



Mission Statement

The Abington Heights School District is a diverse, dynamic and caring community whose mission is to seek excellence and individual growth by:

- ❖ Educating students to be inquisitive, independent, literate, culturally aware, lifelong learners able to think critically and creatively.
- ❖ Developing and supporting a well-trained, valued and committed staff.
- ❖ Providing a challenging comprehensive program, in a safe and nurturing environment, empowering students to achieve their full potential.
- ❖ Promoting lifelong civic engagement.
- ❖ Directing today's energies, efforts and resources toward achieving our guiding vision.

You have received a copy of the **2011-2012** Abington Heights High School Student Handbook. The purpose of this handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Abington Heights High School. This handbook contains important information regarding attendance, discipline, and students' rights and responsibilities. The handbook is only a guide and is not all inclusive.

Although the handbook is reviewed annually, in a case of conflict between Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. Please understand that the handbook can be amended at any time at the discretion of the Board. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

As a student at Abington Heights High School, you are responsible for all the rules and regulations contained in the handbook. Failure to abide by these rules and regulations will result in disciplinary action. You must review this with your parent/guardian. Please sign the next page of the handbook acknowledging that you have received a copy of these documents. **The acknowledgment form must be returned to your homeroom teacher.**

Receipt of
Abington Heights High School
Student Handbook
2011-2012

This is to certify that I have received and reviewed the Abington Heights School District's High School Student Handbook.

Summarized below are the changes that have been made to last year's handbook:

- 1) Leaving School Grounds (p.4)
 - 2) Updated Referral Form (p.9)
 - 3) Detention Cuts Procedure (p.10)
 - 4) Dress Code (p. 15)
 - 5) Final Exam Exemption (p.17)
 - 6) Dances (p.23)
 - 7) Lunch Bell Schedule (p. 29)
-

Sign and return this page to student's homeroom teacher by September 17

Please print student's name: _____

Grade: _____

Student Signature

Date

Parent/Guardian Signature

Date

I do not give permission for Abington Heights High School to release still and/or video pictures of my child to local media or post images and/or video on the Internet.

Abington Heights School District 2011-2012 Calendar

Thursday, September 1	New Teacher Day
Friday, September 2	First Teacher In-service – In-service Day #1
Tuesday, September 6	In-service Day #2
Wednesday, September 7	First Student Day
Wednesday, November 23	Act 80 Day – Early Dismissals for Students
Thursday, November 24	Thanksgiving Day – Holiday – No School
Friday, November 25	Thanksgiving Holiday – No School
Monday, November 28	Thanksgiving Holiday – No School
Monday, December 5	In-service Day #3 – No School for Students
Friday, December 23	Act 80 Day – Early Dismissals for Students
Monday, December 26	Winter Holiday – No School
Tuesday, December 27	Winter Holiday – No School
Wednesday, December 28	Winter Holiday – No School
Thursday, December 29	Winter Holiday – No School
Friday, December 30	Winter Holiday – No School
Monday, February 20	In-service Day #4 - No School for Students
Friday, April 6	Spring Holiday – No School
Monday, April 9	Spring Holiday – No School (Act 80 Day Make-up)
Tuesday, April 10	Act 80 Day - No School for Students (Snow Day Make-up #4)
Friday, May 25	Holiday – No School (Snow Day Make-up #5)
Monday, May 28	Memorial Day – No School
Tuesday, June 5	Last Student Day
Wednesday, June 6	In-service Day #5 - Last Teacher Day
Friday, June 8	Graduation Day
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Snow Day Make-up #1	Wednesday, June 6, 2012
Snow Day Make-up #2	Thursday, June 7, 2012
Snow Day Make-up #3	Friday, June 8, 2012
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NOTE: Graduation is scheduled for Friday, June 8, 2012, and will be affirmed in April, 2012.

The Abington Heights School District reserves the right to alter the calendar as circumstances require.

Every effort will be made to keep graduation on Friday, June 8, 2012. Severe weather during the winter or unanticipated emergencies could require a change in the graduation date.

GENERAL SCHOOL RULES

1. All students must be in their homeroom at 8:15 a.m.
2. Students are not allowed to leave school grounds **once they arrive**.
3. Students are not allowed in the building after dismissal unless they are under the supervision of a faculty member or coach.
4. Students reporting late must report to the main office. Please refer to the attendance and discipline guidelines for specific information on attendance and consequences for unexcused absences and tardies.

STUDENTS RIGHTS AND RESPONSIBILITIES

(Pennsylvania School Code)

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

1. Students have a responsibility to attend school regularly.
2. It is the responsibility of students to be aware of all rules and regulations for student behavior and conduct themselves accordingly.
3. Students have a responsibility to express their ideas and opinions in a respectful manner so as not to offend, slander, or libel others.
4. Students have a responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property. This includes being willing to volunteer information in disciplinary cases or school safety concerns and cooperate with school staff should they have knowledge of importance in relation to such cases.
5. Students have a responsibility to dress appropriately and groom themselves so as to meet fair standards of safety and health.
6. Until a rule is waived, altered, or repealed, students are responsible for assuming the rule is in full effect.
7. Students are responsible for assisting the school staff in operating a safe school for all students enrolled in school.
8. Students are to be aware of and comply with state and local laws.
9. Using public facilities and equipment with proper care is a student's responsibility.
10. Students have a responsibility to protect and care for school property, including textbooks.
11. Submitting a proper excuse for absence from school is a student's responsibility.
12. Students are responsible for being on time to all classes and to other school functions.
13. Completing work following an absence from school is a student's responsibility.
14. Students are to pursue and attempt to complete satisfactorily the courses of study prescribed by state and local authorities.
15. Students are responsible for avoiding inaccuracies in the development of posters or publications.
16. Students are responsible for avoiding indecent, inappropriate or obscene language at any time on school property and at school-sponsored activities so as to affect a common standard of decency.
17. Students have a responsibility to meet all financial obligations concerning equipment, textbooks, library books, fundraisers, and supplies.
18. Students have a responsibility to fulfill all disciplinary obligations.
19. 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, administrators, and all others who are involved in the educational process.

ATTENDANCE

The Pennsylvania School Code lists the following reasons for excused absence from school: illness, quarantine, death in the immediate family, and impassable roads. Exceptions to the rule may be evaluated individually by a school administrator or designee. The following guidelines, policies and procedures will be adhered to at Abington Heights High School regarding attendance, early dismissal and late arrival:

1. Every absence requires a written excuse signed by the parent or guardian. When a student, regardless of age, is absent, the parent or guardian must send a signed excuse to the school explaining the reason and date of the absence. A student must present an excuse to the homeroom teacher by the third day after the absence. Excuses received after the third day will be coded as an unexcused absence. Parents will be notified when it becomes apparent that absence is an issue.
2. Parents or students may appeal the student's attendance record. The appeal must be made in writing and initiated by the parent or student. The appeal hearing will only address attendance from the immediate prior quarter. In order to consider any change in the attendance coding, the administration must be presented with clear and overwhelming evidence that the excuse is in compliance with Pennsylvania School Code.
3. Parental excuses can not be accepted after ten total absences. Any student who exhibits a consistent pattern of absence may be required at any time, to present a doctor's excuse for each continued absence. A doctor's excuse must include the date and time of the appointment and clearly state the dates that a student should be considered excused. General statements like "until further notice" or "the student may be absent on occasion for the illness" cannot be accepted.
4. If a student accrues any more than five unexcused absences, a truancy complaint to the district justice may be filed against the student or student's parents. Included in the truancy complaint will be the number of classes cut, unexcused tardies and unexcused early dismissals. Students age eighteen (18) and older place themselves in jeopardy of being taken off the rolls as a student of Abington Heights School District if absent for ten (10) consecutive days for an unexcused reason. P.A. Code 22.12.1
5. A doctor's excuse will be required for each time a student leaves school from the nurse's office after six times.
6. A total of no more than five days may be approved by Abington Heights High School administration for absences for job interviews, college visitations, and individual or family educational field trips. Students must submit the completed form to administration for approval at least five days in advance of the leave. Approval forms for these absences are available in the main office. Absences beyond five days will be considered unexcused and make-up work for those days may not be accepted.
7. Family or individualized educational trip requests during the final exam period will **not** be approved.
8. A note for an early dismissal signed and dated by a parent/guardian with a specific reason for the request is expected to be presented to the main office **before** the start of the school day.
9. Phone calls by parents asking for excusal of their son/daughter are not condoned by the school administration. In cases where there are extenuating circumstances, the school administration will verify the caller's identity but reserves the right to deny permission. If approval is given, students are expected to submit a signed excuse from a parent/guardian or health care giver the next school day the student is in attendance. If an excuse is not submitted, consequences may be assigned to the student or the temporary verbal approval will then revert to an unexcused absence.
10. Before leaving the building for any reason, the student **must** sign out in the main office. Consequences will be assigned to students who do not comply with this requirement.
11. Forged excuses for early excusal or absences are considered unexcused and will result in the student receiving disciplinary consequences.
12. Students who arrive late to school must report to the main office immediately upon entering the building. **Most excuses for being late to period one including a claim of illness and car trouble will be considered unexcused tardies.** However, administration may accept select excuses for extenuating circumstances. A class cut occurs when a student does not have an approved excuse for leaving school and does not attend a class.
13. Students may not be given credit for class work missed because of unexcused absence.

LATE TO SCHOOL OR LATE TO CLASS PROCEDURES

Students not in their assigned homerooms/classrooms when the bell rings at the published time of each period are considered tardy. Students less than five minutes late to class, without an acceptable excuse, the first three (3) times will receive a one-time warning. **Each additional tardy will result in a detention.** Students more than five minutes late to any one class will receive a detention. When a student arrives late to any class, the student must document the time of arrival on the classroom sign-in sheet.

STUDENT RESIDENCE

Residence will be determined under applicable law. The Abington Heights School District will aggressively enforce its residency policy. Students found living outside the District will be required to transfer immediately upon discovery. All appropriate action will be taken against those individuals knowingly living outside the District who send students to Abington Heights. The Superintendent of Schools is authorized to contract with private agencies to assist in the enforcement of this policy. The Superintendent is further authorized to initiate legal action to recuperate lost tuition and other damages.

<p style="text-align: center;"><u>Unexcused Absences</u></p> <ul style="list-style-type: none"> • Students have 3 school days to turn in excuse for absence from school. Students are reminded each morning by homeroom teacher. • Absence is marked “Unexcused” on the 4th school day after return from absence. Letter sent home to parents on 3rd Unexcused absence through attendance office. • A “First Offense” letter is sent Certified Mail to the parents on the 4th unexcused absence from school. Letter notifies parents of Compulsory Attendance Laws and that a summary citation will be issued to the District Magistrate for the next unexcused absence. • 5th Unexcused Absence from school will result in a Compulsory Attendance Citation being filed with the District Magistrate. A truancy hearing will be scheduled. • Future Unexcused absences from school will result in “Contempt” charges being filed against the individual and a hearing will be scheduled for Family Court. <p>***5th offense is the number of times unexcused, not the number of days.</p>	<p style="text-align: center;"><u>Unexcused Tardiness</u></p> <ul style="list-style-type: none"> • Students arriving to homeroom after 8:15 without a signed note from a parent or medical professional explaining the lateness will be considered “Unexcused Tardy”. • Students will receive a “warning” for the first three (3) times they are Unexcused Tardy to school. A letter will be sent home notifying parents of the tardiness issue after the third tardy. • Students will receive a detention on the fourth and subsequent Unexcused Tardiness to school with a detention letter sent home to the parents explaining the detention date and reason for detention. • Students will have a Compulsory Attendance Citation filed with the District Magistrate once the time missed from school as “Unexcused Tardiness” is equivalent to 24 hours, or 4 full school days. <p style="text-align: center;"><u>Excused Tardiness</u></p> <ul style="list-style-type: none"> • A student who arrives late to school and has turned in a note from a Doctor or legal professional within three days of the tardy will be marked as “Excused Tardy”. • Parental excuses for tardiness may be considered “Excused Tardy” by school administrator.
<p style="text-align: center;"><u>Excused Absences</u></p> <ul style="list-style-type: none"> • Absences from school with proper parental excuses that are turned in on time are considered “Excused” absences. • At a total of ten (10) absences from school, a letter will be sent home to the parents notifying them that an excuse from a Doctor will be required for every absence after 10 days of missed school. • At a combination of eleven (11) total absences a Certified Letter will be sent home to parents notifying them of Pennsylvania Compulsory Attendance requirements for excuses from a Doctor. • A Summary Citation will be filed with the District Magistrate for a combination of twelve (12) absences that are not accompanied with a Doctor’s note, legal professional, or counselor. 	<p style="text-align: center;"><u>Attendance and Parking Consequences</u></p> <p style="text-align: center;"><u>Unexcused Tardiness</u></p> <ul style="list-style-type: none"> • 15 school day driving suspension for 5th Unexcused Tardy to school. • 30 school day driving suspension for 6th Unexcused Tardy to school. • Permanent driving revocation for 7th Unexcused Tardy to school. <p>*** Days during suspension period will also count towards next offense level.</p> <p style="text-align: center;"><u>Unexcused Absences</u></p> <ul style="list-style-type: none"> • 30 school day driving suspension for 4th Unexcused absence from school. • Permanent driving revocation for the 5th Unexcused absence from school.

DISCIPLINE GUIDELINES

The discipline policy is designed to provide a safe and orderly school environment in which all students have the opportunity to learn. Disciplinary actions will be at the discretion of the administration based on the findings of their investigation and in accordance with the discipline policy. Regulations pertaining to disciplining special education students in accordance with Chapter 14 and IDEIA '05 Regulations will be followed.

In addition to other disciplinary consequences, alternative actions may also be taken by an administrator for violation of the discipline policy. Alternative actions may replace or accompany another disciplinary action.

DETENTION GUIDELINES

Students will be informed by the staff member writing the referral that a disciplinary referral is being made stating the infraction. Students will then meet with an administrator to be informed of why they were cited and what the consequences are for the infraction according to the discipline policy.

Should a student receive detention or suspension as a result of a disciplinary referral, the following procedures apply:

- A confidential student copy of the disciplinary referral with the assigned detention date will be returned to the student via the student's homeroom teacher after it is signed by the school administration.
- Detention will be held on Tuesdays and Thursdays each week from 6:30 a.m. until 8:00 a.m.
- Normally students will be informed of detentions several days in advance. However, students will be informed of the detention or alternative action date at least the day before the assigned detention.
- Parents/guardians are responsible for transportation to detention.
- Students are expected in detention at 6:30 a.m. on the designated day.
- The detention supervisor may use his or her discretion with respect to lavatory requests.
- Students are to be quiet during detention. They are required to do school work. Sleeping is prohibited and will result in an additional detention. Hats or other headwear are prohibited in detention, as are cell phones and other electronic devices.
- No food or drink is allowed in detention. Students are to have breakfast prior to arrival at school.
- Disruptions in detention will result in further disciplinary action.
- Students are not excused from detention or alternative action because of any commitment to any sports team, including regular practices and games, other school extra-curricular activities, work or transportation problems.
- Students are not permitted to use the computer during detention hours.
- Students must be on time for detention. Parents of students will be called to pick up their child if the student arrives late to detention. If parents cannot be reached, the student will remain in detention and be assigned an additional detention.
- Any detention that is cancelled due to weather delay or cancellation is automatically re-scheduled for the next day detention is held.

Any student, who is a persistent disciplinary problem, can be deemed ineligible to participate in any extra-curricular school activity at the discretion of the school administration or be assigned any other alternative disciplinary action.

Note: Community Service can be done in place of detention hours. The student must request a form from administration. The work must be completed within one week of receiving the form.

The following is an example of the discipline referral form and the consequences that may be issued for violating the discipline policy. Consequences include warnings, detentions, in-school suspensions, out-of-school suspensions, and referral to the Board of Education for an expulsion hearing.

DETENTION CUTS PROCEDURE

Cutting detention will result in the following sequence of events:

First cut	Original Detention + one additional detention
Second and subsequent cuts	Original Detention + one (1) day in-school suspension (ISS)
Third and subsequent cuts	Original Detention + two (2) days ISS, referral to guidance

Detention cuts are counted cumulatively throughout the school year. Failure to fulfill detention obligations may result in a student being placed in an alternative educational facility.

IN-SCHOOL SUSPENSION GUIDELINES

- Students should report to homeroom and then go directly to the in-school suspension room with ALL their books, assignments and all needed materials at the start of the school day. Students may not travel to their lockers during the school day.
- A bathroom break for students will be scheduled in both the morning and afternoon. The ISS supervisor will bring students collectively to the lavatories next to the cafeteria at 10:00 and 1:15 for this purpose. Supervisors may allow individual students an additional bathroom trip for emergencies only on a limited basis.
- No talking is allowed in the ISS room except when students converse about an assignment as approved by the ISS supervisor. Should a computer become available, students may use it to complete that day's assigned work with ISS supervisor approval. Teachers will send assignments that do not require students to leave the ISS room. Teachers should assign computer work sparingly since access will be limited.
- All assignments that are given to the student in ISS must be completed by the end of the day (unless the teacher notes otherwise); failure to complete the assignment may result in a zero. The assignments are then collected and returned to the individual teacher's mailbox at the end of the day. In the event of extenuating circumstances, the ISS supervisor will assign work in lieu of teacher assigned work. Each department will provide some form of supplemental material available to the ISS supervisors for this purpose at the start of the school year.
- Students will be escorted by the ISS proctor to the cafeteria to get their lunch and then return to the ISS room to eat their lunch. Students leave ISS at the last period bell at 3:20 to return their books to their lockers. Students may not sleep or put their heads down during ISS. Students must demonstrate respect for the ISS supervisor and the classroom environment at all times.
- All school policies will be enforced during ISS. Failure to comply with the established policies will result in further administrative action. Disciplinary problems in ISS or failure to serve the ISS will result in an out-of-school suspension. The original ISS will be reassigned and must be served.

HEARINGS

Education is a statutory right, and students shall be afforded due process if they are to be excluded from school.

In a case involving a possible expulsion, the student is entitled to a formal hearing. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student.

In a case involving suspension either in or out of school for a period of more than 3 school days, a student is entitled to an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

SUSPENSION GUIDELINES

Depending upon the severity of the infraction, a school administrator has the authority to suspend a student for up to ten (10) days for a single disciplinary infraction. Violation of school rules or conduct which is inappropriate for the school environment may result in exclusion from school. Assignments and tests must be completed. Upon request, work will be made available from teachers. During a suspension, students may not attend or participate in school activities, including away athletic contests. Students are not to be present on District properties for any reason during the exclusion from school. **A mandatory parent meeting is required for all suspensions.**

EXPULSION GUIDELINES

Each instance of a Level V offense will require a mandatory minimum three-day suspension from school and possible referral to the Superintendent and Board of Education for consideration of expulsion.

FIGHTING

1. The Abington Heights School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, or during any school activity will be punished in accordance with the school discipline policy.
2. Consequences for fighting will include suspension or alternative action. In addition, a student may be charged with violating the penal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault and/or other appropriate charges may be filed in cases which involve any of the following conditions: (a) a weapon or other potentially dangerous instrument is used in a fight or other act of violence; (b) bodily injury is inflicted on another person in a fight or through an act of violence; and (c) the fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior.
3. Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult. If assaulted, students have the right to exercise self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force. Students who do not attempt to avoid physical confrontation and participate in its escalation will be disciplined and charged appropriately regardless of who started the fight.

Abington Heights High School does not practice corporal punishment. Teachers and school authorities may use reasonable force under the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

CRIMINAL CODE TITLE 18, SECTION 5503, DISORDERLY CONDUCT

1. In order to provide a safe, orderly, and healthy environment the Abington Heights School District prohibits disorderly conduct defined in Section 5503 in school buildings, on school grounds, on school buses, and in any classroom, hallway, or instructional area. The prior statement will also apply to students in school buildings when they are in use for public assemblies (parent-teacher conferences, adult education classes, auditoriums, gymnasiums, stadiums, other playing fields or other rooms in use for student presentations, athletics, etc.).
2. The administration may file disorderly conduct charges, a summary offense through magisterial court which can cost the student more than \$300.00. These charges are in addition to other alternative actions as defined in this policy.
3. A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, s/he:
 - engages in fighting, threatening, or violent or tumultuous behavior
 - makes unreasonable noise
 - uses obscene language, or makes an obscene gesture
 - creates a hazardous or physically offensive condition by any act which serves no legitimate purpose

For further explanations of certain disciplinary infractions, please contact an assistant principal.

Academic Integrity Guidelines

The Abington Heights School District holds high regard for academic integrity and expects all students to demonstrate honest and ethical behavior when submitting assigned work. All grades and credits issued by the Abington Heights School District are based upon the principles of academic integrity and must be a representation of a student's own ability. Any use of another person's words, ideas, or research findings must be formally acknowledged according to acceptable standards of documentation.

Students should understand the definitions of cheating and plagiarism. Furthermore, they should understand that certain procedures will be followed and appropriate consequences administered when Academic Integrity Guidelines have been violated. Parents are encouraged to inquire about students' assignments through the Sapphire Parent Portal and should be familiar with the Academic Integrity Guidelines. Teachers will instruct students in the proper methods of documentation and will clearly define the standards and assessment guidelines for each assignment. The Abington Heights High School follows the documentation style set forth by the Modern Language Association (MLA).

DEFINITIONS:

Cheating- the deliberate use of unauthorized notes, calculators, cheat sheets, computers, or material forbidden by the instructor. Cheating also includes, but is not limited to, copying answers from another student or providing questions or answers to another student. This includes homework as well as tests, quizzes and projects.

Plagiarism- the act of using another person's words and / or ideas without giving proper credit.

CONSEQUENCES: The administration will review allegations of academic integrity violations, and will follow the chain of consequences listed below for offenses of cheating, and / or plagiarism.

First Offense:

1. Grade of "0%" on the particular assignment
2. Parent notification
3. One detention

Second Offense:

1. Grade of "0%" on the particular assignment
2. Parent notification
3. 1 day of In-School Suspension

Third Offense:

1. Grade of "0%" on the particular assignment
 2. Parent notification
 3. 3 days of Out-Of-School Suspension
- *** Possible loss of credit from the course

Major Academic Integrity Violations are serious breeches of integrity that threaten the academic credibility of the Abington Heights School District. Such offenses include, but are not limited to, acts that involve individuals who do or attempt to do any of the following: steal tests/quizzes, duplicate tests/quizzes using electronic devices (camera phones), purchase material to be handed in as their own work, hire individuals to produce work for them, or hack into a school computer system to obtain secure information. Note that hacking will result in a loss of computer privilege. Such loss of privilege could result in a student's removal from any course in which computer access is essential.

CONSEQUENCES:

First Offense:

1. Grade of "0%" on the particular assignment
2. Parent notification
3. 3 days of Out-of-School Suspension
4. Possible loss of credit for the course

Second Offense:

1. Grade of "0%" on the particular assignment
2. Parent notification
3. 5 days of Out-of-School Suspension
4. Possible expulsion hearing or placement in an alternative education facility

BUILDING USE

Students are welcome to use school facilities. However, permission and proper supervision is always necessary, i.e., coaches, teachers or advisors.

BULLYING PROTOCOL

Students may access the Abington Heights High School bullying protocol in all high school classrooms and on the Internet at <http://www.ahsd.org/hs/Bullyingprotocolhs.pdf>.

CONDUCT IN CAFETERIA

Orderly behavior in the cafeteria is expected. The following behaviors are expected:

1. Students are expected to arrive in the cafeteria at the beginning of the scheduled lunch period and stay until the end.
2. Students are not allowed to linger in the hall prior to lunch period.
3. Students are expected to show respect to others at all times.
4. Students are responsible to keep their area clean. Students must deposit recycling items in the proper receptacle. Only students whose areas are clean will be dismissed on time by the monitor.
5. Students will be dismissed by side when all expectations are met.
6. Students not adhering to cafeteria rules will face disciplinary action, which may include lunchroom suspension, assigned seats, and/or other alternate action.
7. Screaming, shouting, chanting, and hooting are disruptive and will not be tolerated.
8. **Students may not leave the building or exit school during lunch periods. The consequence for leaving the building anytime without permission is in-school suspension.**
9. Students are not allowed to order out for lunch or have food delivered to any area of the school to eat it in the cafeteria.
10. Students are not allowed to reserve seats for themselves or friends.
11. Students are not allowed to remove food or drink from the cafeteria.

DESTINATION PASS SYSTEM

1. Students will use agenda planners as destination passes. Students will be assigned their own agenda planner and will not be permitted to travel using another student's planner. When students are given permission to leave their assigned area, all information is to be completed on the date in the agenda planner by the student and signed by a faculty or staff member. The students will also sign in and out when leaving or arriving at their destination on a log sheet. Students are expected to have their agenda planner with them whenever they travel from place to place. If they do not have their planner, they will not be received at their destination point.
2. Students will only be given one agenda planner. If students lose their original planner, the students may opt to purchase a new planner for five dollars (\$5.00) in the student office during their scheduled lunch period.
3. Teacher discretion is used when responding to a student request to use the lavatory. Students who show a pattern of abusing the lavatory privilege may be denied use of the lavatory and directed to go at an appropriate time.
4. Only the classroom teacher to whom a student is assigned can give permission for that student to be somewhere else during that class period. Permission from the teacher must be attained in advance of going anywhere else. Students may not extend their presence in the previous period without prior approval from the next teacher. Requests for this type of leave are expected to be very limited and given narrow interpretation of flexibility. All students should remain wherever they are assigned by their schedule.

FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

DRESS CODE

If a dress code violation occurs, the student will be given the opportunity to change into appropriate attire or be restricted to the school office until appropriate clothing can be brought to school from home. Refusal to do so will result in a detention. Repeated infractions will result in the student being suspended.

The Abington Heights School District Dress Code for the 2011-2012 School Year is as follows:

- All upper body attire (blouses, tops, dresses, shirts, sweaters, etc.) should cover from the collar bone to the base of the torso so as not to expose any midriff, cleavage, or chest. Blouses, tops, and shirts are to have a collar.
- Sweaters, sweatshirts, and hoodies are acceptable outer attire.
- Wording, phrases or other representations with the exception of Abington Heights approved attire, are not permitted on clothing. Manufacturers' insignias, such as a Nike swoosh on the chest or sleeve, are acceptable.
- All lower body attire (pants, shorts, skirts, skorts, dresses, etc.) should be worn at the waistline and extend to at least the knee.
- Exposed underwear of any kind, including through clothing, as well as tears in clothing, are not permitted.
- Sneakers or shoes that are appropriate and safe for school activities must be worn at all times.
- Hats, hoods, spiked jewelry, sunglasses, or anything deemed disruptive or unsafe by administration will not be permitted.
- Special group attire may be worn on designated days with administrative permission and must conform to all rules of decency.

Students are expected to wear a visible traditional fold-down collar or turtleneck each day to school unless otherwise noted.

- The Abington Heights School District may create additional rules and regulations governing student driving in order to assure the safety of all students. Any changes or additions to this policy that occur will be communicated to student drivers.

FINAL EXAM EXEMPTION

Seniors with at least a 93 average in the course, a grade of at least 93 in the fourth quarter, and a 93% attendance rate may be exempt from the final exam at the teacher's discretion.

FOOD AND BEVERAGES

Students are not permitted to have food and beverages in study halls, classes or the halls. Students are not allowed to have opened or unsealed containers for drinking anywhere but the cafeteria. Food and beverages are forbidden in the auditorium and gymnasium during and after the school day.

HAZARDOUS AND ANNOYING MATERIALS

1. Anything dangerous, disruptive, or distracting is prohibited in school or on district transportation (buses).
2. Examples include but are not limited to matches, lighters, hazardous chemicals, explosives, fireworks, knives, firearms, weapons, laser lights, water guns, pagers, scanners, head-wear, large chains of any type, in line skates, scooters, etc.
3. Use of cell phone between the hours of 8:15 am to 3:20 pm is prohibited. Cell phones must be turned off during the school day and placed in the student's locker before 8:15 a.m. The school can not be held responsible for theft or damage to any student possessions brought into the school. Any cell phone or disruptive object visible to the school staff during the school day will be confiscated. If a cell phone or disruptive object is revealed during a student search, it will be confiscated.
4. Use of hacky sacs, CD players, iPods, radios and cell phones is prohibited between the hours of 8:15 a.m. to 3:20 p.m.
5. All of the above will be confiscated if used during school hours and kept until the end of the day. Disciplinary or legal action is required for possession of some items.

ABINGTON HEIGHTS SCHOOL DISTRICT
EXTRA-CURRICULAR CODE OF CONDUCT

The Extra-Curricular Code of Conduct has been established to assure that all participants in extra-curricular activities represent the Abington Heights School District and the Abington Heights Community in a positive and distinguished manner. This Extra-Curricular Code of Conduct is a twelve month policy and pertains to any student that is involved in extra-curricular activities including, but not limited to athletics, marching band, student council, and all other school-organized activities outside of the normal school day.

RULES AND REGULATIONS

1. Students must be in attendance at least four periods in order to be eligible to participate in after school practices, competitions or performances. Students leaving school early due to illness and students absent from school due to an illness are not allowed to participate in any extra-curricular activity after school on that day. Students with excused late arrivals must arrive no later than 11:30 a.m. and must attend four class periods to be eligible to participate in an after school extra-curricular activity.
2. Specific team or club rules will be determined by the coach or advisor and will be approved by the Athletic Director and/or Principal. These are to include, but are not limited to, rules governing attendance at practice sessions, games, and performances. When developed, these rules will be kept on file in the office of the Director of Athletics for all athletic activities, and in the Principal's Office for all other activities.
3. **Profane and obscene language will not be tolerated.** The use of profane and obscene language during practice sessions, athletic contests, or performances by a student will result in disciplinary action by the coach or advisor. Disciplinary action taken by the coach or advisor may lead to suspension or removal from the activity for repeat offenders.
4. Unless an acceptable excuse is given to the coach or advisor, any student who quits an activity before the end of the season shall be ineligible to participate in any extra-curricular activity again during the time that activity is in session. If, after trying out for an activity within a two-week period, a boy or girl wishes to leave the activity, the coach or advisor must be consulted. With the permission from the Athletic Director or Principal, the student may try out for another activity.
5. The student is responsible for all school equipment issued to them. Students are expected to treat the equipment with proper care and return all items promptly at the end of the season. Any equipment not returned, or equipment altered beyond regular use, will be recorded as an obligation and shall be paid for by the student or his/her parent/guardian(s).
6. All students must travel to and from all activities with the coach or advisor unless permission is granted to do otherwise by the Coach, Athletic Director, Advisor or Principal. Students who do not travel with the squad without proper permission, will be subject to one week suspension from the activity they are involved in.
7. At activities outside of Abington Heights, students are the guests of the host schools. Proper conduct is expected which reflects a positive image of the Abington Heights School District.
8. Proper dress is expected of all students participating in extra-curricular activities. Coaches and advisors will set the standard of dress for individual activities.
9. Officials are selected because of training and experience. Student athletes should realize that officials are honest in their intent. Athletes are reminded that officials are in complete charge of an event. Athletes should not challenge the decision of the official. Violations of sportsmanlike conduct will result in consequences for students, the team and the entire athletic program.

10. Abington Heights School District stresses sound principles for healthful living. Prohibition on the use of drugs, alcohol, tobacco products, chewing tobacco, steroids, stealing, vandalism, hazing or gross misconduct apply to all students participating in extra-curricular activities. The twelve month Extra-Curricular Code of Conduct mandates the disciplinary actions listed below for any student violating this policy. Any student participating in extra-curricular activities who is present at an event where alcohol/drugs are being used illegally will be considered in violation of this policy.

The penalty for a first violation of the extra-curricular code of conduct for drinking, smoking, use of chewing tobacco, steroids, misconduct in or out of school, or possession of alcohol, drugs or tobacco products, will result in a two week extra-curricular activity suspension. A student suspended from extra-curricular activities due to a first offense violation is not allowed to attend practice, or attend any contests or performances for the duration of the suspension. This includes contests or performances that are held outside of The Abington Heights School District. A suspended student MAY NOT join an activity for the purpose of serving a suspension and then quit the activity. Any student that is required to serve a two week suspension for a first offense violation must complete the entire season in order for the suspension to be fulfilled. Students who are suspended from an extra-curricular activity will be ineligible to receive school awards other than participation certificates/letters.

If a student violates the extra-curricular code of conduct by drinking, smoking, chewing tobacco or possession of alcohol, drugs or tobacco products, steroids or performing acts of misconduct for a second time, the athlete will be suspended from all extra-curricular activities for a period of one complete season. The high school principal may extend the suspension of the second violation to one calendar year for violations that are similar in nature to the first offense violation.

For the purpose of this extra-curricular code of conduct, the definition of a complete season is twelve weeks from the date of the second violation, and a calendar year is defined as one year from the date of the second violation.

The use or possession of drugs/steroids on school property, distribution of drugs/steroids, hazing or gross misconduct are considered major offenses and will require major disciplinary action. Violations of this type will result in suspension beyond the two-week period for a first offense and may be considered severe enough to have a student removed from an activity entire season.

A summary of the discipline for the violation of the above will be as follows:

- 1st offense (Grades 7-12) 2 week suspension
- 2nd offense (Grades 7-12) Suspension for one full 12 week season
- 3rd offense (Grades 7-12) Permanent suspension from all extra-curricular activities

The final decision concerning the action taken regarding the aforementioned violations will be made by the High School Principal.

LIBRARY POLICIES AND PROCEDURES

1. While in the library, students will work quietly and not disturb other students. Talking will be kept to a minimum. When it does take place, it will be in a low tone. Excessive or loud talking, as well as any other form of disruptive behavior, will result in the loss of library privileges in the following way:
 - First time Two-week suspension from the library
 - Second time One-month suspension from the library
 - Third time Suspension from the library for the remainder of the year
2. Students coming to the library will use their destination pass or a group class list of all students being sent from a particular classroom. Groups are expected to arrive at the same time.
3. Requests to leave the library for any reason will be evaluated individually.
4. Students will remain in the library until the end of the period.

5. Students are encouraged to use all materials located in the library. The library circulation policy is as follows:

Books on open shelves	Two weeks
Reference books	Overnight
Reserved books	Overnight
Pamphlets or magazines	Overnight
A-V materials	See librarian
6. Fines for the late return of materials are as follows:

Two-week circulation items	\$.25 per day
Overnight items	\$.25 per day

Overnight materials are due in the library before the end of period 1.
7. All library materials will be signed out at and returned to the circulation desk.
8. Computers located in the library are **for research purposes only**. The use of these machines to gain access to unauthorized areas will result in disciplinary action.
9. At times, a copy machine may be available for students to have materials copied. A \$.10 per sheet fee is charged. The number of copies that can be made is limited.

LOCKERS

Students must assume the responsibility for all school issued materials; therefore, lockers will be assigned to each student at the start of the school year. Students are expected to make every effort to keep their locker neat and clean. Decals and writing on the locker are not acceptable, nor is food other than student lunches. Opened beverages in lockers are not acceptable.

Because each student is provided a locker, books and school supplies are to be stored in that locker. Use of backpacks is not permitted during the school day. Students may transport belongings before and after school via backpacks, but the backpacks must remain in the lockers for the rest of the day. Adjustments have been made to the daily schedule, which will allow extra time for students to go back to their lockers two to three times during the day. At no time will students need to carry books for more than three classes. If students have trouble with their locker, they are to report this to the high school student office.

Students are responsible for all materials within their lockers. Lockers are the property of the school and students should not have an expectation of privacy regarding items placed in lockers. The lockers may be searched at any time for illegal or dangerous materials, or for any other suspected school infraction. All lockers remain the property of Abington Heights High School, and the school reserves the right to search lockers as determined to be necessary to maintain the health and safety of the student body and to prevent the use of the lockers for unauthorized or illegal purposes; therefore, the school maintains the legal right to inspect any locker when there is an indication of misuse.

MEDICATIONS / HEALTH ROOM

- Required medications must be stored in the health room. Written directions must be submitted by a parent and physician prior to administration of any medicines. Records of students receiving medication during the school day will be kept by the nurse. Requests for administration of medications must be renewed each year. Over-the-counter medicines must be registered with the nurse.
- A physical examination is required by the state of Pennsylvania at the beginning of eleventh grade. Forms for the exam are mailed by the school nurse at the end of the tenth grade.
- If the nurse is not immediately available, students are not to remain in lavatories or other areas. Send someone to get help. Absence from class will be unexcused if procedures are not followed.
- If a student is dismissed through the nurse's office more than six times, a doctor's excuse will be required for all further occurrences.

PHYSICAL EDUCATION

Students will attend physical education every other day throughout the year. All students are expected to dress appropriately and participate.

Participation and Grading

- Grading is on a Pass/Fail Basis---Everyone starts each quarter passing.
- A grade of No Credit (NC) will be given when a student: is not dressed appropriately for class, fails to participate according to the teacher's directions, or is unlawfully absent from class.
- Only doctor's excuses will be accepted for non-participation without loss of credit.
- A student will pass the quarter unless he or she has received three grades of NC within the quarter.
 - Students will be assigned a detention for each NC after a failing grade has been assigned for the quarter.
- Students must pass three quarters of Physical Education to receive credit for the course.

11th Grade Requirement – Boating and Water Safety Course

12th Grade Requirement – CPR Course

- Seniors must have a validated CPR certification card by June 1st in order to graduate

POSTERS/PUBLICATIONS

All posters must have pre-approval to be displayed anywhere in the school. Those not displaying an "approved" stamp will be subject to removal. Any publication that a student wishes to distribute must be approved and posted by school administration. Approval will be based on existing school policy. Students must publish material in an ethical and responsible manner. Any publication which demeans any student or employee of the district will not be approved to be posted, published or distributed on school property.

REQUIRED STUDENT INFORMATION

Student information forms are necessary for health and safety reasons. Therefore, these forms are required to be signed and returned at the start of each school year. Failure to do so will result in loss of participation in extracurricular activities (including sports), field trips, class trips and parking privileges as well as possible disciplinary action.

SEARCHES

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such property by students is a privilege, not a right. The reasonable expectation of privacy which students enjoy does not extend to lockers, desks, or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks, and vehicles on school property whenever deemed necessary or reasonable for the protection of health, welfare, and maintenance of discipline in the classroom or on school grounds. This may include random, blanket, periodic or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, periodic or sweeping searches of all lockers will be conducted without regard for any individual suspicion.

Searches of students, student clothing, and student possessions may be conducted if the administration determines that a reasonable level of suspicion exists that a violation of school policy has occurred. Students found in possession of illegal substances or look-alike, weapons or look-alike, or other prohibited articles or materials in their lockers, desks, or vehicles, and/or on their persons shall be subject to discipline in accordance with the rules, policies, and regulations of the district and shall further be subject to any fines, penalties or legal actions as may be provided for by State and Federal laws and regulations. Such evidence may be used against the student in disciplinary proceedings.

SOLICITATIONS

At no time may students sell any items in the school building for personal gain. Any sales (food, candy, beverages, books, clothing etc.) must be pre-approved and conducted by a legitimate organization of the school.

STUDENT OBLIGATIONS

1. Students must meet all of their financial and disciplinary obligations.
2. Students experiencing financial hardship are to inform the school administration.
3. Disciplinary action is also considered an obligation.
4. Students who are negligent in meeting their obligations as of the end of the marking period will not be given their report card.
5. Seniors who are negligent as of the end of the school year, with any obligation, will not be a part of graduation or associated graduation activities.
6. If students do not meet their financial obligations by the end of the school year, they may not be allowed to participate in extracurricular activities the next school year until restitution is made.

STUDENT DANCES

The homecoming and winter semi-formal dances are for AHHS students. Each AHHS student is entitled to bring one approved guest. If the guest is not from AHHS, he/she must be a student in grades 9-12 or a 2010 graduate and must be approved by the administration. Guest forms will be available in the main office. The prom is for Abington Heights juniors and seniors and their approved guest. The approved guest must be a student enrolled in grades 9-12 or a 2011 graduate and must be approved by the administration. Tickets for dances may not be transferred between students. Tickets will be on sale for designated days prior to the dance and will not be sold after the posted date. No tickets will be sold at the door.

SAP

The Student Assistance Program is here to help students, as are the guidance counselors and administrators. The team consists of teachers, counselors, and administrators who want to help find a way to resolve student problems such as drugs, alcohol, tobacco, or family issues in a confidential manner. If students have a problem or a friend with a problem, they can go to any member of the team. Teams will be announced in September.

TRANSPORTATION

Students riding buses must conduct themselves in a manner consistent with school standards. While on the bus they are under the supervision of the bus driver. Failure to adhere to a driver's direction and behavior standards will result in bus privileges being suspended. Warnings/suspensions are handled as follows: (1) verbal warning by driver; (2) written report to building principal; (3) building principal/student meeting with written notice to parents; (4) possible three-day suspension following a second notice; and (5) possible 10-day suspension following a third notice. A building principal has the authority to bypass any steps and suspend transportation immediately if the severity of the offense warrants. Good behavior on the bus platform is expected. Shouting, pushing, and disruptive behavior can cause a threat to safety and will not be tolerated.

USE OF TELEPHONES

Except for emergencies, students are not permitted to use the office phones. Emergency phone calls will be referred to the office. Emergency calls are those perceived as urgent and address issues such as the reporting of sickness when the nurse is unavailable, a schedule change initiated by the school which affects transportation, or any other issue deemed an emergency by the school administration. Use of cell phones is strictly prohibited during the school day. Consequences for cell phone use may range from a detention to a suspension depending upon the situation.

VISITORS

If students wish to bring a guest to school, they must contact the principal in advance of the visit for pre-approval. Guests will be limited to only those students contemplating transfer to Abington Heights. Guests are expected to conform to all school rules. If the visit is in conflict with school activities, permission may be denied. Guests prior to holidays or after May 1 are generally not permitted.

WEAPONS

Students will not be permitted to possess or use any weapon or look-alike at any time, in any school district building, on school property, on any school van or bus, or at any school function. This policy extends to privately owned vehicles on school property. Students are aware that any instrument or object capable of inflicting harm in its normal or intended use is a weapon. All knives no matter how small are weapons. "Use" shall include display or threats. For more details, refer to the Weapons Policy on the district website www.ahsd.org.

ALCOHOL AND CONTROLLED SUBSTANCE USE AND ABUSE POLICY

The Alcohol and Controlled Substance Use and Abuse Policy is posted in the student office of the High School and on the district website: www.ahsd.org/policy/227 - Alcohol Controlled Substance Use Abuse - APPROVED 9-17-08.pdf.

HAZING POLICY

Purpose

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

Definitions

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

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

Endanger the mental health shall include any activity, that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Authority SC 510 Pol. 122, 123

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

Delegation of Responsibility

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal. The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of:

- publication in handbooks
- verbal instructions by the coach or sponsor at the start of the season or program

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.

SEXUAL HARASSMENT POLICY

The Civil Rights Act Title IX of the Federal Education Amendments prohibits sexual and racial discrimination against students in school settings. Sexual harassment is defined by Title IX as a form of sexual discrimination.

Philosophy

Abington Heights School District is committed to providing a safe, positive learning environment for all students. Therefore, sexual harassment is prohibited and will not be tolerated in any form. It shall be a violation of this policy for any student to sexually harass any other student. School administration will investigate all formal and informal, verbal and written complaints of sexual harassment. Any student who is found to have sexually harassed any other student will be disciplined.

Definition

Sexual harassment consists of verbal, written, or physical conduct of a personal or sexual nature not related to the educational function of the school, including both non-consensual and consensual behaviors during all times when students are under the jurisdiction of the school.

Sexually Harassing Behaviors

Touching of breast, buttock, etc.
Sexual games or dares
Verbal or sexual written comments about parts of the body, sexual orientation, clothing, looks
Name-calling or profanity from a sexual perspective
Spreading sexual rumors
Sexual or "dirty" jokes
Cartoons, pictures, and pornography
Gestures with the hands and body of a profane and sexual nature
Pressure for sexual activity
Cornering, blocking, standing too close, following
Conversations that are too personal
"Rating" an individual, as for example, on a scale from 1 to 10
Obscene t-shirts, hats, pins
Sexual assault and attempted sexual assault
Rape
Touching oneself sexually in front of others
Graffiti of a sexual nature
Making kissing sounds or smacking sounds
Howling, catcalls, whistles, barking
Repeatedly approaching someone when he or she is not interested
Facial expressions such as winking, kissing
"Making out" in the hallway
Suggestive, full-body, or unwanted hugging

Response and Reporting Procedures

School personnel must report and/or investigate all incidents of sexual harassment and take appropriate action, whether they personally observe incidents or are made aware of them by some other means. Reporting, investigation, and action must occur even if the victim does not file a formal complaint and even if the victim does not express any overt disapproval of the harassment.

All incidents of harassment require a mandatory referral to the administration. *Information concerning any complaints of sexual harassment shall be treated confidentially.*

SMOKING POLICY

The smoking of any substances and/or the use of smokeless tobacco by anyone is prohibited within all buildings of the Abington Heights School District. This is a total ban on all smoking and/or use of smokeless tobacco and applies to all individuals, including all district employees, students, and the public.

Use of Tobacco in School Prohibited

A pupil who possesses or uses tobacco in a school building, a school bus, or on school property owned by, leased by or under the control of a school district commits a summary offense.

A pupil who commits an offense under this act, will be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of at least \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 42. PA. C.S. &1520 (relating to adjudication alternative program) in lieu of imposing a fine.

Note: Students observed in possession of tobacco while attending a school-related event will earn school consequences when the infraction cannot be reported as a legal complaint. Those consequences may include, but are not limited to, denial of attendance at future field trips or class trips, detention, in-school suspension, suspension and alternative action. Smoking is also addressed in policy for sports and extra-curricular programs.

EXCERPT FROM THE MEMORANDUM OF UNDERSTANDING BETWEEN LACKAWANNA COUNTY AND THE ABINGTON HEIGHTS SCHOOL DISTRICT

Scope of School Entity's Involvement

1. Victims
 - a. Unless the school entity has received previous written instruction from the parent or guardian to the contrary, the Law Enforcement Agency does not need to secure parental permission to interview a victim.
 - b. The school entity shall notify the parent or guardian of a victim when law enforcement authorities interview that victim. Law enforcement shall follow department policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
 - c. In the event a victim is interviewed by law enforcement authorities on school property, a guidance counselor or similar designated personnel shall be present during the interview.
2. Witnesses
 - a. Unless the school entity has received previous written instruction from the parent or guardian to the contrary, the Law Enforcement Agency does not need to secure parental permission to interview a witness to a reportable incident.
 - b. The school entity shall notify the parent or guardian of a witness when law enforcement authorities interview that witness. Law enforcement shall follow department policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
 - c. In the event a witness is interviewed by law enforcement authorities on school property, a guidance counselor or similar designated personnel shall be present during the interview.
3. Suspects
 - a. Depending upon the individual circumstances of the incident, a juvenile suspect may or may not be competent to waive his/her rights to consult with an interested adult and/or attorney prior to speaking with law enforcement authorities.
 - b. The school entity shall cooperate with law enforcement authorities to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interviewed by law enforcement authorities.
 - c. In the event an interested adult cannot be contacted, the school entity shall defer to the policies, procedures and direction of the investigating

law enforcement authority who shall act in a manner consistent with the protection of the student suspect's legal and constitutional rights.

- d. The legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the law enforcement authority. The school entity shall defer to the expertise of the law enforcement authority on matters of criminal and juvenile law procedure, except as is necessary to protect an interest of the school entity.

4. Conflicts of Interest

- a. The parties to this Memorandum recognize that in the event that a school entity employee, contractor, or other person acting on behalf of the school district or entity is the subject of an investigation, a conflict of interest may exist between the school entity and the adult suspect.
- b. Where the possibility of such a conflict exists, neither the individuals that is the subject of the investigation nor any person acting as his/her subordinate or direct supervisor shall be present during law enforcement authority's interviews of student co-suspects, victims or witnesses.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s) shall be informed of the contents of the statements made by students co-suspects, victims or Witnesses, except at the discretion of law enforcement authorities or as otherwise required by law.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

USDE - December 23, 2008

