



Fort Cherry High School

**110 Fort Cherry Road
McDonald, PA 15057
Phone: 724.796.1551
Fax: 724.356.2769
www.fortcherry.org**

Fort Cherry High School STUDENT HANDBOOK

**Dr. Trisha Craig
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Dr. Trisha Craig, High School Principal

Dear Student:

The Fort Cherry High School administration, faculty, and staff welcome you to the 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.

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 and the School Counselors 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, Fort Cherry HS Ext. 2366, or Google Voice number 412-204-6155

Mrs. Wilson – Jr. High School Counselor

ewilson@fortcherry.org, Fort Cherry HS Ext. 2339, or Google Voice number 724-633-7332

Mrs. Tremblay – Sr. High School Counselor

mtremblay@fortcherry.org, Fort Cherry HS Ext. 2340, or Google Voice number 724-283-8037

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. If you have any questions regarding SAP referrals and services, please contact Mrs. Cieply, HS SAP Coordinator.

ATTENDANCE (Board Policy #204; state code)

In order for an absence to be considered as excused, a parent/guardian must submit a written explanation or medical excuse that includes the student's name, the date of the absence, and the reason for the absence within 3 days of the absence. The parent/guardian should complete the online FCSD Attendance Excuse Form on the Fort Cherry School District or Fort Cherry High School website.

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).

DAILY SCHEDULE FOR GRADES 7-8

8:13 – 8:54 am	Period 1
8:57 – 9:38 am	Period 2
9:41 – 10:22 am	Period 3
10:25 – 11:06 am	Period 4
11:09 – 11:50 am	Period 5
11:53 – 12:34 pm	Period 6A
12:37 – 1:07 pm	Lunch
1:10 – 1:51 pm	Period 7
1:54 – 2:35 pm	Period 8
2:35 – 2:45 pm	Dismissal Process Student buses Parent pick-up/Student drivers

DAILY SCHEDULE FOR GRADES 9-10

8:13 – 8:54 am	Period 1
8:57 – 9:38 am	Period 2
9:41 – 10:22 am	Period 3
10:25 – 11:06 am	Period 4
11:09 – 11:50 am	Period 5
11:53 – 12:23 pm	Lunch
12:26 – 1:07 pm	Period 6
1:10 – 1:51 pm	Period 7
1:54 – 2:35 pm	Period 8
2:35 – 2:45 pm	Dismissal Process Student buses Parent pick-up/Student drivers

DAILY SCHEDULE FOR GRADES 11-12

8:13 – 8:54 am	Period 1
8:57 – 9:38 am	Period 2
9:41 – 10:22 am	Period 3
10:25 – 11:06 am	Period 4
11:09 – 11:39 am	Lunch
11:42 – 12:23 pm	Period 5A
12:26 – 1:07 pm	Period 6
1:10 – 1:51 pm	Period 7
1:54 – 2:35 pm	Period 8
2:35 – 2:45 pm	Dismissal Process Student buses Parent pick-up/Student drivers

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;
- Submit the completed form to the principal 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

When requesting an early dismissal, students must report to the main office before first period to receive an early dismissal pass. Students must have a medical notice listing the date and time of appointment and/or a signed written request from a parent/guardian. 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. *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 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.
3. Tardiness is determined by the judgment of the teacher and/or administrator.
4. 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 *PASS program. (FCSD)
7. Students who do not maintain a 2.0 grade point average in the report period preceding the sport must attend the PASS 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. PASS may also be used to transition students from the school day to their practice time.

** The Pupil Academic Support System (PASS) is an after-school program for students who struggle to meet the PIAA and/or district academic requirements. During PASS, 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 anytime. 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.
12. Students must be courteous and respectful to all riders.
13. Excessive show of affection is not permitted on the bus.
14. 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.
15. Possession of a weapon or any object used as a weapon is prohibited.
16. Students are not permitted to play music aloud on the bus. Students must use headphones, earbuds, or other listening device 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

1st Offense – Reprimand, written warning and parent notification

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

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

4th 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:

- Only instruments, which can be held on the lap or between the knees, should be carried onto the bus. This includes violins, violas, small cellos, flutes, clarinets, trumpets, oboes, bassoons, recorders, keyboards, French horns, mellophones, E-flat altos, saxophones, guitars, trombones, baritones, and practice pads, snare or field drums.
- Large cellos, bass violas, double basses, sousaphones, large saxophones, bass drums, all of which are “non lap” variety should not be allowed on the bus. The bus drivers have the prerogative of refusing to allow students with large instruments on the bus.
- 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 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, 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 2020-21 school year, there will be three (3) areas designated for lunch (dependent on the weather). These areas include the Cafeteria, High School Courtyard, and Learning Commons. Students must sit in the designated areas and seats and must social distance while in line and in their seats. Students may take off their masks while eating and drinking.

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 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 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:

- BYOD Agreement
- Technology Use Agreement
- Website and Social Media Guidelines

Students who choose to use their own electronic devices at the school, a BYOD Registration form must be completed. Students agree to bring their own devices at their own risk. Additional information is provided on the district website. User fees may be applied to students who receive a chromebook from the school, as determined by the School Board of Directors. Fees will apply for any damage to the chromebook. 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 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 cancelled 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 cancelled 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 for Students in Grades 9-12

<i>High School Students</i>		<i>WACTC/PWCTC Students</i>	
Course Title	Units of Credit	Course Title	Units of Credit
English	4.0 credits	English	4.0 credits
Mathematics	3.0 credits	Mathematics	3.0 credits
Science	3.0 credits	Science	3.0 credits
Social Studies	3.0 credits	Social Studies	3.0 credits
Arts/Humanities	2.0 credits	Electives	2.0 credits
Electives	5.0 credits	CTC Program	12.0 credits
Facts & Finance	.5 credit	Facts & Finance	.5 credit
Wellness	2.0 credits	Wellness	2.0 credits
Career Plan	1.0 credit	Career Plan	1.0 credit
Minimum:	24.50 credits	Minimum:	30.50 credits

Students in grades 9-12 must take one (1) of each of the following courses in each of the grade levels 9-12: English, mathematics, science, and social studies, unless graduation requirements have been met by the senior year. 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

For the 2020-21 school year, the Learning Commons will be utilized for Study Halls and Lunches only. In all other years, the following procedures will be followed:

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

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 passes 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 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 in 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.

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 individual's 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 emergency, 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 2020-21 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 medial 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, so 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 in 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.