



## **Fort Cherry High School**

**110 Fort Cherry Road  
McDonald, PA 15057  
Phone: 724.796.1551  
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[www.fortcherry.org](http://www.fortcherry.org)**

# **Fort Cherry High School STUDENT HANDBOOK 2023-2024**

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# Table of Contents

## STUDENT SERVICES

ATTENDANCE (Board Policy #204; state code)

ABSENCES

DAILY SCHEDULES

EDUCATIONAL TRIPS

EARLY DISMISSALS

TARDY PROCEDURES

ASSEMBLIES

ATHLETIC ELIGIBILITY RULES

BUS TRANSPORTATION (Board Policy #810)

CAFETERIA

ELECTRONIC DEVICES (Board Policy #218.3 and Board Policy #237)

FIRE DRILLS

## GRADING PROCEDURES & STUDENT RECORDS

Passing a Course

Summer School Course Recovery Credit

Incompletes

Weighted Grades

Honor Roll

Graduation Requirements

Grade Promotion for Students in Grades 7-8

Commencement Marching Requirements

Homework

Notice of Student Records

## LEARNING COMMONS PROCEDURES

## MEDICATIONS (Board Policy #210)

Medications Ingested By Mouth

Possession Of Medication Not Ingestible By Mouth

Field Trips, Sports, and Other Activities away from the School Building

Maintenance Of Non-Prescription Medications And Topical Ointments By The School Nurse

Annual Notice Of Policy

Responsibility Of School Nurse

[Student Self-Administration](#)

[PHOTO, VIDEO & INTERVIEWS](#)

[SCHOOL VISITATION](#)

[STUDENT BILLS](#)

[STUDENT CODE OF CONDUCT & EXPECTATIONS](#)

[Academic Dishonesty \(Board Policy 218\)](#)

[Alcohol and Controlled Substances Distribution, Possession, and/or Use \(Board Policy 227, state/federal codes\)](#)

[Assault \(Board Policy 218, 218.1; state/federal codes\)](#)

[Disruption of School](#)

[Dress Code \(Board Policy #221\)](#)

[Driving Privileges, Parking Permits, and Procedures \(Board Policy #223\)](#)

[Electronic Devices and/or Systems Misuse \(Board Policy 218.3\)](#)

[Fighting \(Board Policies 218, 218.2; state/federal codes\)](#)

[Hall Passes](#)

[Harassment, Hazing, and Terroristic Threats](#)

[Insubordination \(Board Policy 218\)](#)

[Lockers \(Board Policy #226\)](#)

[Social Media Code of Conduct for Students and Parents](#)

[Theft and/or Vandalism of Property \(Board Policy 218, state/federal codes\)](#)

[Tobacco Possession and/or Use \(Board Policy 222, state codes\)](#)

[Trespassing/Unauthorized Presence/Class Cuts](#)

[Weapons and/or Dangerous Instruments](#)

[STUDENT CODE OF CONDUCT CONSEQUENCES](#)

[Detention and In-School Suspension](#)

[Suspension and Expulsion \(Board Policy #233\)](#)

[Suspension](#)

[Expulsion](#)

[TECHNICAL SUPPORT](#)

[SPECIAL EDUCATION SERVICES](#)

[Screening and Evaluation](#)

[Inclusive Practices](#)

[Learning Support](#)

[Life Skills Support](#)

[Speech and Language Support](#)

[Therapeutic Emotional Support](#)

[Secondary Transition](#)

[Related Services](#)

[Occupational Therapy](#)

[Physical Therapy](#)

[Speech/Language Therapy](#)

[Intermediate Unit Services-Hearing](#)

[Intermediate Unit Services- Social Work](#)

[Intermediate Unit Services- Vision](#)

[Child Fine](#)

[Identification Activity](#)

[Confidentiality](#)

[Early Intervention Identification](#)

[Potential Indicators of Weakness](#)

[Other Indicators](#)

[Mental Giftedness](#)

## **EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS**

**Liaison Responsibilities**

**Definition of Homelessness**

**Enrollment/Placement**

**School/Health Records**

**Placement/Disputes/Complaints**

**Education Records**

**Transportation**

**Fiscal Responsibilities**

**Training**

**Free and Reduced Meals**

**Family Engagement**

**Community Partnerships**

**Academic Supports**

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## Dr. Trisha Craig, High School Principal

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### Dear Student and Parent/Guardian:

The Fort Cherry High School administration, faculty, and staff welcome you to Fort Cherry High School, Home of the Rangers. The Fort Cherry Student Handbook outlines the rules, procedures, and expectations governing our school to provide you ease in accessing information relevant to your education. This information can also be accessed on the Fort Cherry High School website, [www.fortcherry.org](http://www.fortcherry.org).

We look forward to working with you this year as you begin a new year of personalized exploration and learning. Fort Cherry High School has a proud history of high academic and extra-curricular achievements among its students and staff. We expect you to strive to continue this tradition for the mutual benefit of the school community and you. We challenge you to take advantage of the opportunities and experiences that Fort Cherry High School has to offer by being actively involved in your classes and by participating in the school's many activities and programs, as you deem appropriate.

If you encounter any struggles along the way, we will do our best to assist and support you. We are here for you. If you have questions or concerns, please see a teacher, staff member, or me. We are committed to guiding you through your educational experience. We hope you have an exciting and successful school year!

Sincerely,  
Dr. Trisha Craig  
High School Principal

*The children are our focus...working together is our method*

## **STUDENT SERVICES**

The HS Student Support Services Coordinator, the School Counselors, and the Mental Health Specialist are available to assist students in all matters relating to academics, personal, and school related conditions that affect student learning, behavior, or attendance. If you need assistance, please contact them:

Mrs. Cieply – HS Student Support Services Coordinator

[lcieply@fortcherry.org](mailto:lcieply@fortcherry.org), Fort Cherry HS Ext. 2366, or Google Voice number  
412-407-3303

Mrs. Wilson – Jr. High School Counselor

[ewilson@fortcherry.org](mailto:ewilson@fortcherry.org), Fort Cherry HS Ext. 2339, or Google Voice number  
724-633-7332

Ms. Regan McGlennon – Sr. High School Counselor

[rmcglennon@fortcherry.org](mailto:rmcglennon@fortcherry.org), Fort Cherry HS Ext. 2340

Mrs. Eva Kramer- Mental Health Specialist

[evakramer@fortcherry.org](mailto:evakramer@fortcherry.org) Fort Cherry HS Ext. 2384

There is a counselor available to help students with any problems that may arise during the school day. Students are more than welcome to contact the counselor at any time during AIRE time, Lunch, or a Study hall, unless it is an emergency. Student Services appointments may be scheduled by:

1. Email
2. Phone call to the Fort Cherry Extension
3. Phone call/Text to the Google Voice number
4. Student Assistance Program (SAP) referral

School Counselors are responsible for addressing the needs of all students in school. The duties of counselors include admission, orientation and scheduling of new and transferring students, visiting the classroom to give important information to all grade levels, selecting students for advanced classes and vocational technical classes, keeping accurate cumulative records, administering standardized tests, conferences with parents and teachers, group counseling sessions, counseling failing students, continually updating career information, and actively participating as members of the SAP team.

## **ATTENDANCE (Board Policy #204; state code)**

### **Absences**

In order for an absence to be considered as excused, a parent/guardian must submit a written/electronic explanation or medical excuse that includes the student's name, the date of the absence, and the reason for the absence within 5 school days of the absence. The parent/guardian should complete the Attendance Excuse Form in the Sapphire Community Portal under student forms. Handwritten excuses, a fax from a doctor's office, or an email to the building secretary are also acceptable methods to submit excuses. A parent can only excuse the first ten absences in a school year. *Students are reminded that attendance for at least four (4) academic periods during the school day is required for participation in school-related activities that evening, unless a legal doctor's excuse or court order is provided prior to participation in the event.*

The HS Principal may excuse a student's absence from school for the following reasons only:

- Student Illness (doctor's excuse required for 3 or more consecutive days)• Quarantine with symptoms which limit the student's ability to participate in instruction
- Death in the Immediate Family
- Religious Holidays (24-hour advance request only)
- Educational Journey in which form is submitted and approved by the HS Principal two (2) weeks in advance
- A maximum of ten (10) days of absences (excused) verified by parental notification may be permitted per school year. All absences beyond ten cumulative days require an excuse from a physician/court or ticket of technical difficulties for each additional absence in order to be marked as an excused absence (PA Code Chapter 11, Student Attendance, § 11.41).

### **Truancy**

A child is "truant" if the child is subject to compulsory school laws and has incurred three or more school days of unexcused/unlawful absences during the current school year. A child is "habitually truant" if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year

If a student accrues 3 unlawful absences, the Fort Cherry School District will notify the parent of the absence via the Sapphire Community Portal and a letter sent to the child's home address. A referral will also be submitted to the Blue Prints Truancy Agency. At 4 unlawful absences, the Fort Cherry School District will notify the parent/guardian of the absence in writing via a mailed letter home to the student's home address and in the Sapphire Community Portal. Additionally, the school will begin the process of the



development of a Student Attendance Improvement Plan. If the student accumulates 5 unlawful absences, the parent/guardian will be notified in writing via the Sapphire Community Portal and a letter sent to the child’s home address. This notification will relay that the student is in violation of the Student Attendance Improvement Plan. If a child has 6 or more days of unlawful absences, the Fort Cherry School District is required to submit a truancy citation in the office of the appropriate judge against the person in parental relation to the child. The school may also submit a referral to the appropriate Child in Youth Service Agency.

Any student who is absent for 10 consecutive days shall be dropped from the active membership role unless the school is provided with evidence the absence is legal or compulsory attendance prosecution is being pursued.

Enclosed below is a penalty chart of unlawful absences per the Fort Cherry School District Attendance Policy;

Unlawful Absences	Penalties
3	<ul style="list-style-type: none"> <li>● Written notification sent to the student’s home address and documented in the Sapphire Community Portal Document Center</li> <li>● Referral to Blue Prints Truancy Agency</li> </ul>
4	<ul style="list-style-type: none"> <li>● Written notification sent to the student’s home address and documented in the Sapphire Community Portal Document Center</li> <li>● Student Improvement Conference scheduled and creation of a Student Attendance Improvement Plan Created</li> </ul>
5	<ul style="list-style-type: none"> <li>● Written notification sent to the student’s home address and documented in the Sapphire Community Portal Document Center of a Violation of the Student Attendance Improvement Plan</li> </ul>
6+	<ul style="list-style-type: none"> <li>● Written notification sent to the student’s home address and documented in Sapphire Community Portal of a Violation of the Student Attendance Improvement Plan</li> <li>● Citation to Magistrate</li> <li>● Possible CYS Referral</li> </ul>

## **DAILY SCHEDULES**

### **DAILY SCHEDULE FOR GRADES 7-8**

7:45 am	Buses unload
7:45 – 7:55 am	Report to Homeroom/Pickup Breakfast
7:55 – 8:20 am	AIRE Time
8:23 – 9:04 am	Period 1
9:07 – 9:48 am	Period 2
9:51 – 10:32 am	Period 3
10:35 – 11:16 am	Period 4
11:19 – 12:00 pm	Period 5
12:03 – 12:44 pm	Period 6B
12:47 – 1:17 pm	3rd Lunch
1:20 – 2:01 pm	Period 7
2:04 – 2:45 pm	Period 8

### **DAILY SCHEDULE FOR GRADES 9-10**

7:45 am	Buses unload
7:45 – 7:55 am	Report to Homeroom/Pickup Breakfast
7:55 – 8:20 am	AIRE Time
8:23 – 9:04 am	Period 1
9:07 – 9:48 am	Period 2
9:51 – 10:32 am	Period 3
10:35 – 11:16 am	Period 4
11:19 – 12:00 pm	Period 5
12:03 – 12:33 pm	2nd Lunch
12:36 – 1:17 pm	Period 6
1:20 – 2:01 pm	Period 7
2:04 – 2:45 pm	Period 8

### **DAILY SCHEDULE FOR GRADES 11-12**

7:45 – 7:55 am	Report to Homeroom/Pickup Breakfast
7:55 – 8:20 am	AIRE Time
8:23 – 9:04 am	Period 1
9:07 – 9:48 am	Period 2
9:51 – 10:32 am	Period 3
10:35 – 11:16 am	Period 4
11:19 – 11:49 pm	1st Lunch
11:52 – 12:33 pm	Period 5B
12:36 – 1:17 pm	Period 6
1:20 – 2:01 pm	Period 7
2:04 – 2:45 pm	Period 8

## **EDUCATIONAL TRIPS**

Pupils may be excused for educational trips not sponsored by the school according to Section 11.26, Ch. 11 of the Pennsylvania State Board of Education Regulations. Please understand that it shall be the applicant's responsibility to contact the HS Principal to determine what obligations must be met as a result of this proposed absence.

Students attending a trip during the school year must follow this procedure prior to leaving in order to receive permission for an excused absence:

- Complete a *Fort Cherry High School Educational Journey Request* form on the Sapphire Community Portal a minimum of two (2) weeks prior to the scheduled event.

Students are responsible for obtaining assignments three (3) days prior to departure. Students are responsible for submitting completed assignments by the due date assigned by the teacher. A principal may approve up to ten (10) days for an Educational Journey. Approved Educational Journeys are considered excused absences. As with all excused absences, these days will count towards the PA Department of Education eighteen (18) day attendance standard. Submission of an *Educational Journey Request* form does not guarantee administrative approval. If unapproved, days missed on account of the trip will be deemed unexcused.

## **EARLY DISMISSALS**

Parents may request an early dismissal in writing, by email, or by submitting an electronic early dismissal form on Sapphire. When an early dismissal is requested, the student will receive a Hall Pass for the scheduled dismissal time. For students who have missed over 10 cumulative absences who will be out of school for 1/2 day, must submit a doctor's excuse for the absence to be coded as lawful. The Administration reserves the right to verify early dismissal requests by contacting a parent/guardian by phone. It is the student's responsibility to provide transportation to an early dismissal destination. The school does not provide transit for early dismissals. All early dismissals sent electronically will be verified by the office. *Parents/Guardians are encouraged to schedule all appointments before or after school hours when possible.*

## TARDY PROCEDURES

1. A student will be considered tardy if he/she does not report to school, homeroom, class, or other assignments on or before the ringing of the late bell.
2. Any student who is tardy to school will report to the High School Office and receive an eHall Pass to go to class. Any student who is not in their homeroom by 7:55 a.m will be considered tardy.
3. Students are required to submit an excuse if they are tardy to school. Each child's first ten consecutive tardies are eligible to be excused from a parent or guardian. After ten cumulative tardies, the student must submit an excuse from a medical doctor, court, or be approved by the building administration. The chart below lists the penalties for chronic tardiness to school.

1 unexcused tardy	Formal warning will be documented and issued—also, mailed/emailed home to parent/guardian
2nd unexcused tardy	1 administrative ( 1 hr) after-school detention
3rd unexcused tardy	1 administrative ( 1 hr) after-school detention
4th unexcused tardy	2 administrative ( 1 hr) after-school detentions
5th unexcused tardy	2 administrative ( 1 hr) after-school detentions
6h unexcused tardy	1 Saturday Detention/Parent Conference
7th unexcused tardy	2 Saturday Detentions
8th Unlawful unexcused tardy	Loss of parking privileges and/or social probation

4. Any student who attends the Western Area Career & Technical Center (WACTC) or Parkway Center Career & Technical Center (PWCTC) who misses the WACTC bus may be assigned to after-school detention.
5. Tardiness is determined by the judgment of the teacher and/or administrator.
6. Private transportation issues and “sleeping in” are not considered legitimate, excusable reasons for tardiness, even if accompanied with a parent/guardian note.

## **ASSEMBLIES**

1. All district rules and policies governing student behavior apply to assemblies and pep rallies.
2. Proceed in an orderly manner as directed to the assembly if either in the auditorium or gymnasium.
3. Any behavior that interferes in any way with the presentation of the assembly program will result in suspension of assembly privileges for the duration to be determined by the administration or any other consequences determined to be appropriate by the administration.
4. Attendance is voluntary. Students not attending the assembly will be assigned a study hall.

## **ATHLETIC ELIGIBILITY RULES**

1. Students must meet PIAA eligibility requirements and the Fort Cherry School District eligibility requirements to participate in an interscholastic sport.
2. Students who are interested in participating in an interscholastic sport must pursue a full-time curriculum as defined by the district. (PIAA)
3. Students must pass at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. Any student who fails to meet this requirement will lose eligibility from the immediately following Sunday through the following Saturday. (PIAA) Coaches may choose to implement more rigorous eligibility requirements if approved by the Athletic Director and Principal.
4. Students must pass at least four full-credit subjects, or the equivalent, during the previous grading period. Please note that eligibility for the first grading period of the school year is based on the final grades from the preceding school year. Any student who fails to meet this requirement will lose eligibility for at least 15 school days of the next grading period. (PIAA)
5. Students wishing to participate in an interscholastic sport must maintain a 2.0 grade point average in the report period preceding the activity. The average will be determined by counting all full-credit courses in which the student is enrolled. (FCSD)
6. Students who wish to maintain their eligibility in an interscholastic sport must achieve a 2.0 grade point average by the time of progress reports. If the grade point average drops below a 2.0, students must participate in the \*RISE program. (FCSD)
7. Students who do not maintain a 2.0 grade point average in the report period preceding the sport must attend the RISE program until the grade improves to at least a 2.0 average. (FCSD)
8. Athletic discipline may be handled by the administration and may include suspension from athletics. Students may be removed from a team for violating the Code of Conduct for Athletes or the School Code of Conduct.
9. RISE may also be used to transition students from the school day to their

practice time.

*\*RISE is an after-school program for students who struggle to meet the PIAA and/or district academic requirements. During RISE, a tutor is available to assist students with their studies.*

## **BUS TRANSPORTATION (Board Policy #810)**

In addition to the definitions provided here regarding bus transportation, the district reserves the right to address the ridership of any student who does not comply with the rules regarding behavior and discipline on buses. The *Fort Cherry Code of Conduct* and the *Crimes Code* are also applicable to the *Fort Cherry Bus Rules for Students*.

### **Behavior on School Buses/Vans**

Drivers must keep their attention upon the highway and the operation of their buses. They cannot jeopardize the safety of all students because of the behavior of a few. Therefore, the following regulations will be strictly enforced:

1. The bus driver has similar authority in the bus as the teacher in the classroom.
2. Students may not throw anything, shoot squirt guns, or otherwise propel any paper, metal, or other substance in or around the school bus.
3. Students may not use loud, profane, or obscene language or gestures in or around the school bus.
4. Students may not push others, fight, or participate in unruly behavior in or around the school bus.
5. Students may not deliberately disobey, abuse, or otherwise show disrespect for the driver of the vehicle or its helpers, aides, chaperones, or monitors.
6. Students must remain seated and keep the aisle clear at all times while on the bus.
7. Students may not raise or lower the windows at any time without first receiving permission from the driver. Keep hands, feet, and arms inside the bus at all times.
8. Students may not deliberately mar, deface, or tamper with any part of the vehicle. Restitution will be sought for damages.
9. The possession and/or use of any tobacco product, e-cigarette, or vape in or around the vehicle is not permitted at any time. Lighting of matches or lighters in or around the bus is prohibited.
10. The consumption of food and/or beverages is not allowed on the bus unless permitted by the driver. The driver and/or administration may revoke privileges if necessary.
11. Students may not throw any item, food, etc. from the bus at any time. Students must be courteous and respectful to all riders.
12. Excessive show of affection is not permitted on the bus.
13. Students are permitted to ride only those buses to which they are assigned. Students must get on the bus and off the bus at their assigned stops. Written parental and administrative approval is required if a student wishes to ride a bus other than their assignment.
14. Possession of a weapon or any object used as a weapon is prohibited.
15. Students are not permitted to play music aloud on the bus. Students must use headphones, earbuds, or other listening devices to listen to music. No musical instruments may be played while on the bus.



## **Rights and Responsibilities Policies**

While the law permits the school district to furnish transportation, it does not relieve parents of students from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Waiting pupils must be at the bus stop no less than 5 minutes or more than 10 minutes before the scheduled bus arrival. If the school bus does not arrive at the bus stop on time because of mechanical failure, road, or weather conditions, the pupil is expected to wait a reasonable length of time (at least 1/2 hour in inclement weather) then return to his/her home. Whether the school bus is on time or late, the bus will not stop if there is no indication of pupils coming.

If the student misses the bus, the parents shall be notified to arrange for the pupil's transportation home.

## **Behavior at the Bus Stop**

1. Students should go directly from home to the bus stop, using good safety practices when walking in areas where sidewalks are not provided.
2. Students should arrive at the bus stop no earlier than ten (10) minutes before their bus is scheduled to arrive. Parents should be made aware of this rule and be encouraged to cooperate.
3. Students should remain in the designated waiting areas, paying very special attention to the rights of property owners in the vicinity.
4. Students, as they arrive at the stop, should get in line, wait a reasonable and safe distance from the roadway, and use the concept of good school and community citizenship while waiting for the bus.
5. Students should board the bus in a quiet, orderly manner, taking their seat immediately.
6. Students should exit the bus in a quiet manner and proceed directly to their homes or to the assigned area at school.

## **Responsibility of Students to the Bus Driver**

1. The bus driver is responsible for the safety of the students on his/her bus and, as such, deserves the respect and cooperation as the teacher in the classroom.
2. Requests from the bus driver are to be honored by the students without question.
3. In considering the bus to be an extension of the classroom, the Board shall require children to conduct themselves in a manner consistent with established standards for classroom behavior.
4. Children who become serious disciplinary problems on the bus may have their riding privileges suspended by the responsible principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

## **Consequences for Violations of Transportation Code of Conduct**

1<sup>st</sup> Offense – Reprimand, written warning and parent notification

2<sup>nd</sup> Offense – Up to three (3) days suspension of bus privileges and parent notification

3<sup>rd</sup> Offense – Up to two (2) weeks suspension of bus privileges, parent notification, and superintendent notification

4<sup>th</sup> Offense – Indefinite suspension of bus privileges, parent notification, superintendent notification, and possible School Board notification.

\* The administration has the authority to make adjustments to the consequences as deemed appropriate.

## **Field Trip Transportation**

Students participating in field trips must use school provided transportation unless the student has made prior arrangements with the principal.

## **Items Permitted on the School Bus**

In an effort to eliminate dangerous situations, the following policy will apply to what students are permitted to carry onto school buses. This policy has been established in conjunction with bus drivers and administrators to reduce the possibility of accidents on school buses.

Transportation of musical instruments on buses:

- No instrument, small or otherwise, should occupy any space in the aisle or on a seat space.
- Instruments are not to be removed from their carrying cases while on the way to or from school.
- Personalized electronic devices (PED) are permitted on the bus so long the driver permits such items. Headphones, earbuds, or the like must be used with any electronic device. No speakers are permitted on the bus at any time.
- As the aisles must be clear at all times, items, which obstruct the aisle, are not permitted on the bus.

Transportation of potentially dangerous items:

- No glass jars or aquariums or other glass items will be permitted on the bus. If one of these items breaks, it could create an unsafe situation on the bus, especially if animals are in the glass container.
- No animals, insects, reptiles, etc. are permitted on the bus unless required as part of the school curriculum. Items brought to school must be in plastic containers.
- If it is important that potentially dangerous items be brought to school, students should make other arrangements than the school bus to transport those items to and from school.

## **Notice of Video/Audio Recording on District School Buses and School Vehicles**

The Fort Cherry School District Board of School Directors enacted a revision to Policy 810.2 Transportation – Video/Audio Recording. The revision of this policy authorizes the use of audio recording, as well as video recording, on all district-owned, operated, or contracted school buses or school vehicles. You may refer to a complete copy of the revised policy on our District website, [www.fortcherry.org](http://www.fortcherry.org), under the *Information* tab.

Parents and students should be aware that each school bus is equipped with video and audio recording equipment for the safety of all. According to our district policy: “The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.” If you have any questions and/or concerns, please feel free to contact the district’s Transportation Director.

## **CAFETERIA**

For the 2022-2023 school year, there will be two areas designated for lunch (dependent on the weather). These areas include the Cafeteria and the High School Courtyard. Students must sit in the designated areas and may not leave these areas without adult permission.

### **Student Conduct**

- All district policies and rules governing student behavior apply during breakfast and lunch periods.
- Use of another person’s identification number is considered theft. • Students choosing to purchase a breakfast must purchase a *Grab and Go* breakfast to be eaten in their homeroom.
- Students must clean up their areas by discarding trash in appropriate receptacles and returning trays and utensils to the dishwashing room.

### **Additional Information Regarding Breakfast and Lunch**

- All lunch applications for the reduced and free programs must be completed ONLINE at [www.paschoolmeals.com](http://www.paschoolmeals.com) as soon as possible. A link to the site is available on the school website. Anyone participating in the lunch program in May of the past year will remain in the program until new applications are processed.
- Households qualifying for the state and federal lunch program who do not utilize the program are denying monies from the school district. The program helps maintain a lower cost of breakfast and lunch.
- Prices for breakfast items are approved by the Board of Education and are subject

to change.

- High school students may make cash or check deposits in the cafeteria. Parents may deposit funds into their child(ren)'s account using a credit card, debit card, or bank account through *schoolcafe* at schoolcafe.com or by using the *schoolcafe App* which can be downloaded at the App Store. A link to the site is available at the school website.
- Breakfast will not be served on school-delayed days.
- Parents should read and explain the credit lunch policy to their children.
- A credit lunch consists of giving a student a breakfast or lunch on credit due to lost, stolen, or forgotten money.
- The student and his parents are responsible for knowing and maintaining the account with the help of the Food Service authority.

## **ELECTRONIC DEVICES (Board Policy #218.3 and Board Policy #237)**

Before a student may receive a chromebook from the school, the following forms must be completed and signed by the student and parent/guardian:

- [Technology Use Agreement](#)

In lieu of charging a user fee, the District offers an insurance policy to students to cover the cost of repairs and break fixes. Should a family not take advantage of the insurance policy, the family will be responsible for the cost of repairs and replacements of the assigned device. The use of electronic devices in instructional areas is at the discretion of the Supervising Teacher.

Please see the district website for additional information regarding Chromebook distribution for students in grades 7-12.

## **FIRE DRILLS**

Please follow the guidelines established for scheduled fire drills in the building:

1. Be mindful of fire exits throughout the building.
2. Upon the sounding of the fire alarm, exit the building calmly, orderly, quickly, and quietly.
3. Hold the exit door open if you are the first to get to the exit. Close the door if you are the last one to reenter the building.
4. Move to the opposite side of all roadways away from the building. Stand with your class. Attendance will be taken.
5. You are to return to the building only upon notification from an administrator. No one is to remain in the building during fire drills.

# **GRADING PROCEDURES & STUDENT RECORDS**

(Board Policies #212- #217.1)

## **Passing a Course**

A student must earn a 60% (D-) average, or a “P” in a Pass/Fail course, to receive credit for the course. During the first 3 grading periods, a student will not be able to earn lower than a grade of 50%. During the 4th and final grading period, the student will receive the grade earned, which could be lower than 50%. A passing grade for a course is an average of 60% or higher.

## **Summer School Course Recovery Credit**

A student who takes an accredited 120-hour course in the summer will have that course and credit included on his/her transcript; however, the grade will not count toward the cumulative grade point average.

## **Incompletes**

An Incomplete (I) can be issued to students upon the principal’s approval for extenuating circumstances. Extenuating circumstances include, but are not limited to prolonged illnesses, medical emergencies, death of immediate family members, and court-ordered obligations. An Incomplete must be cleared within three (3) calendar weeks of the date of report card distribution, unless the principal grants a time extension, or unfinished assignments will convert to zeros and an appropriate grade will be assigned for the respective marking period. It is the student’s responsibility to complete all outstanding assignments upon issuance of an Incomplete. It is the teacher’s responsibility to issue a grade upon completion of that work.

## **Final Grades**

Final grades will be an average of the four nine-week percentages. Percentage averages are reported as a part of students’ permanent school transcript. The following grading scale will be used.

- A = 90% - 100% Excellent
- B = 80% - 89% Above Average
- C = 70% - 79% Average
- D = 60% - 69% Below Average
- F = Below 60% Failure (No Credit)

## **Other marks (credit/non-point)**

- I – Incomplete
- F – Fail
- M – Medically Excused
- P – Pass

- W - Withdrawal

## **Weighted Grades**

### College in High School Courses

Students who elect to take a College in High School Course must take the course for college credit. Parents/Guardians/Students are required to pay the fee for the college course credit. Students who earn a “C” (70%) or better for a final grade will be reimbursed for the cost of the college course, upon submitting a copy of the report card and a copy of the canceled check or receipt proving payment. College in High School courses carry the following weight: five (5) points for an “A”, four (4) points for a “B”, three (3) points for a “C”, two (2) points for a “D”, and zero (0) for an “F”.

### Advanced Placement Courses

Students who elect to take an Advanced Placement Course must take the Advanced Placement Exam. Parents/Guardians/Students are required to pay the fee for the Advanced Placement Exam. Students who earn a passing score, as determined by the College Board, will be reimbursed for the cost of the Advanced Placement Exam, upon submitting a copy of the passing score record and a copy of the canceled check or receipt proving payment. Students who take the Advanced Placement Exam will be exempt from completing a final exam in the course. Students who take the Advanced Placement Exam will have a weighted letter grade assigned to them: five (5) points for an “A”, four (4) points for a “B”, three (3) points for a “C”, two (2) points for a “D”, and zero (0) for an “F”.

## **Honor Roll**

The honor roll for Fort Cherry High School will be determined as follows:

Highest Honor: 4.0 QPA

High Honor: 3.5-3.99 QPA

Honor: 3.0-3.49 QPA

Students are NOT eligible for honor roll consideration if they have received a “D” or an “F” in any course. The honor roll will be determined four times each school year and will be based on grades received for the most recent nine-week grading period. Teachers will keep on file in the main office a copy of their grading policy. If there are items in the grading policy that the teacher and administration cannot agree upon after a conference, the administration will have the final say in the determination of the policy. Teachers must review their grading policies with students within the first week of school and before any grade is granted to a student. No student will be eligible for honor roll consideration if he/she received an incomplete in any course. Final grades will be an average of the four nine week grades.

## Graduation Requirements

*Graduation requirements listed are only earned for courses taken in grades 9–12.*

**High School Students WACTC/PWCTC Students Course Title Units of Credit Course Title Units of Credit**

<b>Course</b>	<b>HS Requirements</b>	<b>WACTC Requirements</b>	<b>PWCTC Requirements</b>
English	4.0	4.0	4.0
Mathematics	3.0	3.0	3.0
Science	3.0	3.0	3.0
Social Studies	3.0	3.0	3.0
Arts/Humanities	2.0	N/A	N/A
Electives	5.0	2.0	N/A
CTC Program		12.0	16.0
Facts & Finance	.5	.5	N/A
Wellness	2.0	2.0	2.0
Career Plan	1.0	1.0	1.0
<b>TOTAL</b>	<b>23.5</b>	<b>30.5</b>	<b>32.0</b>

Students in grades 9-12 must complete 4 years of English, 3 years of Mathematics, 3 years of Social Studies, and 3 years of Science. Graduating seniors must complete Algebra 1 and Geometry. Science graduation requirements include a minimum of Biology, Chemistry, and Physical Science. Students must also carry six (6) full-credit courses. Graduation requirements are subject to change dependent on school policy and/or state/federal mandates.

### Grade Promotion for Students in Grades 7-8

Students in grades 7 and 8 must earn credits in all subjects, excluding rotation courses and electives, to earn grade-level promotion.

## **Commencement Marching Requirements**

Students must meet all credit requirements in order to march in graduation ceremonies. Students who failed no more than two (2) required courses may march if they provide proof that they are enrolled in an approved summer school credit recovery program to complete the courses. In this case, they may march but will receive a blank folder (no diploma). Students must pay their student bills in order to march at graduation.

## **Homework**

All teachers must review their homework policies with their students within the first week of school and before any homework is assigned to students. Teachers will keep on file in the main office a copy of their homework policy. If there are items in the homework policy that the teacher and administration cannot agree upon after a conference, the administration will have the final say in the determination of the policy.

## **Notice of Student Records**

The collection, maintenance, and dissemination of student records is a legitimate and expected function of a school system. The professional staff recognizes the confidential nature of such data and the need to strike a balance between the need for educationally relevant information about children and the protection of individual rights to privacy.

Student permanent records contain only information mandated by the Fort Cherry School Board of Directors, the PA Department of Education, and the United States Department of Education. Confidentiality of student records is maintained as outlined in the Fort Cherry School District's Student Record Policy. Parents/Guardians and eligible students have the right to review the appropriate educational records maintained by the Fort Cherry School District. In addition, the Fort Cherry School District will release, upon request of a parent or another school, records of a student who is entering another elementary or secondary school. Parents, upon request, will be provided with a copy of the educational records.

If the school district fails to comply with the request of the parent/guardian or eligible student to review records, the individual(s) may file a complaint with the Family Education Rights & Privacy Act Office, Department of Education, Office of Management.

With regard to parents/guardians who do not understand the English language, the school district will attempt to inform them of their rights in their native language. Further information regarding the policy of the collection, maintenance, and dissemination of records is available on the district's website.

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 corrections of school 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.

The Fort Cherry School District complies with federal regulations. Parents/Guardians who do not want their child(ren)'s "directory" information—such as a student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance, photograph, email, etc.—disseminated must contact the building principal.

## **LEARNING COMMONS PROCEDURES**

The Learning Commons will be utilized for various reasons, not limited to; Study Halls, Instruction, Research, and a collaborative work space.

Entrance Procedures: All students entering the Learning Commons must have a signed pass from their teachers and must sign in upon entering the room. All students are expected to respect the property of the Learning Commons. Students who disrupt the education and/or space of other students in the Learning Commons will be required to leave the area. Disciplinary action is at the discretion of the Supervising Teacher or Administrator, as appropriate.

Library Books: Books are to be returned to the main desk in the Learning Commons Area. All students must leave the Learning Commons through the main doors. When leaving the Learning Commons, all library books shall be open to the place where they are stamped so that they may be checked. A fine of five cents per school day is charged for overdue books. Fines not paid immediately will be added to the student's Student Bill.

Ranger Pride Café: Purchasing items at the school café is a privilege. Any violation of the Student Code of Conduct may result in the suspension of these privileges. Students are responsible for paying for all items at the time of purchase. No credit will be granted to students.

## **MEDICATIONS (Board Policy #210)**

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

### **Definitions:**

- Medication shall include any lawful prescription medication provided to students under a proper order of a treating physician, and to be taken by the student for the purpose for which it is prescribed. It shall also include non-prescription and over-the counter medications or substances.
- Epi-Pen shall mean a single dosage of epinephrine for use by injection in response to a risk of anaphylactic shock or other identified health risk.
- Inhaler shall include any device for the delivery of atomized medication for inhalation by the user to treat asthma or other breathing or medical conditions.
- Asthma inhaler shall mean a prescribed device used for self-administration of short acting, metered doses of prescribed medication to treat an acute asthma attack.
- Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/ guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

Only the school nurse, or designee shall administer prescription or non-prescription medication for ingestion by mouth. In addition, prescription medication not for ingestion by mouth may be self-administered by students in accordance with this policy. The first dosage of any medication is to be given at home, as appropriate.

Students may not possess any prescription or non-prescription medication ingested by mouth. Students may not possess any prescription or non-prescription medication not for ingestion by mouth, unless the District in accordance with this policy has approved self-administration. Students shall not distribute or share medication of any kind with others. This prohibition includes non-prescription and over-the-counter medications, which may include topical ointments, throat lozenges, cough drops, aspirin or other pain relievers.

The principal, in consultation with the school nurse and parent/guardian and on the advice of the student's physician, has the discretion to modify the following guidelines to meet the medical needs of the child.

### **Medications Ingested By Mouth**

No medication for ingestion by mouth shall be administered or taken by a student unless there is on file documentation containing the following information:

1. Name of the student.
2. Name of the medication.
3. Dosage instructions, including the number and quantity of the medication, frequency of usage, maximum period of dosage, and recommended date of discontinuance, along with any special directions or precautions concerning the administration of the medication, including anticipated adverse reactions thereto, etc.
4. District Authorization for Administration of Medication form signed by the parent/guardian, which will become part of the student's permanent health record. Any medication prescribed by the student's healthcare provider must be accompanied by a written order from the provider giving direction for the medication to be given at school/school sponsored events.

Any prescription medication given to a student will be recorded in the health record of the student. The date, time, medication administered, quantity administered, and signature of the school employee administering/supervising will be recorded. It is not necessary to record over-the-counter medications given to students in the health record of the student.

All medicines to be administered by school personnel will be kept in locked storage. The school has no responsibility for medicine that is stored. The medicine remains the property of the parent/guardians of the student.

It is the right of the parents/guardians to come to school to give medication to the

student. Daily doses of medications for ingestion should not be given to the student to carry on his/her person. The district requires, except as specifically provided hereinafter, that all student medication must be kept in the possession of the school nurse or principal. Except as provided hereinafter, no students are permitted to carry medication on their persons during the school day.

### **Possession Of Medication Not Ingestible By Mouth**

This policy shall not prohibit self-administration of medications, which are not taken by mouth, such as inhalers, insulin injections, bee sting kits, and Epi-pens. These types of medications may include multi-dose units, where required, or medications not ingestible by mouth otherwise required to be carried by an individual student for emergency situations for self-administration.

Students authorized to possess medications not ingestible by mouth shall be permitted to carry the medication throughout the school day, including on the school bus, while traveling from home-to-school and school-to-home, on school field trips or other school related activities.

Students requiring possession of inhalers, Epi-pens, bee sting kits, or other medication not to be taken by mouth, for use in emergency situations or in order to benefit from the educational services of the district, shall be considered for the need of a written Chapter 15 service agreement. Any Chapter 15 service agreement shall include a plan to minimize the risk of theft or abuse of the medication.

Students required to carry medication not ingestible by mouth for emergency situations or otherwise shall be permitted to carry the same on their person provided the student (a) demonstrates the capability for self-administration and responsible behavior in the use thereof; and (b) notified the school nurse as soon as practicable following each use of a medication not ingestible by mouth, including an asthma inhaler and the prescribed medication contained therein. The district shall develop a system whereby the student may verify to the school nurse that s/he is capable of self-administration and has permission to carry and take the medication. In this regard, the district requires that the following information is provided and provisions of this policy are complied with:

1. Name of the student.
2. Statement from the physician, certified registered nurse practitioner, or physician assistant that provides:
  - a. The name of the drug.
  - b. The dosage instructions which shall include number and/or quantity of the medications; the frequency of its usage; the maximum period of dosage; the recommended date of discontinuance of dosage; any special instructions or precautions concerned with the administration of said medication, including anticipated adverse reactions thereto, etc.
  - c. The times when the medication is to be taken.
  - d. The diagnosis or reason that the medication is needed, unless the reason should remain confidential.

- e. The potential of any serious reaction that may occur to the medication.
  - f. Whether the student is qualified and able to self-administer the medication.
  - g. The student is required to carry the medication on his/her person for medical emergency purposes.
  - h. The signature of the administering physician certified registered nurse practitioner, or physician assistant.
3. District Authorization for Administration of Medication form signed by the parent/guardian, which will become part of the student's permanent health record. The statement shall include a written request from the parent/guardian that the district comply with the order of the physician, certified registered nurse practitioner, or physician assistant and shall include a statement relieving the district or any school employee of any responsibility for the benefits or consequences of the prescribed medication and that the district has no responsibility for ensuring that the medication is taken.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner, or physician assistant for the continued use of any medication beyond a maximum period of dosage set forth in accordance with Paragraph (b)(2) above. Permission for possession and use of an asthma inhaler or other medication not ingestible by mouth by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student's classroom teacher(s) and the building administrator shall be informed by the school nurse that the student will be carrying an inhaler, insulin injection, Epi-pen, or bee sting kit, or other medication not ingestible by mouth on his/her person under proper order of a treating physician. This information will be kept confidential and supplied on a need-to-know basis for use in emergency situations.

Possession of medications not ingestible by mouth under proper orders of a treating physician and in accordance with this policy shall not constitute a violation of Policy 227. The district hereby restricts the availability of medication not ingestible by mouth, including an asthma inhaler and the prescribed medication contained therein from other students, and will immediately confiscate any such medication, asthma inhalers, and prescribed medication if not authorized in accordance with this policy. The student shall be made aware that the self-administered medication is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of a self administered medication.

This provision shall specifically authorize a student to carry an asthma inhaler in compliance with Act 187 of 2004.

Due to the risks that possession of medication on a student's person present for theft and/or abuse, possession would be limited to a single dose, where appropriate, and will be closely monitored by building staff and administrators.

Whenever possible, students requiring the use of an insulin injection, bee sting kit, or Epi-pen during the school day while in school shall have the same administered by or under the supervision of the school nurse.

### **Field Trips, Sports, and Other Activities away from the School Building**

When administration of the medication is required in accordance with this policy while on field trips, sports activities or competitions, or other school related activities away from the school building, in the absence or unavailability of the school nurse, the following procedure shall be observed:

1. Provide a written consent form signed by a parent/guardian and the student's healthcare provider giving permission for the student to self administer their own medication while at school sponsored events taking place away from school.
2. The parent/guardian shall provide the appropriate dosage of medication with only enough medication for the length of the trip in the original
  - a. container/package. All medication must be given to the student's school nurse no later than one week prior to the date of the field trip.
3. The coach or field trip sponsor will keep all student medications in their possession during the entire trip or activity. The student will be handed their medication by the sponsor/coach and the student will be responsible for self administration of their medication. The sponsor/coach will record that the student self-administered their medication at the assigned time. The sponsor/coach will not be held liable for the student's self-administration of their medication.

### **Maintenance Of Non-Prescription Medications And Topical Ointments By The School Nurse**

Nothing in this policy is intended to prohibit medically trained personnel of the district to maintain on premises appropriate non-prescription medications or medications for topical or external utilization only; provided, however, that the medically trained staff is instructed that said medication shall be properly and adequately safeguarded and maintained in locked storage in accordance with this policy. Medically trained personnel and/or staff of the District shall give use of any non-prescription medication ingested by mouth only after receiving written approval from the student's parent/guardian.

### **Annual Notice Of Policy**

The administration shall annually notify students and parents/guardians about the district's Use of Medications policy by publishing the same in the student handbook, by written notice to the parents/ guardians, and any other efficient means.

### **Responsibility Of School Nurse**

1. When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:
2. Obtain written permission from the physician or parent/guardian for

administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.

3. Review pertinent information with the student and/or parent/guardian, specifically including the reason for taking this medication, how often and length of time, what will happen if medication is not taken or is taken incorrectly, and any physician comments about the medication.
4. Determine the student's ability to self-administer medication and the need for care and supervision.
5. Observe and evaluate the student's ability to self-administer during the initial administration.
6. Maintain an individual medication log for all students taking medication during school hours in paper form or by using health office software. The log shall be kept in a central place and shall include:
  - a. Name of student.
  - b. Name of medication.
  - c. Medication dosage.
  - d. Time of administration
  - e. Route of administration
  - f. Initiation and expiration date of drug.

### **Student Self-Administration**

1. To self-administer medication, the student must be able to:
2. Respond and visually recognize his/her name
3. Identify his/her medication
4. Measure, pour, and administer the prescribed and/or demonstrate the proper technique for self-administering medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

## **PHOTO, VIDEO & INTERVIEWS**

Throughout the school year, special programming provides the opportunity for local media and/or Fort Cherry School District to host or carry stories, photograph, or video school-related events. Students will receive a permission slip on the first day of school to permit their child to be photographed, recorded, or interviewed.

## **SCHOOL VISITATION**

All guests and/or visitors must obtain authorization via a visitor's pass from the main office. Guests and/or visitors are to abide by all codes and procedures mandated by the Fort Cherry School District. Guests and/or visitors who fail to obtain clearances from the main office or fail to abide by District policies can be cited. The Administration reserves the right to have guests/visitors removed from school property upon discretion. Conferences, hearings, and/or meetings with administrators, teachers, and/or other personnel should be made in advance if at all possible. Impromptu meetings may not be

possible.

## **STUDENT BILLS**

### **(Board Policies under Pupils & Finance)**

Students that owe money to the Fort Cherry School District for services rendered and/or lost or damaged property must pay their debts. Consideration will be given for normal wear and tear of property; however, when property is vandalized, lost, or substantially worn due to improper use, students may be held financially accountable and issued a bill. Unpaid or uncollected fund-raising money and other matters of the like are also considered financial obligations. The district maintains the right to withhold certain privileges and services (including issuance of diplomas and release of final transcripts) until debts are paid in full. Student Bills will be issued at the end of each school year for immediate payment. Student bills must be paid in full by the end of one's senior year.

Please contact the Business Office with any questions pertaining to Student Bills.

The School District reserves the right to collect any and all unpaid bills by filing a complaint with the magistrate or other appropriate courts. If this becomes necessary, the district will seek judgment in the amount of the debt plus costs.

**Note:** Property issued and/or loaned by the Fort Cherry School District remains the property of the district. Borrowed district property is to be returned in good, working condition.

## **STUDENT CODE OF CONDUCT & EXPECTATIONS**

### **Academic Dishonesty (Board Policy 218)**

Students are expected to complete their own assignments and assessments to demonstrate their own knowledge and skill sets. Students are not permitted to engage in any form of academic dishonesty and/or assisting other students in such acts. This includes all forms of cheating, including, but not limited to: plagiarism, access to exam forms prior to administration, misrepresentation of work, and unauthorized assistance in completion of graded assignments/assessments.

### **Alcohol and Controlled Substances Distribution, Possession, and/or Use (Board Policy 227, state/federal codes)**

Students are prohibited from distributing, possessing and/or using alcohol and/or controlled substances. This includes, but is not limited to, all alcoholic beverages, over-the-counter medications, prescription medications, and all illegal drugs. Students who violate this policy may have the option of completing an educational prevention course in lieu of a citation and fine for the first offense.



## **Assault (Board Policy 218, 218.1; state/federal codes)**

Students are expected to show respect for others and self-control at all times. Students are prohibited from verbally and/or physically assaulting school personnel and/or non school employees, including students. This includes, but is not limited to: verbal attacks, physical attacks, and premeditated infliction of mental and/or physical injury upon others.

## **Disruption of School**

(Board Policy 218, state/federal codes)

Students are prohibited from disrupting the learning and/or social environment of the school. Disruption of school includes, but is not limited to, classroom disruptions, defiance, disorderly conduct, excessive talking and/or noise, horseplay, passive resistance, use of profanity and/or vulgarity, violations of school district codes and/or policies (i.e., Dress Code, Locker Policy, etc.), and any other state or federal policies.

## **Dress Code (Board Policy #221)**

Clothing must meet the district's standards for safety, decency, and health and must not be overly distracting or immodest. Students are to practice good hygiene. The following is the district's Dress Code:

1. Appropriate footwear must be worn at all times. Appropriate footwear includes, but is not limited to, shoes, sandals, and flip-flops. Exceptions:
2. Sneakers must be worn to participate in Physical Education classes
3. Open-toe footwear (e.g., sandals, flip-flops, etc.) is prohibited in the Fabrication Lab.
4. Shirts/blouses must be worn at all times.
5. Clothing with thin shoulder straps, halter-tops, and half shirts are not permitted.
6. Any clothing exposing bare midriff or clothing that are cut low in front, see through or under the arms are not permitted without appropriate camisole or similar clothing covering skin underneath.
7. Shorts and skirts shorter than fingertip length and/or 3 inches above the knee are prohibited. Short shorts, spandex shorts, or tight athletic clothes are included in this provision.
8. Jeans and shorts with rips or tears in inappropriate areas are prohibited.
9. Clothing expressing vulgarity, profanity, sexual harassment, racial harassment, or references to drugs and/or alcohol, or racial slurs is not permitted. Clothing containing the following are prohibited: the Nazi emblem, the Confederate flag, Satanic references, any representation that promotes one ethnic/racial group over another, any representation that negatively impacts on an ethnic/racial group, anything that promotes alcohol, tobacco, illegal drugs and substances, or pornography.
10. Headwear is prohibited during instructional hours, unless it is part of a celebration pre-approved by the Administration.
11. Sunglasses are not to be worn in the school building unless medically prescribed.
12. Coats and jackets are not to be worn inside the building during instructional

- hours.
13. Clothing is to be worn appropriately (e.g., saggy pants, exposed undergarments, etc.).
  14. Pajama tops and bottoms are not considered to be appropriate attire for school and must not be worn, unless it is part of a celebration pre-approved by the Administration.

### **Driving Privileges, Parking Permits, and Procedures (Board Policy #223)**

In the interest of student safety, bus transportation has been provided to all students to and from school. Therefore, no student will be permitted to drive a licensed vehicle to school without permission of the principal or designee. Requests for such permits must be in writing, stating the reason for the requests and signed by a parent/guardian of the student. Such permits must be displayed on the vehicle as instructed. Permission to drive such a vehicle shall NOT extend to motorcycles, motorbikes, or similar vehicles.

#### **Guidelines:**

1. Students who have a PA Driver's License and have a 2.0 grade point average may apply for a Fort Cherry High School Parking Permit.
2. A Parking Permit fee will be applied on an annual basis, as determined by the School Board of Directors.
3. Students are not permitted to exchange permits.
4. Students operating a vehicle with a Parking Permit will be required to abide by the following rules:
  - a. Students must complete the Parking Permit application and receive approval prior to parking on campus.
  - b. All students must provide evidence of driver's license, adequate insurance coverage (i.e., a no-fault identification card, and request for a student driving permit). (Attachment A of Policy 223)
  - c. Students who want to apply for a parking permit must have earned at least a 2.0 grade point average in the previous grading period (or the last nine weeks during the previous school year if applying at the start of a new school year) to receive a driving permit. Student drivers must maintain a 2.0 grade point average to keep the driving privilege. Students receiving an incomplete will lose driving privileges until the work is completed. Student riders must also maintain a 2.0 grade point average to receive and continue riding privileges.
  - d. A 5 MPH speed limit must be followed on school property.
  - e. Vehicles must be parked carefully in the assigned parking spaces that are located in the high school parking lot near the gym.
  - f. There is limited student parking. When that parking area is full, no further permits will be issued.
  - g. No student may visit or move the vehicle during the school day without prior approval from an administrator.
  - h. Driving privileges are for the transportation of the student driver assigned a Parking Permit. The district does not encourage the transportation of

other students by a student driver. However, the district also

- i. understands certain circumstances may warrant the transportation of other students if permission is granted by a parent/guardian of the student driver and a parent/guardian of the student being transported. Student passengers must complete Attachment B of Policy 223. A parent/guardian of the student driver must provide permission for siblings to ride with him/her.
    - i. A driver whose privileges have been suspended and who is caught riding with another student driver may receive a one (1) week driving suspension.
    - j. Student drivers are not permitted to move their vehicles while the school buses are loading and/or moving on the school grounds. Student drivers are required to wait in the gym until all buses have left the parking lot and a Supervising Teacher or Administrator grants permission to leave the building.
    - k. All student drivers and student passengers must wear seat belts and obey all traffic laws. Any traffic violation may result in the loss of driving privileges.
    - l. Any student found to be in violation of the Drug and Alcohol Policy and/or the Weapons Policy may lose driving\riding privileges for the remainder of the school year.
  5. Students attending the Western Area Career and Technology Center must abide by the following procedures in order to drive to WACTC:
  6. Students must present WACTC permission to Fort Cherry and secure the signature of a Fort Cherry administrator.
  7. Students must present all signed information to driver safety for review and assignment of parking space.
  8. WACTC driving privileges are for the transportation of the student driver of the vehicle and his/her family members, as approved by the Administration. The same expectations for student riders apply to WACTC student drivers.
  9. Students must follow sign-out procedures.
  10. Students cannot leave before the designated departure time.
  11. Students who are in attendance at Fort Cherry and do not report to WACTC on the same day must produce an acceptable excuse or privileges may be suspended.
  12. If any student driver/passenger with suspended or revoked driving privileges chooses to drive to school, the student risks his/her car being towed from school property at the owner's expense.
  13. All students must be in their assigned spaces at the designated time. All student drivers and passengers are expected to report to school and to homerooms on time. Student drivers and passengers who receive an unexcused late to school will receive the following consequences.
- The district administration reserves the right to suspend or remove a student's driving privileges for excessive tardiness, truancy, or violations of the code of conduct.

### **Electronic Devices and/or Systems Misuse (Board Policy 218.3)**

Students are permitted to utilize electronic devices approved by the school district for instructional purposes, including but not limited to: chromebooks, laptops, smart phones, and iPads/tablets. Use of electronic devices in the classroom, study hall, homeroom, or any other location on school property is at the discretion of the Supervising Teacher or Administrator.

Students are prohibited from misusing technological media, including all hardware and/or software either privately owned and/or publicly shared. This includes, but is not limited to: accessing inappropriate and/or non-educationally relevant websites, accessing non-district sponsored blogs and/or chat rooms; hacking other individuals' devices and/or accounts; and using hardware and/or software with disregard for its intended use. Disciplinary action may occur if policies are violated.

### **Fighting** (Board Policies 218, 218.2; state/federal codes)

Students are prohibited from engaging in physical and/or extremely volatile verbal altercations and/or encouraging riotous situations.

### **Hall Passes**

With the exception of morning arrival, exchange of classes, afternoon dismissal, and extreme emergencies, students are not permitted to be in corridors and/or unassigned/unauthorized areas without an appropriate Hall Pass. Students must utilize the established hall pass procedures, including the online hall pass system, if there is a legitimate reason to be in the hallways during AIRE time or instructional time. In special circumstances or emergencies, a color-coded office, guidance office, nurse's office, or intra-curricular hall pass may be issued and deemed acceptable by school personnel. Students found to be in violation of this provision will incur disciplinary action.

### **Harassment, Hazing, and Terroristic Threats**

(Board Policies 218, 218.1, 218.2, 218.3, 247, 248, 249; state/federal codes)

Students are prohibited from engaging in all intentionally intimidating and/or malicious acts toward personnel, non-district employees, and other students. This includes, but is not limited to, bullying; attacks pertinent to race, color, age, sex, religion, national origin, ethnicity, and sexual orientation; and unwarranted sexual advances and/or sexual harassment.

### **Insubordination (Board Policy 218)**

Students are prohibited from disregarding and/or ignoring directives from school employees. This includes, but is not limited to, disrespect; gross disregard of warnings, therefore constituting repeat classroom/school violations; blatant disregard of directives from personnel; and passive resistance.

## **Lockers (Board Policy #226)**

For the 2022-2023 school year, students will use lockers to house coats/jackets and after school items. Students will keep a backpack for their school items and lunch items. Students will not need to stop at lockers between classes. The purpose of this is to reduce student interactions in the hallways between classes and maintain social distancing practices. Loitering in student locker areas is not permitted during the school day.

It is recommended that every student keep a lock on his/her locker. The supervision and security of personal property is the owner's responsibility. Students assume the responsibility for their own property. Respect for the property of others is expected. The school is not responsible for any losses and/or damages.

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students shall be notified and given an opportunity to be present. However, when school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning.

## **Social Media Code of Conduct for Students and Parents**

There are a variety of social media channels (such as Facebook, Twitter, Instagram, Pinterest, etc.) that provide a place for families to network, plan events, or seek general help on a variety of topics. These media channels are not intended to replace your teacher, school counselor, or any other Fort Cherry staff members, nor are they meant to be a forum to file complaints. It is our hope that they will be a positive experience for all involved. Please remember the following Code of Conduct:

- **Be Yourself:** Please use your real name and photograph when creating a Facebook page. Many of our social networks are "closed" groups and only open to active students and their families. Welcome new students and families to our school's digital community just as you would welcome a new friend into your home.
- **Be Respectful:** Treat one another with civility and respect. Avoid personal attacks, slurs, and profanity in your interactions. We understand that sometimes a topic can be very emotional. Please consider how others will view or react to your posts before clicking "Post."
- **Be Social:** These sites are for you to share your experiences, successes, and stories related to Fort Cherry and the many opportunities we provide our learners in achieving their highest potential. We ask that you refrain from posting unsolicited advertisements that do not pertain directly to the intended use of this group. These posts may be removed without notice.
- **Be Confidential:** NEVER post personal information about your student, family or friends that you wouldn't want broadcast to the world. Posting ANY information regarding children other than your own (without specific permission from their

parent) will result in an immediate ban, and the possibility of further action. Do not post the names of Fort Cherry teachers, staff and/or Board of Directors. This is not the forum. Violations of this rule could result in your removal and/or ban from the group. Please keep in mind that our communities, although private pages are still public spaces, do not post anything that you don't want everyone in the group to see.

### **Theft and/or Vandalism of Property (Board Policy 218, state/federal codes)**

Students are prohibited from attempting to and/or intentionally deface, damage, and/or steal private and/or public property. Restoration and/or restitution may accompany disciplinary action(s).

### **Tobacco Possession and/or Use (Board Policy 222, state codes)**

Smoking, inhaling, possession of tobacco, and/or any form of an inhalant is strictly prohibited on school property of the Fort Cherry School District. Students who violate this policy may have the option of completing an educational prevention course in lieu of a citation and fine for the first offense.

- School Property shall include school buildings, school buses, and all school property owned/leased by or under the control of the Fort Cherry School District.
- Smoking/Inhaling shall include the possession of a cigarette, cigar, pipe, of any kind; smokeless pipe/instrument, of any kind; or any other inhaling equipment, including but not limited to "e-cigarette, vape, and/or vaporizer."
- Tobacco Use shall include smoking, in any form; use of smokeless tobacco, in any form; inhalable substance, in any form, i.e. e-liquid, e-juice, or the like, even those not including nicotine.
- Tobacco Possession shall include student possession of any type, form, or kind of tobacco, nicotine, and/or illegal substance on his/her person.

### **Trespassing/Unauthorized Presence/Class Cuts**

(Board Policies #204, #218; state codes)

Students are prohibited from being in any area of the school buildings and/or grounds without appropriate permission. During school hours, as per compulsory education laws, students must be in school. Students who are not in school may be considered truant, contingent upon specific circumstances.

### **Weapons and/or Dangerous Instruments**

(Board policy #218.1, 218.2; state/federal codes)

Students are prohibited from carrying, distributing, exchanging, handling, possessing, and/or using weapons. Students are prohibited from using toys or any other items as weapons or to mimic the use of weapons.

- Weapon refers to any loaded or unloaded firearm (i.e., pellet guns, B.B. guns, and any other look-alike firearms); an explosive device of any kind; any knife

(i.e., Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any other similar knife).

- Dangerous Instrument refers to any other tool or instrument that is not reasonably related to education. Examples of dangerous include, but are not limited to: chains, brass knuckles, night-sticks, ax handles, and any item whose intended purpose is altered to inflict harm upon others.

Upon just cause for suspicion of possession of a weapon, an administrator will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the administrator will immediately summon school police and request assistance.

## **STUDENT CODE OF CONDUCT CONSEQUENCES**

For students who violate the rules and expectations of the FC Cyber Academy, warnings, redirection, suspension from academic programming, and/or expulsion may be utilized.

If there are any student behavior issues, the teacher will have the first opportunity to address the situation in an appropriate manner with the student and parent/guardian. If the behavior does not improve, a behavior referral will be made to the principal to be addressed. If the teacher feels the principal should be contacted, a referral to the principal may be made earlier for the situation to be investigated.

### **Detention and In-School Suspension**

A parent/guardian must be informed of the infraction and assigned detention or In School Suspension prior to the student completing the detention or suspension.

- Teacher Detention: Teachers may assign this type of detention for violations of classroom rules and/or some minor disciplinary infractions. Teacher Detention is held in the High School cafeteria or respective teacher's classroom for 30 minutes.
- Lunch Detention: Teachers and/or the Principal may assign this type of detention for cafeteria misconduct or some minor disciplinary infractions. Lunch Detention is held in a designated area for 30 minutes concurrent to lunch periods. Students are permitted to eat lunch during Lunch Detention.
- Administrative Detention: Principals may assign this type of detention for minor disciplinary infractions deemed appropriate. In addition, Administrative Detention may be assigned if a negative student behavior is repeated once a Teacher Detention is fulfilled for the same or similar incident. Administrative Detention is held in the High School cafeteria or other designated area for one (1) hour.
- Saturday Detention: The Principal may assign this type of detention for repeated minor disciplinary infractions and/or more serious disciplinary infractions. Saturday Detention is held in the High School cafeteria for three (3) hours.
- In-School Suspension: The Principal may assign In-School Suspension, or ISS, for the repetition of minor infractions or any major infraction, as appropriate. ISS

may be assigned for any length of time deemed appropriate by the Principal. ISS is held during the school day in the designated High School ISS Room or any supervised room deemed appropriate by the Principal. The student's teachers will provide the appropriate assignments and/or assessments to be completed during the school day. Academic assistance and support will be provided to the student as needed throughout the day. The student will eat lunch in the ISS Room.

Students are to report to detention and/or ISS as directed, on time, and prepared to study/work. Students will not be excused from detention or ISS, except in the event of an emergency. All school rules apply and are strictly enforced. Talking and sleeping are strictly prohibited. Students are permitted to use electronic devices during detention and ISS only for approved instructional activities at the discretion of the Principal and/or Supervising Teacher(s). This includes chromebooks, laptops, iPads/tablets, and smart phones. Students who disregard rules and procedures governing detention and ISS may be dismissed from the detention/ISS and incur additional consequences.

### **Suspension and Expulsion (Board Policy #233)**

#### **Suspension**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a child for such time as it deems necessary or may permanently expel him/her.

The principal or teacher in charge of a public school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible thereafter.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate him/her.

When the suspension exceeds three (3) school days, the student and parent(s)/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension. You may refer to Policy #233.

#### **Expulsion**

The Board may either expel for a period exceeding ten (10) school days or may permanently expel from the rolls of the district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing. The student under seventeen (17) years of age who is expelled has forfeited his/her right to an education in the schools of this district but has not been excused from compliance with the compulsory attendance statute.



Parents/guardians who are unable to provide an education for their child(ren) shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided to the student, the district shall re-contact the parent and make provisions for the student's education. If the approved educational program is not complied with, the school district may take action to ensure that the student will receive a proper education.

Students suspended for a period of time longer than three (3) days, shall be afforded an informal hearing. Delay of such hearing shall not operate to delay return to school.

The Board requires that each hearing shall be closed to the public but should the student and/or his/her parents likely to be affected by its outcome agree. The hearing may be held publicly.

Each suspended student involved in a formal hearing shall be restored to a regular educational program pending the outcome of the hearing, except when in the opinion of the Superintendent, the presence of the student in school poses a danger to him/herself or others as to warrant continued absence.

The formal hearing shall observe the due process requirements of notification of the charges in writing, by certified and standard U.S. Mail, to the student or the student's parent/guardian; including:

- Notice of the time and place of the hearing,
- That the hearing shall be private unless the student or parent requests a public hearing,
- The right to representation by counsel, the disclosure of the names of witnesses and the testimony they have made,
- The right to representation by counsel,
- The disclosure of the names of witnesses and the testimony they have made,
- The right to testify and present witnesses on the student's behalf,
- That the hearing shall be held with all reasonable speed,
- The recordation of the proceedings, and
- A copy of the transcript at the student's expense.

## **TECHNICAL SUPPORT**

For technical support, please complete an online Help Desk ticket found on the Fort Cherry High School or District websites. If you do not receive a response within 24 hours, please contact the Fort Cherry High School office.

## **SPECIAL EDUCATION SERVICES**

Fort Cherry School District provides support for students with a wide range of educational needs. The majority of students are educated in the general education classroom to the fullest extent possible with minor accommodations and modifications. Other students may need more extensive support offered through the Fort Cherry School District's special education programs and services.

Special education consists of programs and services designed to meet the educational needs of students who meet state and federal eligibility criteria. To qualify for special education services, students must demonstrate the presence of a disability and also demonstrate the need for specially designed instruction. Regardless of the student's disability, students are included in general education to the fullest extent appropriate for their level of need in order to be successful.

### **Screening and Evaluation**

Students are screened universally using a data-driven approach in the Multi-Tiered Systems of Support (MTSS) framework. As such, the goal is to provide interventions and supports to all students to help them be successful in the regular education classroom. However, after a child is given every opportunity to receive adapted instruction or additional assistance, the MTSS team will recommend permission to conduct a multi-disciplinary evaluation, which could result in special education placement. The process involves gathering data about the student to determine his/her academic level and/or identifying specific student needs. Interventions are then suggested, recommended, or applied and the student's progress is monitored.

Parents who believe that their child may be in need of a special education evaluation maintain the right to put a request in writing to the attention of the Director of Pupil Services. Please indicate your child's name, grade level, and the concerns you have regarding your child's current educational abilities. After receipt of your request, the District will issue a Permission to Evaluate (PTE) within ten (10) days of receipt of your request.

When the signed PTE is received by the District, the District will conduct the multi-disciplinary evaluation within sixty (60) calendar days. Please note that the 60 day window pauses during summer break. During the evaluation, a certified School Psychologist will conduct tests as indicated on the PTE to determine if a child has a disability, and what, if any, impact such a disability has on the child's ability to function at their maximum capacity in the classroom.

The District will make three (3) attempts to obtain permission from the parent/guardian. Such attempts may include but are not limited to US Mail, US Certified Mail, Electronic Signature via PandaDoc, and/or paper packets sent home with a child. If a signed

permission is not received after three (3) attempts, the District will make the request for evaluation inactive, and the child will remain in his/her current educational placement.

When the evaluation is complete, you will receive a written report of the evaluation, along with any recommendations. If a child has a disability and qualifies for specially-designed instruction, a meeting will be held within thirty (30) days to review the evaluation. Within ten (10) days of review of the evaluation, an IEP will be drafted with the IEP team.

If a child does not qualify for special education services, you will receive a written report of the evaluation; however, no meeting will be held unless the parent/guardian requests a meeting with school staff.

### **Inclusive Practices**

Special Education is a service, not a place. The Fort Cherry School District supports the implementation of inclusive practices, with the necessary supplementary aids and services to access the general education curriculum. These services are brought to the child, rather than sending the child out of the general education classroom to receive special education services. Students who need more intensive services access the special education programs.

### **Learning Support**

Learning support services are provided to students who demonstrate a disability in understanding or in using language (spoken or written), reading, writing, and/or mathematics. Accommodations and modifications may be provided in the general education classroom. Students who need more intensive services may receive academic support within the learning support program.

### **Life Skills Support**

The Life Skills Support Program provides specially designed instruction to students whose needs are functional academics, self-care, social skills, language development, communication, and perceptual motor skills. Students who participate in the life skills program are also included in the general education curriculum whenever appropriate, based upon their level of need. In addition, these students participate in community-based instruction activities.

### **Speech/Language Support**

Students who demonstrate a need in articulation, fluency, language and auditory processing development, and voice receive speech and language support. The Speech Teacher works closely with the classroom teachers to assist with any communication

barriers that may be present. Students are scheduled for individual and/or small group sessions according to age as well as the type and severity of the disorder.

### **Therapeutic Emotional Support**

The therapeutic emotional support program is designed to meet the needs of students with social, emotional, and behavioral needs that have an adverse impact on their learning. Direct instruction in social skills is provided according to individual student needs. This can be done through the emotional support classroom and/or through social work services. Additionally, academic support and/or direct instruction is provided as needed.

### **Secondary Transition**

Secondary transition is the process of preparing students for life after graduating from high school, including participation in post-secondary education or training, employment, and community living. Transition planning begins at age 14, in middle school or early high school, as students explore what they want their post-school outcomes to be. This is done through career awareness exploration activities. Transition planning involves a partnership between the student, the family, school-age services, post-school services, and local community service providers.

### **Related Services**

Students must first qualify for special education before they can be assessed to determine if they would require related services to benefit from special education.

### **Occupational Therapy**

Occupational therapy focuses on the functional performance of the student in educationally relevant activities, such as self-help, sensory, fine motor and postural skills. Individual and/or small group therapy sessions as well as consultative services are provided according to student needs.

### **Physical Therapy**

Physical therapy focuses on the natural opportunities for students to develop motor competence, balance and coordination in routine educational activities.

### **Speech/Language Therapy**

Speech/Language Therapy can also be provided as a related service. For a description of services, please see 'Speech/Language Support'.

### **Intermediate Unit 1 Services Hearing Support Program and Services**

Hearing Support Services are provided to students who qualify for hearing services due to impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance. A child who meets the criteria for deafness demonstrates a hearing impairment so severe that the child is impaired in processing linguistic information through hearing, with or without amplification. The Hearing Teacher works closely with the classroom teachers to best assist with accommodating each child's needs. Hearing Support can also be provided as a related service.

### **Intermediate Unit 1 Services Social Work Services**

Social Work services are provided for students who are in need of social skill development. The Social Worker will meet with the student either individually or with a group. Sessions focus on the needs of the individual(s) and may include some of the following; role playing, appropriate social interaction, and /or discussion of topic(s) deemed necessary. This is provided as a related service.

### **Intermediate Unit 1 Vision Support Program and Services**

A visual impairment, including blindness, indicates the impairment, even with correction, adversely affects a child's educational progress and performance. The term includes both partial sight and blindness. The Vision Teacher works closely with the classroom teachers to best assist with developing the necessary visual accommodations in all aspects of the child's educational environment. Vision Support can also be provided as a related service.

## **CHILD FIND AND ANNUAL NOTICE TO PARENTS (CFR 300.125)**

In compliance with state and federal law, the districts listed above will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students or eligible students, contact the appropriate district contact listed above.

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during the process. Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district/IU (see contacts) and request an explanation.

Intermediate Unit 1 acts as a MAWA, a public education agency provides early intervention to eligible three to five year olds who live in Fayette, Greene and Washington Counties. Throughout the notice, the reader will find references to the IU, the MAWA, or to the MAWA agency—all referring to Intermediate Unit 1 for the purposes of this notice.

### **Identification Activity**

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities, that if found to cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, in the case of a child that is of preschool age developmental delay. Screening activities are also conducted to determine student need for gifted support services.

The aforementioned school districts provide educational services for all eligible students either through district- operated classes, contracts with Intermediate Unit #1, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at beginning school age through age 21, if necessary. Additional services include hearing, vision, and speech and language support. Students found to

meet eligibility criteria as "mentally gifted" may receive services through district's Gifted Support programs.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. Children suspected of being "mentally gifted" who need specially designed instruction not ordinarily provided in the regular education program also go through screening activities. The activities include: review of group data, conduct hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

The school district will follow procedures outlined in the special education regulations (Chapter 14) for determining eligibility and need for special education services. Chapter 16 regulations will be followed to determine eligibility and need for Gifted Support services.

Each LEA's public outreach awareness system includes methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.

### **Confidentiality (CFR 300.127)**

If after screening, a disability is suspected, upon your permission, your child will be evaluated. Written records of the results are called an education record, which are directly related to your child and are maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your

child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies. The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employee's names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at designated intervals, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay before any meetings regarding planning for your child's special education program (called an IEP meeting). Should you and your school district disagree about your child's special education supports and services and a due process hearing is requested, the school district will furnish you with the opportunity to inspect and review your child's records, within 30 days.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. This review is conducted with the assistance of an appropriate school district staff member.

Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district will charge a fee for copies of records made in response to your request except, it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. A current list of reasonable fees relative to records request is available in the district's central office. The district will not charge a fee to search or retrieve information.

You have the right to request in writing the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within 45 school days of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time



additional information regarding the hearing procedures. Upon written request, the district will schedule and provide written notice of the hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

A parent may file a written complaint with the Pennsylvania Department of Education at the address below alleging that the rights described in this notice were not provided.  
Pennsylvania Department of Education  
Bureau of Special Education Division of Compliance  
333 Market Street Harrisburg, PA 17126-0333

The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-4605

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

The school districts listed above will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact your local school district contact.

### **Early Intervention Identification**

In Pennsylvania, a child between three years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an "eligible young child." The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available through the Child Alert Program operated by Intermediate Unit #1. To schedule an appointment for screening call IU1 at 1.800.328.6481. For additional information, contact your local school district.

### **Potential Indicators of Weaknesses in the Developmental Domain Areas and Other Risk Factors That Could Indicate Disability (Requirement of Section 14.212(b))**

A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/ instruction (SDI) in order to participate in typical activities and routines.

Children with a developmental delay may show weaknesses in the following areas:

**Adaptive** – Pre-kindergarten aged children with a developmental delay may have difficulty dressing/ undressing; using utensils to eat, removing shoes without assistance, distinguishing between nonfood/food substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that hot is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers.

**Personal-Social** – Pre-kindergarten aged children with a developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple household tasks, initiating social interaction with familiar adults, expressing affection/ liking for peers, playing cooperatively with peers, stating first name, last name, age, or

whether he is a male/female; using objects in make-believe play, using 'I' or 'me' to refer to himself, or recognizing facial expressions of common emotions.

Communication - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others, using words to get his needs met, responding to 'yes' and 'no' questions appropriately, or asking 'wh' questions.

Motor - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down steps alternating feet without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings.

Cognitive - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, reciting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

### **Other Factors That Could Indicate a Disability**

Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as functional birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as:

Genetic problems caused when one or more genes doesn't work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

### **Factors Considered When Determining Mental Giftedness**

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.

2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.
5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

### **Special Education Liaison Personnel (LEAs)**

Dr. Eric Lauver  
Fort Cherry School District  
110 Fort Cherry Road  
McDonald, PA 15057  
Phone: 724-796-1551 x 2328  
Fax: 724-796-0065  
[elauver@fortcherry.org](mailto:elauver@fortcherry.org)

### **EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS**

This resource is intended for parents/guardians/staff/community members to utilize if experiencing homelessness or in crisis. This resource also provides guidance and training and is updated annually. If you or someone you know is in need of assistance—please contact Homeless Liaison, Sally Cowden, at 724-796-1551 x2391.

#### **Liaison Responsibilities**

The district's liaison shall coordinate with:

- Local service agencies that provide services to homeless children, youth, and families.
- Other school districts on issues of records transfer and transportation.
- District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Act. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, soup kitchens, public libraries, and locations frequented by parents/guardians of homeless children.

The district liaison shall provide reliable, valid, and comprehensive data to the coordinator of Pennsylvania's Education for Children/Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state law regulations.

### **Definition of Homelessness**

Homeless students are defined as individuals lacking a fixed, regular, adequate nighttime residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional, or domestic violence shelters.
- Abandoned in hospitals.
- Whose primary nighttime residence is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers.
- Living as school-aged parents in houses for parents if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including pre-school. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth is defined as a homeless child or youth not in the physical custody of a parent or guardian.

### **Enrollment/Placement**

To the extent feasible and, in accordance with the student's best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing.

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.

If a student is unaccompanied by a parent/guardian, the district liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he or she will be enrolled. If after such consideration, the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or

unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal. The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information.

The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. Homeless families are not required to prove residency regarding school enrollment.

### **School/Health Records**

The receiving school district may contact the district of origin for oral confirmation that the student has been immunized but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed.

The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, or immunization or medical records. The district will support families with accessibility to health-related resources — not limited to access to a physician, dentist, and other specialty doctors. The district may assist with transportation for access to medical providers as well as assist with overcoming barriers related to insurance.

### **Placement/Disputes/Complaints**

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement. If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance rise regarding the education of homeless students, the following steps shall be taken:

1. The person filing the complaint shall first contact the school or district through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of

Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.

3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.
4. PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter Form, if given directly to a Liaison of the Homeless Initiative.

### **Education Records**

Information about a homeless student's living situation shall be treated as a student education record subject to the protections of the Family Educational Right and Privacy Act (FERPA) and shall not be deemed to be directory information. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to: transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

### **Transportation**

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation. Transportation Coordinator: Dan Mayer

### **Fiscal Responsibilities**

The following guidelines will be followed in cases when the education of the student is provided by the district where the homeless student is temporarily living. The guidelines shall also apply in cases when the district of prior attendance, where that is not the district the student attended when permanently housed, will educate the student:

1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students.
2. For homeless individuals in temporary shelters, the educating school district will send a form for the determination of district residence for students in facilities or institutions to the presumed district of residence.
3. If the form is acknowledged by the resident district, the educating district will enter the student on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to state child accounting procedures.

4. If the form is disclaimed and a district of residence cannot be determined, the student will be considered a ward of the state. The educating district will enter the student on its rolls as a nonresident ward of the state and will report membership according to state child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to child accounting.
5. In cases when the education of the student is provided by the district of origin, where that is the district, the student attended when permanently housed, the district will continue to educate a homeless student for the period of temporary displacement and should maintain the student on its rolls as a resident student.

In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not the district of new residence, the educating district will continue to educate the formerly homeless student on its rolls as a nonresident Student.

### **Training**

\* Offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

The district's liaison shall arrange professional development programs for school staff. School personnel providing services to homeless students, including enrollment staff, shall receive professional development and support to:

- Improve identification of homeless students.
- Understand the rights of such children, including requirements for immediate enrollment and transportation, and
- Heighten the awareness of, and capacity to respond to, the educational needs of such children.

### **Free and Reduced Meals**

Apply online for free/reduced benefits. Financial assistance is available for families that need assistance paying for school meals. Eligibility for free/reduced meals must be established each school year, regardless of eligibility in previous years.

### **Family Engagement**

Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your building principal.

### **Community Partnerships**

The District partners with community agencies to support families through collaboration. Some



community partnerships include but are not limited to: Range Resources, Heritage Public Library, Body Systems Fitness, Churches, Food Helpers of Washington County, BluePrints.

### **Academic Supports**

Students have access to numerous academic supports — based on the need of each individual student. Examples include but are not limited to:

- Title 1 services
- Tutoring Assistance
- Summer Academy
- A.I.R.E. Program
- McKinney Vento Homeless Education Assistance Improvements Act:

<https://www.education.pa.gov/K12/Homeless%20Education/mckinneyvento/Pages/default.aspx>