

1. Emergency cards should be completely filled in and returned to school promptly.
2. All health questionnaires brought home by your child should be completed and returned to school.
3. If your child receives any immunization, has surgery or is treated for accident or illness outside of school, please notify the school nurse.
4. Inform the school nurse of any changes in address, telephone number or emergency contacts.

Prescription medications must be in the original container with a note from the parents and physician to include: dosage, time of administration, name of medicine if not on container, duration for medicine. *All medication must be kept in the nurse's office.*

Emergency care will be offered to students because of accident or illness occurring during school hours. The school nurse implements standing orders written by the school physician for emergency treatment.

### **Home and School Association**

The Jenkintown Home and School Association is a highly visible and active organization. The Executive Board usually meets on the third Monday of each month. The Association membership includes elementary, middle and high school parents, teachers, and administrators.

Information including the names of officers, the Executive Board, and the programs planned throughout the school year are published in September in both the School Board and Home and School Newsletters. Parents and teachers are encouraged to join the Association and participate in meetings.

### **Library**

The school library is located on the ground floor and is open from 7:40 AM until 3:10 PM, Monday through Thursday and until 3:00 PM on Fridays. A limited number of students will be admitted to the library from each study.

### **Students with Special Needs**

Special Education instructional programs and support services are available to school-aged children who have been identified as eligible and in need of specially designed instruction by a Multi-Disciplinary Evaluation and an Individual Education Program Team. The district also provides services, related aids or reasonable accommodations for those individuals identified as protected handicapped students. For complete information regarding services, contact the Main Office.

### **Summer School**

If a middle/high school student fails an English, Mathematics, Social Studies, or Science course with a grade between 50-59.5%, the student will be eligible to attend a credit recovery summer school course at a neighboring school district that offers a summer school program or enroll in an approved on-line credit recovery course.

If a middle/high school student fails an English, Mathematics, Social Studies, or Science course with a grade below 50%, the student will need to repeat the course that was failed during the following school year, unless granted special permission by the principal to complete a summer recovery course.

### **Peer Tutoring**

Peer Tutoring is available free of charge in the guidance suite before and after school. Students who need tutoring are paired with peer tutors who have been recommended by their teachers. Information is available in the main office.

### **Textbooks, Uniforms, and Equipment**

Textbooks, Uniforms and Equipment for student use are distributed and collected by classroom teachers and coaches. Students are responsible for returning all materials to teachers and coaches who issued them.

Students are responsible for lost or damaged books, uniforms or equipment. Damaged or lost books, uniforms or equipment must be paid for in the main office. Final report cards will be issued only when all charges are cleared.

### **Vocational/Technical Program**

Eastern Montgomery County Area Vocational Technical School in Willow Grove is part of the Jenkintown High School. Students may take three credit courses offered at the Technical School attend for half a day taking and the required academic courses at Jenkintown for the other half of the day. Vo-Tech programs are primarily available for 11th and 12th grade students as a two-year sequence. Students learn occupational skills to qualify for employment in trade and technical occupations as advanced learners or trainees. The cooperative education option is available to second year students. Co-op allows a student to work on a job related to their Vo-Tech program with school supervision.

## **ALMA MATER**

Hail, hail to thee,  
Our Alma Mater dear,  
Upon thy fields, within thy walls,  
Fond memories we'll revere.  
Hail, hail to thee,  
A friend both tried and true.  
To Jenkintown our thoughts will  
cling,  
To Red and Blue.

Farewell to thee,  
Our Alma Mater dear.  
The thoughts have gone too  
swiftly by:  
Our parting time draws near.  
Hail and farewell,  
To friends both old and new  
To Jenkintown our thoughts will  
cling  
To Red and Blue.

By Boyd Eckroat

## **EQUAL OPPORTUNITY POLICY**

The School District of Jenkintown, an equal opportunity employer, will not discriminate in employment or education programs or activities, based on race, color, religion, age, national origin, ancestry, physical handicap, gender, sexual orientation, union membership or limited English proficiency. This policy of non-discrimination extends to all other legally protected classifications. Publications of this policy in this document is in accordance with state and federal laws including Title IX of the Educational Amendment of 1972 and sections 503 and 504 of the Rehabilitation Act of 1973.

### **Policy 200. ENROLLMENT OF STUDENTS**

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

Tuition students are covered under Policy 202.1.

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

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

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

Future Residents

A student otherwise eligible for attendance (has complied with all other enrollment requirements) whose custodial parent or legal guardian has executed a contract to buy, build or rent a residence in this district will be enrolled as a probationary student. If the student does not become a resident of the district within sixty (60) calendar days of enrollment, tuition shall be required for the remainder of the time until residency is established. If the student's residency is not established, in fact, within one hundred twenty (120) calendar days of enrollment, the student's continued enrollment and attendance shall be conditioned upon compliance with all tuition student requirements including payment of tuition retroactive to the student's first day of enrollment. The Board reserves the right to verify such claims, and to remove from school a nonresident student whose claim is invalid.

Page 1 of 3200. ENROLLMENT OF STUDENTS - Pg. 2

SC 1316 Pol. 202

SC 1301, 1302, 1303a

Title 22 Sec. 11.11 Pol. 203, 216.1

Title 22 Sec. 11.11 Pol. 138

Title 22 Sec. 11.11

Pol. 251

Title 22 Sec. 11.11

Pol. 202.1

Former Residents

A student enrolled as a resident, who ceases to be a resident during the school year may be permitted to finish the school year without payment of tuition, provided that either:

1. The student ceased to be a resident during the three (3) months immediately previous to the end of the current school year or
2. The student is in the 11th grade and ceased to be a resident after February 1<sup>st</sup>.

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

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

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

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

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

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

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

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

Tuition rates shall be determined annually by the Board.

## 200. ENROLLMENT OF STUDENTS - Pg. 3

### 4. Delegation of Responsibility

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

References: School Code – 24 P.S. Sec. 1301, 1302, 1303a State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1 Board Policy – 138, 201, 202.1, 203, 216.1, 251

## **804. SCHOOL DAY**

The normal school day for the instruction of district students shall be in accordance with law and Board policy.

The Board shall establish the times for the daily sessions of district schools.

The regular school session may be altered temporarily by the Superintendent when such change is in the best interests of students and the district.

The Superintendent may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff. The Superintendent or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an

emergency closing.

In all cases, the Superintendent shall inform the Board President as soon as possible.

The Superintendent or designee shall develop guidelines that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated. Such guidelines shall consider such things as inclement weather, family illness, and other circumstances.

### **Policy 806. Child/Student Abuse**

The Board adopts this policy to affirm district employees' obligation to assist in identifying possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with the Child Protective Services Law of 1990 and its amendments.

The following definitions are for purposes of this policy.

**Administrator** - the person responsible for the administration of a district school. The term includes a person responsible for employment decisions in a school and an independent contractor. The **principal** of the school where the abused student is enrolled will serve as the administrator under this policy.

**Applicant** - an individual who applies for a position as a school employee. The term includes an individual who transfers from one classification of employment to another classification of employment within the school district.

**Child Abuse** - shall mean any of the following: 1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.

2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.

3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.

Page 1 of 6806. CHILD/STUDENT ABUSE - Pg. 2

23 Pa. C.S.A. Sec. 6303

23 Pa. C.S.A. Sec. 6303

23 Pa. C.S.A. Sec. 6303

23 Pa. C.S.A. Sec. 6303

23 Pa. C.S.A. Sec. 6303

4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

**Perpetrator** - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in district schools.

**School Employee** - an individual employed in a district school. The term includes an

independent contractor and employees. The term excludes an individual who has no direct contact with students.

**Serious Bodily Injury** - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

**Serious Mental Injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

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

**Serious Physical Injury** - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.

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806. CHILD/STUDENT ABUSE - Pg. 3

23 Pa. C.S.A. Sec. 6303

23 Pa. C.S.A. Sec. 6303

3. Guidelines

23 Pa. C.S.A. Sec. 6311, 6313

23 Pa. C.S.A. Sec. 6311 42 Pa. C.S.A. Sec. 5945

23 Pa. C.S.A. Sec. 6311

23 Pa. C.S.A. Sec. 6318

18 Pa. C.S.A. Sec. 4304

23 Pa. C.S.A. Sec. 6319

**Sexual Abuse or Exploitation** - the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct, or any simulation of any sexually explicit conduct, for the purpose of producing any visual depiction including photographing, videotaping, computer depicting or filming of any sexually explicit conduct, or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other form of sexual exploitation of children.

**Student** - an individual enrolled in a district school under eighteen (18) years of age. **CHILD ABUSE BY PERPETRATOR**

Duty To Report

School employees who in the course of their employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of their medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.

Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.

School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.

Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.

A person or official required to report a case of suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.

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806. CHILD/STUDENT ABUSE - Pg. 4

23 Pa. C.S.A. Sec. 6313

23 Pa. C.S.A. Sec. 6346

23 Pa. C.S.A. Sec. 6314

23 Pa. C.S.A. Sec. 6352

23 Pa. C.S.A. Sec. 6352

23 Pa. C.S.A. Sec. 6353

23 Pa. C.S.A. Sec. 6352, 6353

Reporting Procedures

School employees who suspect child abuse shall immediately notify the school principal. Upon notification, the principal shall report the suspected child abuse.

Reports of child abuse shall immediately be made by telephone and in writing on the required form within forty-eight (48) hours after the oral report. Oral reports shall be made to the Department of Public Welfare and may be made to the appropriate county agency.

Investigation

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.

#### **STUDENT ABUSE BY SCHOOL EMPLOYEE**

Duty To Report

A school employee shall immediately contact the principal when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.

If the accused school employee is the principal, the school employee shall immediately report to law enforcement officials and the district attorney.

The principal who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.

A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.

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806. CHILD/STUDENT ABUSE - Pg. 5

23 Pa. C.S.A. Sec. 6352  
23 Pa. C.S.A. Sec. 6353  
23 Pa. C.S.A. Sec. 6353  
23 Pa. C.S.A. Sec. 6352  
23 Pa. C.S.A. Sec. 6353.1  
23 Pa. C.S.A. Sec. 6353.1  
23 Pa. C.S.A. Sec. 6346  
23 Pa. C.S.A. Sec. 6353.1

A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense. A school employee who, after being sentenced for such violation, does so again, commits a misdemeanor of the third degree. An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.

#### Reporting Procedures

The principal's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the principal; name, work, and home address of the school employee; nature of the alleged offense; and any specific comments or observations directly related to the alleged incident and the individuals involved.

The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.

#### Investigation

Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.

If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.

Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.

Page 5 of 6

806. CHILD/STUDENT ABUSE - Pg. 6

Pol. 317, 417, 517

23 Pa. C.S.A. Sec. 6301 et seq Pol. 302, 303,  
404, 405, 406, 504, 505

The principal has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the



information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.

### **CLEARANCE STATEMENT/EMPLOYMENT**

In accordance with Board policy, the Superintendent shall require each applicant for employment, including each covered employee being transferred, to submit an official clearance statement issued within the preceding year by the Department of Public Welfare, except for those exempted by law.

No applicant may be hired who is named as the perpetrator in a founded report or is named as an individual responsible for injury or abuse in a founded report for a school employee. The school district has discretion whether to hire someone who has been named on an indicated report.

### **121. FIELD TRIPS**

It is recognized that there are benefits to be derived by students and, therefore, by the district, as a result of their participation in trips associated with the educational programs of the district. Such trips can enhance the classroom curriculum and related programs and enrich the students' grasp of both the materials and goals of the district's educational program.

The Board instructs that the professional staff be encouraged to explore opportunities for such trips in accordance with the following policy requirements.

The district shall permit and/or provide for students' trips through either formal approval of the Board or through approval of the administrative staff of the district.

Approval of trips by the Board will be required when any one or more of the following conditions obtain:

1. 2. 3. 4.

The duration of the trip exceeds eighteen (18) hours. The cost for the district (except for transportation) exceeds \$500. The trip will not be supervised by school district employees. Trips for which formal school "sponsorship" is sought.

Approval of trips by the Board will be granted in reaction to formal proposals submitted to the Board by the administration or professional staff member(s), recognized school-related clubs and organizations, and others from whom the Board, at its discretion might wish to entertain a trip proposal.

Student trips which do not require approval by the Board will be approved by the administration at the request of district staff or others from the school community.

Page 1 of 6121. FIELD TRIPS - Pg. 2

3. Delegation of Responsibility

4. Guidelines

The Superintendent or designee is authorized to grant such approvals at its discretion, provided that all of the following criteria are met:

1. The trip has been determined to be program-related and educationally beneficial.
2. The cost of transportation has been properly budgeted in the then current operating budget of the district.
3. The trip will not unduly disrupt the regularly scheduled educational program.
4. Requirements (including the ability to pay) for participation in the trip will not exclude any student who desires to participate; who is otherwise qualified to participate by the student grouping for which the trip is designated; and who has not otherwise been disqualified from

participation, based upon independent academic and disciplinary policies of the district. Student trips which are approved under the above provision for administrative approval shall, in all cases, be designated and considered "school approved trips" as defined in the listing of characteristics and limitations outlined below.

Student trips which are approved by the Board will be classified with one or another designation as either a "school sponsored trip" or as a "school approved trip."

The approval of a trip proposal indicates the district's determination that the trip, as proposed, will provide some educational benefit to the students involved, and that the staff and students are specifically authorized to participate in the program, subject to the conditions and limitations set forth below, based upon the designation or classification of the trip as follows:

Issues

1. Educational Status
2. Student Participation
3. Staff Participation
4. District Participation

School-Sponsored Trip

Part of the official curriculum or school program.

Mandatory participation.

Staff participate(s) as employees of school district.

Official sponsorship and endorsement (active participation).

School-Approved Trip

Program-related and educationally beneficial.

Discretionary participation.

Staff participate(s) as employees of school district.

Declaration of educational benefit but passive participation.

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121. FIELD TRIPS - Pg. 3

5. Program Promotion
6. Staff Compensation
7. Staff Expense Reimbursement
8. Funding of Student
9. Evaluation

Official school district communication to staff, parents and students.

Staff will be paid by the district its regular pay in accordance with existing contract.

Trip planning and travel expenses will be reimbursed based upon administrative pre- approval at its discretion.

District will pay all cost of student participation.

Highest ranking district representative participating in trip will be responsible to provide to the administration formal written evaluation of the trip upon its completion.

Promoter can use district facilities and personnel to promote and organize trip.

Staff will be paid by district its regular pay in accordance with existing contract.

Trip planning and travel expenses will be reimbursed based upon administrative pre-approval at its discretion.

The Board, at its discretion based on the merits of a request, may contribute to the cost of transportation. All funds require the pre-approval of the district and must derive from sources other than the district. These sources can include parent contributions, school-related organizational support, school authorized fund-raising activities (with prior administrative approval in accordance with independent district policy on fund-raising) or other independent sources.

The district will encourage reports of trip experience and benefits to non- participating students (class assembly presentation).

Trip proposals made to the Board must be in writing and shall be presented through the established administrative channels. The proposal shall contain the following elements and information:

1. Identification of Trip Sponsor (either school district itself "school endorsed trip" or other

individual or organization).

2. Purpose of trip. 3. Proposed benefits to be derived by students or district.

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121. FIELD TRIPS - Pg. 4

4. Group of individuals involved: a. Classification. b. Number. c. Names and other identifying data, if available.

5. Relationship of trip to school program. 6. Identification of staff involved. 7. Trip details:

a. Time (both the scheduled time of occurrence and the duration of the trip). b. Place (as specific as possible). c. Chaperone(s). d. Other.

8. Proposed funding source(s):

a. School district (school-sponsored trip).

b. Parents of student.

c. Fund-raising activities of students (give evidence of independent, administrative approval pursuant to separate school policy).

d. Organizations (identify). e. Home and School Association (provide evidence of independent contract). f. Other (identify).

9. Plan for selection of student participation (ability to pay shall not be a criterion).

This policy shall be subject to review by the Board and administration one (1) year from its effective date.

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121. FIELD TRIPS - Pg. 5

The value to be derived from exchange programs and travel in other cultures, countries and regions of the U.S. Such experiences provide an opportunity for greater understanding and appreciation for both the likeness and differences which exist within our global society. Such trips also often afford an opportunity for students to practice and improve their foreign language skills.

#### Prohibition Against Commercialized Student Trips

It is the policy of the district to prohibit the following activities involving the promotion and/or conduct of commercialized student trips:

1. The involvement of school district personnel on school district time.

2. The use of school district facilities, equipment or supplies in the organization and/or promotion of such trips.

3. The use of any identifying characteristics of the school district in the registration for or promotion of such trips.

4. Issuance of any instructional, organizational or promotional materials related to such trip over the name and signature of school district personnel without clear statement that the trip in no way involves the sponsorship, endorsement, approval or any other indication of support of the school district.

A commercialized student trip is any trip from which the school district personnel would derive any stipend or other payment, including payment in kind, for participation by a commercial program promoter.

#### Student Participation In School Sponsored Approved Trips

The administration shall reserve the right to prohibit or deny students the opportunity to participate in school district sponsored/approved trips based upon the student's record of performance during the period one year prior to the scheduled starting date of the trip.

In the exercise of this right, consideration shall be given to the following areas of student performance:

1. Academic achievement.
2. Conduct requiring official disciplinary action which is subject of official school records.

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121. FIELD TRIPS - Pg. 6

School Code 517, 1361

1. Incidence of inappropriate behavior on prior school sponsored/approved trips which is matter of formal record.

### **805. EMERGENCY PREPAREDNESS Emergency Preparedness Plans**

It is the responsibility of the principal of each building to safeguard the health and welfare of district students and employees by developing and implementing, in cooperation with community governmental agencies, special emergency drill activities that would be appropriate to an emergency, including but not limited to natural disasters, weather conditions, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics, that would demand that pupils remain at school. Drill activities shall assure accounting for pupils, orderly movement of pupils, and placement of students in the safest available building area – an area so designated in consultation with the appropriate experts.

The Board directs that the Superintendent or his/her designee establish procedures to be followed for emergency evacuations that affect the operation of district schools.

The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and communicated to students, parents/guardians, relevant stakeholders, and the community.

#### **Emergency Responses**

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness as promulgated by the Superintendent or his/her designee.

Reports of fire shall normally require the evacuation of the threatened school or building, after consideration of mitigating circumstances.

The Superintendent or his/her designee is the authorized person to close or not open schools during emergency situations.

Page 1 of 4805. EMERGENCY PREPAREDNESS - Pg. 2

#### **Continuity Of Student Learning/Core Operations**

In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize district-owned buses and other transportation vehicles.

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences. Such alternatives may include:

1. Web-based district instruction.
2. Telephone trees.
3. Mailed lessons and assignments.
4. Instructions via local television or radio shows.

The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency

preparedness plan.

#### Education

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.

#### Fire Drills And Other Emergency Evacuations

Fire drills and instruction on fire dangers shall be conducted in accordance with Sections 1517 and 1518 of the Public School Code. It is the responsibility of each principal to develop and implement detailed written fire emergency procedures and procedures for other types of emergency evacuations including directions posted in each classroom and occupancy area indicating exit procedures.

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### 805. EMERGENCY PREPAREDNESS - Pg. 3

#### Weather Emergencies

If weather conditions make it too dangerous for buses to travel, the schools will not be opened, or closed if already opened, and the appropriate radio and television stations will be notified and will carry the information in their broadcasts.

In the event that schools are in session and an emergency develops which would indicate that sufficient time is available to transport pupils to their homes, the schools will be closed and buses will transport students in the usual manner. It is the responsibility of the parents/guardians to arrange for places for their children to go if schools are closed at other than the regular time and their own home is not available.

In the event that an emergency arises and no time is available to transport pupils to their homes, students will remain at the school. Again, radio and television stations will be notified if possible. If parents/guardians appear at the school for their child, children may be dismissed to parents/guardians on order of the person in charge.

The Superintendent or his/her designee shall develop procedures for handling school emergencies which include:

1. Immediate notification to appropriate administrative personnel whenever an emergency or impending emergency arises.
2. A plan for sequestering students either in the school buildings or in a safe place other than the school buildings.
3. Design of a communications system to notify parents/guardians of the evacuation of students and to alert the whole school community when necessary.
4. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.
5. Cooperation with local agencies, such as the police department, fire department and emergency management agency.
6. Instruction of staff members in the techniques of handling emergencies.
7. Advising the community about district emergency and safety policies.

## 130. HOMEWORK

The faculty and administration believe that homework is a vital part of the process of education. Course work completed outside the classroom reinforces skills and knowledge, and enriches the

student's personal growth. One goal of education is to lead students to become responsible, capable, and independent life-long learners.

Teachers are in the best position to diagnose the needs of their students and to stipulate homework to meet those needs. Parents have an important role in providing their children with the time, the support and the conducive environment for completing assignments at home.

## **212. REPORTING STUDENT PROGRESS**

The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.

The Board directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which includes written academic progress reports in grades K to 12 and parent conferences with teachers in grades K to 6.

The Superintendent or designee, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents and guardians.

Various methods of reporting appropriate to grade level and curriculum content shall be utilized. Both student and parent shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents.

Report cards shall be issued at intervals of not less than four (4) times a year.

Review and evaluation of methods of reporting student progress to parents shall be conducted on a periodic basis.

### **REPORTING STUDENT PROGRESS - Pg. 2**

#### **Withheld Grades**

Work that is missed and that results in a "w" grade on the report card must be made up within one (1) week after the student's return to school unless arrangements are made with the individual teacher for an extension of time. It is the student's responsibility to arrange with teachers to make up missed work and tests.

Students are responsible for completing their own assignments and for coming to class prepared every day. Failure to participate in homework indicates the student is either unwilling or unready to participate in his/her own education.

## **249. BULLYING**

The Board strives to provide a safe, positive learning climate for students in the schools.

Therefore, it shall be the policy of the district to maintain an educational environment in which bullying in any form is not tolerated.

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

The term **bullying** shall mean systematic harassment, attacks or intentional electronic, written, verbal or physical acts, perpetrated by a student or group of students, on another student or students, which meets all of the following criteria:

- 1.

2. 3.

Occur during the school day, on school property, on a school bus, or at a school- sponsored activity or event.

Are severe, persistent or pervasive. Include any written, verbal, or physical act including but not limited to:

- a. Written intimidating/threatening, and/or demeaning letters, notes, messages, e-mails and/or any other electronic means.
- b. Verbally intimidating/threatening comments, slurs, innuendos, or taunting.
- c. Visual gestures.
- d. Physical hitting, slapping, kicking, and pinching, etc.
- e. Making reprisals, threats of reprisal, or implied threats of reprisal, social isolation or manipulation of a student.
- f. Engaging in implicit or explicit coercive behavior to control, influence, or affect the health and well-being of a student.

BULLYING - Pg. 2

### 3. Delegation of Responsibility

g. Any other behavior or acts which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The school district shall annually inform students that bullying of students will not be tolerated.

The Superintendent shall develop and promulgate administrative regulations pertaining to bullying that does the following:

1. Delineate disciplinary consequences for bullying.
2. Identify a staff person to receive reports of alleged bullying.
3. Define bullying to include acts that occur, outside a school setting if those acts, directed at another student, are severe, persistent and pervasive and have the effect of substantially interfering with a student's education, create a threatening environment, or are substantially disrupting the operation of the school.
4. Set forth posting requirements for this policy and the administrative regulation.
5. Otherwise comply with the law.

## **224. CARE OF SCHOOL PROPERTY**

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians shall be held accountable for the actions of their child.

The Board may report to appropriate juvenile authorities any student whose damage of school

property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent.

The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.

The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.

Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

## **907. SCHOOL VISITORS**

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they will receive a pass.

All staff members shall be expected and responsible to require a visitor has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in school without the approval of the principal.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

No visitor will be allowed to record by tape recorder, video recorder, photograph, or by any other electronic, digital or technical means any image, person, part of building, or any conversation of any kind without prior written approval by the Superintendent or building principal.

### **SCHOOL VISITORS - Pg. 2**

#### **SC 510 Title 22 Sec. 14.108**

Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.

In the event a situation arises which presents a potential safety problem for the school community, the Superintendent, building principal and/or designee is authorized to use whatever appropriate action is deemed necessary, including, but not limited to, requesting the assistance of the police.

#### **Classroom Visitations**

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established district policy and administrative regulations.



## 246. STUDENT WELLNESS

The Jenkintown School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well being of all students, the Board establishes that the district shall provide to students: a comprehensive nutrition program consistent with federal and state requirements; access at reasonable cost to foods and beverages that meet established nutritional guidelines; physical education courses and opportunities for developmentally appropriate physical activity during the school day; curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative guidelines.

Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.

The Superintendent or designee minimally shall annually report to the Board on the district's compliance with law and policies related to student wellness. The report may include: assessment of school environment regarding student wellness issues; evaluation of food services program; review of all foods and beverages sold in schools for compliance with established nutrition guidelines; listing of activities and programs conducted to promote nutrition and physical activity; recommendations for policy and/or program revisions.

Page 1 of 3246. STUDENT WELLNESS - Pg. 2

P.L. 108-265 Sec. 204

### 4. Guidelines

An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Business Manager.

#### Wellness Committee

The Board shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, member of the public, teacher (Health/PE), school nurse, and representative of contracted medical group.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with federal and state law to recommend to the Board for adoption.

#### Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic

standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

#### Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intramurals; and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

#### Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Page 2 of 3

### 246. STUDENT WELLNESS - Pg. 3

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

#### Nutrition Guidelines

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

**Competitive foods** are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

All competitive foods available to students in district schools shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented.

### **808.1. FREE/REDUCED-PRICE MEALS**

The Board may provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program when it is in the best interest of its students and the district to do so.

The Board shall determine the district's participation in the National School Lunch Program on a periodic basis.

Point of service - the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to any eligible student.

The Business Manager shall review applications for free or reduced-price meals and make determinations of eligibility during such school years that the Board decides to provide free and reduced-price meals in accordance with the National School Lunch Program.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures in accordance with the terms and conditions of the National School Lunch Program for use during school years in which the Board decides that the district will participate in same. Administrative regulations should include the following:

1. Application procedures, including procedures for approval, denial and verification of applications.
2. An appeals process for parents/guardians to appeal a district's decision regarding

eligibility.

3. Method of retaining records required by this policy.

4. Procedures for disclosure of information, including what information can be disclosed with or without consent from the parent/guardian.

Page 1 of 4808.1. FREE/REDUCED-PRICE MEALS - Pg. 2

4. Guidelines

42 U.S.C. Sec. 1758 7 CFR Sec. 245.5

42 U.S.C. Sec. 1758

42 U.S.C. Sec. 1758

7 CFR Sec. 245.7

5. Procedures for compliance with nondiscrimination practices as well as procedures for receiving and processing discrimination complaints.

6. Procedures for collecting money from students or parents/guardians eligible for reduced-price meals because of an outstanding balance in the student's account.

7. Method by which the district will keep an accurate count of meals served in each building. To the extent that the district participates in the National School Lunch Program, it shall follow the guidelines provided below.

General Requirements

The district shall publish and disseminate information about free and reduced-price meals and the income eligibility guidelines on or before the first day of school by sending a letter to parents/guardians.

Application Procedures

The district shall provide all parents/guardians with program application forms on or before the first day of school, upon enrollment, or whenever there is a change in eligibility criteria.

The district shall approve, deny and verify applications in accordance with state and federal laws and regulations.

The district shall inform parents/guardians of their eligibility status. Confidentiality/Disclosure Of Eligibility

The district shall only release a student's name, eligibility status, and other information provided on the application, or obtained through direct certification or verification, if disclosure of such information is specifically authorized by law.

Appeals

The district shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

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808.1. FREE/REDUCED-PRICE MEALS - Pg. 3

42 U.S.C. Sec. 1758

7 CFR Sec. 210.10 Pol. 103.1

7 CFR Sec. 210.7

SC 1337 7 CFR Sec. 210.9,

210.20,

245.6a Pol. 800

SC 1337 7 CFR Sec. 210.9,

210.10, 210.20

42 U.S.C. Sec. 1758 7 CFR Sec. 245.8 Pol. 103, 103.1

### Meal Pricing

The district shall set reduced-price charges for lunch at or below the maximum reduced price allowed by federal regulations and below the full price of lunch.

The district shall make meal substitutions in accordance with law at no extra charge to eligible students who require such modifications because of a disability or because of medical or other special dietary needs.

### Counting/Claiming

The district shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster.

The district shall implement an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.

The district shall claim reimbursement only for reimbursable meals served to eligible students.

### Records Retention

The district shall retain all free and reduced-price meal applications for a minimum of three (3) and not in excess of five (5) years after the final claim is submitted for the fiscal year to which they pertain. If a federal audit is being conducted, records must be kept until the audit is completed.

The district shall retain production and menu records for the meals they produce for a minimum of three (3) and not in excess of five (5) years.

### Nondiscrimination

The district shall ensure that, in the operation of the free and reduced-price meals program, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall treat students who receive free or reduced-price meals in the same manner as those students who pay full price for their meals.

Page 3 of 4

### 808.1. FREE/REDUCED-PRICE MEALS - Pg. 4

The district shall take such actions as are necessary to ensure that the names of students eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner and there shall be no overt identification by the use of special tokens or tickets or any other means.

## **105.1. CURRICULUM REVIEW BY PARENTS AND STUDENTS**

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

The rights granted by this policy are granted to parents of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over, unless the student is incapable of making the decision due to a disability.

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

The following conditions shall apply to any request:

1. No more than one (1) request per semester, may be made by any qualifying parent or student each school year per enrolled child.

2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing setting forth the specific material being sought for review.
  3. The written request will be sent to the building principal.
  4. The district will respond to the parent or student within ten (10) school days by designating the time and location for the review.
  5. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
- Page 1 of 2105.1. CURRICULUM REVIEW BY PARENTS AND STUDENTS - Pg. 2
3. Delegation of Responsibility  
PA Code Title 22 Sec. 4.4  
20 U.S.C. Sec. 1232h  
Board Policy 102, 127
  6. No parent or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents and students is permitted. The Superintendent or designee shall annually notify parents and students regarding the contents of this policy and their rights.

### **103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

Page 1 of 8103.1. NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES  
- Pg. 2

Title 22 Sec. 15.1 et seq 34 CFR Part 104

Title 22 Sec. 15.7

Pol. 248

3. Delegation of Responsibility 34 CFR Sec. 104.7

Title 22 Sec. 15.4 34 CFR Sec. 104.32

4. Guidelines

34 CFR Sec. 104.32 Pol. 113

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Special Education and Student Services as the district's Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's web site, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.

Identification And Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.

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103.1. NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES - Pg. 3

Title 22 Sec. 15.5, 15.6 34 CFR Sec. 104.35

34 CFR Sec. 104.35

34 CFR Sec. 104.35

Title 22 Sec. 15.7

Title 22 Sec. 15.7

Title 22 Sec. 15.5

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.

The district shall specifically identify the procedures and types of tests used to evaluate a student,

and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

#### Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

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#### 103.1. NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES - Pg. 4

Title 22 Sec. 15.3 34 CFR Sec. 104.34

Title 22 Sec. 15.3 34 CFR Sec. 104.34,

104.37 Pol. 112, 122, 123, 810

Pol. 218, 233

Title 22 Sec. 15.6, 15.7,

15.8 34 CFR

Sec. 104.35

Title 22 Sec. 15.9 Pol. 216

#### Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

#### Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

#### Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation

and/or the provision of services.

#### Confidentiality Of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

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#### 103.1. NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES - Pg. 5

Title 22 Sec. 15.8 34 CFR Sec. 104.36

Title 22 Sec. 15.6

Title 22 Sec. 15.8

Title 22 Sec. 15.8

Title 22 Sec. 15.8

Title 22 Sec. 14.162,

15.8

#### Procedural Safeguards

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure. A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

#### *Parental Request For Assistance –*

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.

#### *Informal Conference –*

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

#### *Formal Due Process Hearing –*

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.

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#### 103.1. NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES - Pg. 6

Title 22 Sec. 15.8



Pol. 103

*Judicial Appeals –*

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.

**Complaint Procedure**

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.

**Step 1 – Reporting**

A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee is encouraged to use the report form available from the Section 504 building administrator, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator.

**Step 2 – Investigation**

Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation.

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

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103.1. NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES - Pg. 7

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident.

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

**Step 3 – Investigative Report**

The Section 504 building administrator shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the district's Section 504 Coordinator.

**Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of

this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

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

### **Appeal Procedure**

- 1.
2. 3.

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.

The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.

The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

## **250. STUDENT RECRUITMENT**

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.

The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.

### **Military Personnel**

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on district property.

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### **3. Delegation of Responsibility**

51 P.S. Sec. 20222

The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation of the school.

The Superintendent or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:

1. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.
2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.
3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

#### A McKinney-Vento Act-Homeless Students

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our responsibility clear. With the huge number of homeless children currently attending Philadelphia public schools, we must provide proper educational support and services.

#### McKinney-Vento Act Basics At-a-Glance:

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances

Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options

Living in an emergency shelter or transitional housing

Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth

Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

Immediate enrollment

Free and Reduced School Lunch

Help from school with any necessary enrollment documents

Help from school setting up transportation service (if the student qualifies)

Help from school with getting basic uniform clothing

Help from school with basic school supplies

Help from school with any basic clothing needs

Help from school with basic high school graduation needs and expenses

Where can I find more information?

You can visit the PA Education for Children and Youth Experiencing Homelessness site or contact Jenkintown School District's Homeless Liaison, Michele Glennon at 215-884-1801 ext 116 or [glennonm@jtowndrakes.org](mailto:glennonm@jtowndrakes.org)

## **APPENDIX**

### **JENKINTOWN MIDDLE/HIGH SCHOOL DISCIPLINE CODE**

### **RANGE OF CONSEQUENCES**

#### **Level I Behaviors**

Infrequent or isolated actions of low-level intensity, which negatively impact oneself, peer(s) or the learning environment. Typically, these behaviors occur in the classroom, lunchroom, hallways or playground. Students exhibiting these behaviors will be addressed by individual staff members and documented in the educator's file.

Classroom disturbance

Disrespectful action and/or language

Disruptive behavior (class, cafeteria, hall, school grounds, etc.)

Dress code violation (examples include but are not limited to provocative attire, items with inappropriate wording, hats, bandanas, etc.) (Policy 221)

Failure to complete assignments

Failure to follow staff member directive

Failure to provide a written excuse for an absence from school (Policy 204)

Failure to respect persons or property

Inappropriate Touching/Public Display of Affection

Misuse of Library privileges

Misuse of materials/equipment

Possession telephone pager, laser pointer (Policy 237)

Taking food or beverages into a classroom or other academic areas

Unexcused lateness to school or class (Policy 204)

Unprepared for class

Use of cell phones during school hours (8:00 AM to 3:15 PM) (Policy 237)

Use of radios, skateboards, etc. during school hours (8:00 AM to 3:15 PM) (Policy 223)

Violation of Computer Use Guidelines or Computer Network and Internet Misconduct

Other behaviors of a similar nature

## **Level I Responses**

Administrative detention  
Behavior modification contract  
Conference with student  
Counseling  
Loss of privileges  
Parent contact (telephone or letter)  
Teacher detention  
Verbal reprimand  
Written record maintained by staff member and filed with discipline office  
Repeat offenses referred to the next level

## **Level II Behaviors**

Frequent and/or repeated Level I Behaviors or behaviors serious in nature that disrupt the learning climate and/or orderly operation of the school. Students exhibiting these behaviors may be referred to administration with written documentation. Parents will be notified verbally and in writing.

Continuation of unmodified Level I behavior  
Bullying/Harassment/Hazing of another individual (Policies 218.2, 247, 248)  
Cheating/Plagiarism  
Cutting class or detention  
Disregard for school rules  
Disruptive behavior  
Failure to follow staff member directive  
Forgery  
Gambling  
Leaving class without permission  
Lying or misrepresentation of information  
Obscene conduct or language  
Participation in a group day of absence  
Participation in a physical altercation  
Possession of over-the-counter medication (including but not limited to Aspirin, Acetaminophen, Midol®, Benadryl®, etc.)  
Presence in unauthorized areas of the buildings or on school grounds during school hours  
Tardiness or truancy (Policy 204)  
Theft  
Threats (Policy 218.2)  
Use of obscene language or gesture  
Vandalism (Policy 224)  
Violation of Acceptable Use Policy (Technology)  
Other behaviors of a similar nature

## **Level II Responses**

Any Level I option  
In-School suspension  
Out of School Suspension (reinstatement conference with parent)  
Receive a zero for work (cheating, plagiarism)  
Referral to School or Community Support Services  
Removal from class (temporary)  
Reporting to Law Enforcement Authorities  
Restitution of property and damages  
Saturday detention

Schedule modification  
Repeat offenses referred to the next level

### **Level III Behaviors**

Behaviors that significantly disrupt the learning climate and/or orderly operation of the school or actions against people or property whose consequences seriously endanger the health, safety or welfare of others. These actions may be considered criminal. Students exhibiting these behaviors must be referred to the administration with written documentation. Parents will be notified verbally and in writing.

Continuation of unmodified Level II behavior

Arson

Assault/battery

Breaking and entering

Destruction of property (Policy 224)

Extortion

Indecent exposure

Major theft

Possession of smoking paraphernalia (including but not limited to matches, lighters, cigarettes, etc.) (Policies 222, 227)

Possession of weapons (Policy 218.2)

Possession, sale and/or transfer of illegal substances (Policy 227)

Sale and/or transfer of over-the-counter medication (including but not limited to Aspirin, Acetaminophen, Midol®, Benadryl®, etc.) (Policy 227)

Threats/Misuse/Tampering with Emergency Equipment

### **Level III Responses**

Any Level I or II option

Alternative placement / Homebound Instruction

Loss of privileges for a minimum of 90 days

Recommendation for expulsion

Referral for psychological evaluation and/or counseling

Referral to appropriate outside agency

Referral to law enforcement authorities or district justice

School Board action

### **Notice of Non-Discrimination**

The School District of Jenkintown does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies, Title VI, Title IX, Section 504, the Age Discrimination Act, the Boy Scout Act and Title II of the Americans with Disabilities Act:

Michelle Glennon, Director of Special Education/Student Services

The School District of Jenkintown

325 Highland Avenue

215 885 3722

For further information on notice of non-discrimination, visit  
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>  
for the address and phone number of the office that serves your area, or call 1-800-421-3481