

**Fairfield Elementary
Student Handbook
2020-2021**



TABLE OF CONTENTS

Mission Statement	Page 1
Student Expectations	
Complaint Procedure	Page 2
Dissemination of Student Information	
<u>ATTENDANCE</u>	Pages 3-10
School Day	
Attendance, Absence, and Excusal	
Truancy	
Compulsory Attendance Law	
Educational Journeys	
Excusal of Students During School Hours	
Field Trips	
Tardiness	
<u>DISCIPLINE INFORMATION</u>	Pages 11-13
Discipline	
Levels of Consequences (I –IV)	
Weapons	
<u>MEDICAL INFORMATION</u>	Pages 13-18
Nurses Office/Medical	
Medication Procedures	
Asthma In-Halers & Epinephrine Auto-Injectors	
Diabetes Management	
Food Allergy Management	
Physical Examination- Health Screenings	
<u>POLICIES, PROCEDURES, AND REGULATIONS</u>	Pages 18 - 28
Address Change/Transfer/Withdrawal	
Admittance Policy	
Bullying	
Cafeteria	
Child Abuse	
Classroom Parties	
Closing of School	
Dishonesty	
Dress Guidelines	
Educating Children and Youth Experiencing Homelessness	
Electronic Devices	
Fire Drills	
Gifted Education Guidelines	
Guidance Services	
Hazing	
Homebound Instruction	
Homework	

Table of Contents (Continued)

Individuals with Disabilities Act	Pages 28-37
Pennsylvania Special Education Regulations & Standards	
Instrumental Music	
Library Regulations	
Lockers	
Lost and Found	
Notification of Family Educational Rights & Privacy Act (FERPA)	
Parent/Teacher Conferences	
Parent/Teacher Organization	
Physical Education	
Pledge of Allegiance	
Policies Relating to Students	
Computers - Acceptable Use Policy – Student Body	
Controlled Substances/Paraphernalia	
Title IX	
Unlawful Harassment	
Tobacco	
Protection of Pupil Rights Amendment(PPRA)	Pages 37-48
Report Cards	
Right to Request Teacher Qualifications	
School Supplies	
Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students	
Destruction of Special Education Records	
Student Complaint Process	
Student Expression/Distribution and Posting of Materials	
Student Responsibilities	
Surveys	
Title I Reading Program	Pages 49-51
Transportation	
Transportation Audio/Video Monitoring	
Use of Motor Vehicles	
Bicycles	
Visitors/Volunteer	

**Fairfield Area School District
4840 Fairfield Road
Fairfield, PA 17320
(717) 642-8228**

Mission Statement - Students First

**Schoolwide Positive Behavioral
Support Mission Statement**

We, the community of Fairfield Elementary School, believe that all people who enter our building will show an understanding of others, the motivation and determination to succeed, kindness to all, and the courage to make the right choice.

The Seven Virtues of a Fairfield Knight

Courage – Graciously committing to the challenges and sacrifices of difficult tasks.

Resolve – Determination; Firmness of purpose or intent.

Mercy- Creating a sense of peace and community through attitudes, words, and actions.

Generosity- Willingly sharing time, attention, wisdom, and energy to create a strong and diverse community.

Integrity- Upholding convictions at all times.

Scholarship – Pursuing meaningful knowledge and experiences for the benefit of self and society.

Enterprise – The bold spirit of accomplishment.

SCHOOL COLORS: Forest Green & White

MASCOT: Knight

WELCOME

Welcome to Fairfield Elementary School. At Fairfield Elementary, we strive to meet the needs of all our students. The staff is committed to addressing student's needs and use a variety of techniques and offers an instructional program that contributes to the educational, emotional, physical, and social growth of our students. The educational program emphasizes developmentally appropriate educational practices in Language Arts, Mathematics, Social Studies, Science and Health. Also included are Physical Education, Music, Art, Library, Technology and Guidance Services. Individualized programs are offered for students with special needs.

As we provide these opportunities, parents and teachers join together to work as a team and address the educational scope for the students. The school year is an exciting adventure involving learning and growth for all students. We ask all students: be challenged, be yourself and belong!

This handbook is a guide for students, teachers, and parents. However, FASD school board policy supersedes the content of this handbook.

Fairfield Area School District Complaint Policy

Neither the School Board as a whole or any individual member will entertain or consider communications or complaints from administrators, teachers, parents, or patrons until they have first been referred to the Superintendent. Only in those cases where satisfactory adjustments cannot be made by the superintendent shall communications and complaints be referred to the School Board.

The appropriate chain of command is the classroom teacher, building administrator, superintendent and finally, the school board. Depending on the nature of the complaint, the chain may begin with either the building administrator or superintendent.

Dissemination of Student Information

The Fairfield Elementary School does not discriminate or deny services on the basis of sex, race, color, creed, national origin, age or handicap in its educational programs or activities nor in its employment practices as defined by:

Title VI – Civil Rights Act 1964

Title IX – Education Amendments 1972

Sec. 504 – Rehabilitation Act of 1973

Department of Education – Office of Civil Rights Guidelines

The Fairfield Area School District does not discriminate or deny services on the basis of race, color, creed, religion, sex, gender, sexual orientation, gender identity, ancestry, national origin, economic status, marital status, pregnancy, handicap or disability in its education programs or activities nor in its employment practices as defined by –

- Title VI – Civil Rights Act 1964
- Title IX – Education Amendments 1972
- Sec. 504 – Rehabilitation Act of 1973
- Dept. of Education – Office for Civil Rights Guidelines
- Fairfield Area School District
Fairfield, PA 17320
717-642-8228

To that end, the school district promotes respect for all people and will not tolerate bullying, harassment, or discrimination that impact a student's school experience.

*As of August 2015, Fairfield Area School District began modifications of board policies with the help of PSBA. New/revised policies will be listed at www.boarddocs.com/pa/fair/Board.nsf/vpublic?open until completion.

SCHOOL DAY

All pupils will begin their day at 8:55 AM. Dismissal begins at 3:30 PM. Bused students will begin arriving at school approximately 8:40 AM. Students not riding the bus cannot arrive prior to 8:40 AM.

Parents who drive their students to school in the AM will do a “Drop and Drive”. Cars will line up no earlier than 8:40 AM to drive into the side playground parking lot following the arrows, you will stop your car as directed and your student(s) will get out and enter the building via the side walk. At no point should a parent get out of their car and walk their child to the entrance.

In the afternoon, cars are expected to enter the side lot and park in designated parking spaces only. Do not park on the grass or in spaces near the stadium fence. Parents will need to meet their student(s) by the gym entrance door. Car riders will be the last group of students released from the building.

Students are not permitted in the Elementary School building after 3:45 PM unless attending the following: a school sponsored activity; direct supervision by a teacher or coach; practice; meeting or receiving prior administrative approval. All other situations will be considered as trespassing.

ATTENDANCE

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[2][3][4][5][6][7]

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences.

The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[1][11]

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[2][5][14][15][16][17][18][19]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7][20]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][21]
3. Students attending college who are also enrolled part-time in district schools.[22]
4. Students attending a home education program or private tutoring in accordance with law.[5][17][23][24][25][26]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[7][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[27]
10. Non-school sponsored educational tours or trips, if the following conditions are met:[6][28]
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][6]

The district may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school year.

Temporary Excusals

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[5][14][17]
2. Students participating in a religious instruction program, if the following conditions are met:[27][29]
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[20]

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[9]

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[30]

The notice shall:[30]

1. Be in the mode and language of communication preferred by the person in parental relation;
 2. Include a description of the consequences if the student becomes habitually truant; and
 3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
- The notice may include the offer of a School Attendance Improvement Conference.[30]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[30]

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[30]

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the School Attendance Improvement Conference:[9]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[30]

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[30] The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[30]

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[31]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[31]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[31]

1. Refer the student to a school-based or community-based attendance improvement program;
or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[31]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[31]

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[32]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[32]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[33][34][35][36]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[33][34][36]

Discipline-

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[30]

COMPULSORY ATTENDANCE LAW PROCEDURES

All absences shall be recorded by the end of each school day by designated school personnel.

Tardiness – Tardiness is the absence of a student at the time that the morning session begins (8:55am), provided the student is in attendance before 10:25 AM. Students arriving after the cut-off time will be recorded as ½ day absent during their time away from school.

Absence is defined as the non-attendance of a student on those days and half days in which school was in session and shall be classified as: 1) Excused (legally supported or legally unsupported); 2) Illegal (fineable); or 3) Unexcused (restricted)

Unexcused (Restricted): These absences involve student's age 17 years & above and include the following:

- a. Absence through parental neglect
- b. Illegal employment
- c. Truancy, and/or
- d. All other absences not considered "excused".

Compulsory attendance is enforced between that period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than at the age of eight (8) years, until the age of seventeen (17) years. It shall be the responsibility and obligation of parents to facilitate and encourage the attendance of their children at school.

In accordance with School Board Policy #6220, students who have reached their seventeenth birthday are to be classified as non-compulsory attendees of the school but are expected to attend school on a regular basis once enrolled in classes. Students who have reached their seventeenth birthday and accumulate more than three (3) unexcused absences during the school year will be assigned Saturday School for each infraction. Students in this category will also be excluded from classes if they miss more than ten sessions unless their absence is considered legally supported as noted herein.

All students are required to present a note to the principal's office within three (3) days of their return to school from an absence/tardy. This note should indicate the reason for the absence/tardy and be signed by a parent. Any student who does not present this note within three (3) days of their return to school will be charged with an unexcused absence as is applicable to the student's age.

Students who receive unexcused absences will receive a zero grade for all work due for the day that they are unexcused; this would include, but not be limited to homework, tests, and in-class assignments.

Fairfield has closed lunch times. All students will eat in the cafeteria, either purchased lunches or lunches brought from home. Menus are posted in each homeroom, calendar, website and the cafeteria. Eating shall not take place in the hall, classrooms, lavatory, or in the parking lot.

EDUCATIONAL JOURNEYS

Educational Journeys (Policy #204) are not related in any way to the school curriculum or school organizations. These are trips planned by parents for their children and have an educational component.

In order for a student absence resulting from a trip to be classified as excused, a written request must be submitted on an Educational Journey Request Form which can be obtained at the high school office. Each request must be submitted to the building principal ten (10) school days prior to the planned trip.

Determination to approve or disapprove the trip will be made by the Superintendent of Schools and conveyed to the parent or guardian and building principal in writing.

Approval of each request will be based on the recommendation of the building principal and an evaluation of the following standards: previous attendance records, previous requests, academic performance, and anticipated educational value of the activity. Educational trips are not recommended the final two weeks of the school year.

Trips shall not be approved if they exceed a total of five (5) school days during a school year. Students are responsible to secure and complete all classroom assignments during the period of absence. Students will be permitted the same number of school days after the visit as were originally granted for the visit to submit all missed assignments issued during the absence; however, long-term projects are guided by a performance rubric and students should complete and turn in the project prior to departure if the due date is during the period of their absence.

All absences during an approved educational journey are considered excused absences. Educational trips or visits that are not pre-approved shall be treated as unexcused absences. Failure to complete work missed during the absence may also result in the absence being unexcused.

EXCUSAL OF STUDENTS DURING SCHOOL HOURS

During the time school is in session, students will not be permitted to leave the school grounds except under the following conditions and reasons:

1. Presentation of a valid, signed written request for excusal from parent/guardian indicating reason for excusal.
2. Only reasons acceptable for excusal:
 - a. Doctor's appointment
 - b. Dental, orthodontist appointment
 - c. Unusual conditions that can be verified.
3. Off-campus passes will be issued only by the principal.
4. Verbal request for excusal will always be denied.
5. Upon return from off campus appointment, the student will provide the school with a written note (doctor's excuse if medical/dental appointment) verifying beginning and ending time of appointments. Failure to produce this note upon returning to school will result in an illegal absence from school.

Any early dismissal prior to 2:00 PM will be coded as a half day PM absence. Excessive early dismissal minutes may accumulate into days of illegal absences. All students will be dismissed from the main office.

FIELD TRIPS

Purpose

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Definition

For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

Authority

The Board shall be informed of all field trips approved by the building principal and Superintendent.[1]

The Board shall approve only those field trips that:

1. Take students more than seventy-five (75) miles from this district.
2. Are planned to keep students out of the district overnight or longer.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations. The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

Guidelines

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[2]
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Administration of Medication

The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.[3][4]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[5][6]

Trips Outside of the United States

The district permits field trips outside of the country that are coordinated with the regular educational program and comply with the provisions of this policy, in addition:

1. Expenses for trips outside of the country shall be the responsibility of the students on the trip.
2. The group shall travel only with companies which have sufficient liability insurance.

Field trips are a privilege, students may be excluded from a field trip at the discretion of an administrator.

TARDINESS

Students are expected to be on time in arriving to school and beginning of classes. Any student who is late to school must first report to the principal's office for a pass to enter their assigned class. In addition, after students have accumulated 10 excused tardies, parents/guardians will be required to provide a professional note for future student tardies, or the tardies will be unexcused. Unexcused tardiness to school will be punishable as follows:

Late to school: Fourth time = lunch and/or recess detention

Every late thereafter: Minimum of 1 lunch and/or recess detention

Unexcused tardiness includes, but is not limited to, oversleeping, running late, missing the bus, having car trouble, etc.

Tardiness to class will be punishable per semester as follows:

1st Offense: Warning

2nd Offense: Parent Contact

3rd Offense & Every Late Thereafter: Minimum of 1 lunch and/or recess detention

DISCIPLINE (Policy #218)

Code of Conduct

In a school setting, as any institution, all must work together to create an environment conducive to learning. Responsible behavior in which student's accord respect to one another and their faculty must accompany the rights of students if learning is to occur.

Rules and regulations and the disciplinary actions needed to enforce them are necessary to ensure that students have the greatest educational opportunities possible. Any student who persists in interfering with the rights of others and ignores repeated warnings may be subject to the following Student Conduct and Discipline Code. **Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[8]**

The following is a list of acts of student misconduct and their subsequent placement in the hierarchy of levels of discipline. This list does not attempt to cover all the possible acts of student misconduct. The administration of Fairfield Area School District reserves the right to change/modify the discipline consequences in order to cover all infractions and situations. Equity and equality will be used to protect the educational integrity of Fairfield Area School District.

LEVELS OF CONSEQUENCES

Level I - Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Level I: Disciplinary Options/Responses

- Verbal Reprimand
- Behavioral Contract
- Counseling
- Withdrawal of Privileges
- Parent Conference
- Detention

Level I: Behaviors

- Disruptive behavior (campus, classroom and bus)
- Dress code violation
- Noncompliant
- Leaving class without permission/Out-of-Assigned Area
- Public display of affection – (PDA)
- Inappropriate language
- Tardy to class/school

**Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

Level II – Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective actions on the part of administrative personnel.

Level II: 1-3 Saturday School/In-School Suspension(s)

- Continuation of unmodified Level I misbehavior
- Aggressive or provoking behavior
- Cutting class
- Leaving school grounds without permission/Truancy

- Profanity
- Failure to serve assigned office detention/Violation of detention rules
- Possession of stolen property/stealing
- Improper or negligent operation of a motor vehicle
- Using forged notes/excuses/school forms/Dishonesty
- Abusive/Obscene writing
- Violation of ISS/Saturday School rules will result in at least one day of out-of-school suspension and the original ISS/Saturday School may be rescheduled.

**Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

Level III – Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal thus resulting in the intervention of law enforcement authorities. Corrective measures which the school should undertake, however, depend on the extent of the school’s resources for remediation of the situation in the best interests of all students.

- Level III:
- 1-10 Out-of-School Suspensions
 - Continuation of unmodified Level II misbehavior
 - Bullying, Intimidation, Harassment, Discrimination
 - Possession/Use of tobacco products and paraphernalia (lighters, matches, e-cigarettes, vapor pens, etc.) (includes a referral to Magistrate)
 - Obscene gestures/Indecent acts or photographs
 - Fighting – 1st contact = 5 days; offensive return contact = 3-5 days
 - Theft
 - Extortion
 - Gambling
 - Unauthorized entry into the building
 - Defacing/damaging school or private property
 - Disrespect to school personnel (cursing, vulgarity, etc.)
 - Technology abuse

**Multiple violations of the same behavior may result in the student receiving a higher discipline level consequence.*

All out-of-school suspensions require contact between an Administrator and the parent(s)/ guardian(s) prior to the reinstatement of the student to school.

Level IV – Acts which result in violence to another’s person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

- Level IV:
- 5-10 Out-of-School Suspensions
 - (POSSIBLE RECOMMENDATION FOR EXPULSION)
 - Assault, battery and/or stalking of school personnel or peer
 - Arson
 - Terroristic Threats (Policy #218.2)
 - Felony
 - Fireworks
 - Fire alarm (setting off, tampering with, etc.)
 - Hazing
 - Possession/Use/Sale of alcohol
 - Possession/Use/Sale of illegal or look-alike drugs/controlled substances/paraphernalia/solvents

- Possession/Use of a weapon (Policy #218.1)
- Pornography

All out-of-school suspensions require contact between an Administrator and the parent(s)/ guardian(s) prior to the reinstatement of the student to school.

WEAPONS

Students may not possess any weapons or dangerous objects on school property or at any school sponsored activity (refer to FASD Policy 218.1). Students in violation of the regulation are subject to suspension or expulsion as specified in the Level III & Level IV sections of the Student Conduct Code.

MEDICAL INFORMATION

NURSE'S OFFICE/MEDICAL

The services of the District School Nurse are available to all three schools during the academic school day.

A pass from your teacher is required to report to the nurse. Emergencies will be cared for any time of the day. A pass is not required for emergencies.

MEDICATION PROCEDURES:

In accordance with recommendations of the Pennsylvania Department of Health and this school's medication procedure, students will be given prescription medication and non-prescription medication (other than standing orders: Antacid, Acetaminophen/Tylenol, Advil/ibuprofen, and Benadryl (for severe allergic reactions) only on the direct written order of a physician and a completed permission form. Medication Permission Forms can be found on the district website (www.fairfieldpaschools.org), in the high school office or the nurse's office. When medications must be given during school hours, the procedures listed below in the following sections must be followed.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS:

- All medications must be brought to the school nursing staff at the beginning of the day in the original pharmacy bottle/non-prescription package.
- A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school (According to PA Department of Health).
- Student's first and last name must be written on original non-prescription package.
- Medications not in the original pharmacy bottle/non-prescription package will not be used.
- A completed Medication Permission Form must accompany all medication before it will be given.

ASTHMA INHALERS and EPINEPHRINE AUTO-INJECTORS (Policy #210.1):

Authority

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.[1][2]

Definitions

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.[3]

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written

instructions from a licensed physician, certified registered nurse practitioner or physician assistant. If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[1]

DIABETES MANAGEMENT (Policy #209.2)

Purpose

The Board recognizes that an effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.

Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

Definitions

Diabetes Medical Management Plan (DMMP) means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[2]

Individualized Education Program (IEP) means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A student with a disability is a school-aged child within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.[7]

Section 504 Service Agreement (Service Agreement) means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A qualified student with a disability means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[1]

Trained Diabetes Personnel means non-licensed school employees who have successfully completed the required training.

Guidelines

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.[5]

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[1][3][4][5][7][9]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[1][5][7][10][11]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[12][13][14]

Trained Diabetes Personnel

The school nurse, in consultation with the Superintendent or designee, may identify at least one (1) school employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building attended by a student with diabetes to perform diabetes care and treatment for students. The identified school employee has the right to decline this role.[4]

An identified school employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:[4]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified school employee shall complete such training on an annual basis.[4]

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[4]

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[4]

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

Training of Other School Personnel

School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[3][15]

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times when medication is to be taken.
 - d. Times when monitoring equipment is to be used.
 - e. Length of time medication and monitoring equipment is prescribed.
 - f. Diagnosis or reason medication and monitoring equipment is needed.
 - g. Potential serious reactions to medication that may occur.
 - h. Emergency response.
 - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.

3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.
5. The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[1][3][10][16][17]

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[3]

FOOD ALLERGY MANAGEMENT (Policy #209.1)

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP or a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]

4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Accommodating Students with Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[2][3]

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:[6]

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Non-disabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][9]

Please Note:

- The student is responsible for coming to the health room to take their medications.
- Any medications remaining at the end of the year will be sent home with students at the end of the last full day of school unless other arrangements are made.

Physical Examinations

The state school code has made provision for the compulsory physical examination of school pupils at regular intervals.

The facilities of the school physician/s and nurse are made available to all pupils free of charge. If there are

individuals who prefer to have the examination done privately and the forms completed by their family physician, the same is permissible with expense to be borne by the person examined.

Physical exams – For continuity of care for the student, it is recommended that the family’s physician perform physical exams. The school physician will provide physicals for those students who do not have one done privately, with written parental permission. A driving permit physical can be used for state mandated physicals.

Dental exams- For continuity of care for the student, it is recommended that the family’s dentist perform dental exams. The school dentist will provide exams for those students who do not have one done privately, with written parental permission.

Vision screenings are done in the nurse’s office by the nursing staff. Referrals are sent out if the student fails this screening. The parents are responsible for any follow up care that may be indicated.

Hearing screenings are done in the nurse’s office by the nursing staff. Appropriate referrals for follow-up are made with notification of the parents.

Scoliosis screenings are part of the sixth grade physical exams. Family physicians can also perform scoliosis screenings for seventh grade students. They will also be done at school in the nurse’s office with written parental permission. Referral letters will be sent to parents should follow-up be indicated.

Body Mass Index (BMI) is performed with a calculation using height and weight. Results are sent to parents with explanation of results.

Private exam forms for physical and dental exams are available from the school website <http://www.fairfieldpaschools.org> under services, school health office/forms, or <http://www.health.state.pa.us/schoolhealth> under “download various forms” tab. For private scoliosis exams, use physical form.

ADDRESS CHANGE

Relocation within the school district must report their new address to the school office. Residence information must be kept up to date along with changes in home and work phone numbers.

Transfer and Withdrawal Procedure

All students who plan to withdraw from school shall inform the elementary school office as soon as possible.

Students withdrawing shall comply with school code by presenting a written withdrawal request from their parent/guardian to the school office and securing a withdrawal form.

- Secure all required signatures requested on the form:
- Return all books and materials to each teacher.
- All monies owed must be submitted to proper organization.
- Return all equipment belonging to the school to the proper person.
- Clear attendance/guidance office needs.

ADMITTANCE POLICY # 6210 – Kindergarten/First Grade

Students entering Kindergarten must be five (5) years old by September 1 of the year they are entering Kindergarten. Children who will be entering school as first graders must be six (6) years old by September 1 of the year they will enter school. Children must have immunizations as mandated according to Pennsylvania law. Beginner students (those who have never been in school) under the age of 8 may only be admitted during the first eight (8) weeks of the new school year.

BULLYING POLICY (Policy #249)

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

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

Researchers have identified three (3) forms of bullying:

1. Physical - includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal - includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

Cyberbullying means bullying that occurs on the Internet through email, instant messaging and social media sites. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing a district student, teacher or employee by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

COMPLAINT PROCEDURE

Step 1 - Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to a teacher, nurse, counselor or administrator.

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

Step 2 - Investigation

Upon receiving a complaint of bullying, the building principal shall immediately begin the investigation.

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

Step 3 - Investigative Report

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

Step 4 - District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with the school's Discipline Code, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

CAFETERIA

Lunch is served daily in the cafeteria to students in grades K-4. All lunches are closed, there are no visitors during lunch time. The menu is on the district website and sent home with our monthly elementary calendar. The menu consists of an entrée or an alternate. Students must select the type of lunch when the teacher takes the lunch count. The lunch also includes milk and is served at a cost of \$ 2.65 per day. Packers may purchase milk for 60 cents.

The district uses a "point of sale" system. The student is given a PIN number and debits their account at each purchase. Parents should send cafeteria money in by the week or month, or you may add money via our electronic lunch payment system. See our website for details.

Lunch is served according to the following schedule:

Kindergarten- 10:40-11:15	First Grade- 11:20-11:50
Second Grade- 11:55-12:25	Third Grade- 1:05-1:35
Fourth Grade- 12:30-1:00	

Children who come to school without money or lunch will be charged for the meal. The charge will be the responsibility of the parent. No child will be denied a meal.

Student behavior in the cafeteria is based on courtesy and cleanliness (this means leaving the area in the condition you would like to eat in.) Students are to remain in the cafeteria until they have finished eating and are dismissed. Students packing a lunch are encouraged to bring a healthy fruit juice, water or purchase milk.

REDUCED AND FREE LUNCHES

Reduced in price and free lunches are available to eligible students. Please contact the Cafeteria for details. Application forms are available in the school office.

CHILD ABUSE (Policy #806)

Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[1][2][3][4]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[5]

Bodily injury - impairment of physical condition or substantial pain.[5]

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[6][7]

Child - an individual under eighteen (18) years of age.[5]

Child abuse - intentionally, knowingly or recklessly doing any of the following:[5]

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method of location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[8]
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent.[9][10]
9. Causing the death of the child through any act or failure to act.

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

Independent contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5][11]

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5]

Student - an individual enrolled in a district school under eighteen (18) years of age.[5]

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[11]

For guidelines on training and duty to report, please see Policy #806.

CLASSROOM PARTIES

DUE TO COVID-19 AND FOOD ALLERGIES, celebrations may change and/or are limited.

Classroom parties are to be few in number. The classroom teacher may organize parties for such holidays as Halloween, Christmas and St. Valentine's Day. Teachers may invite volunteers to serve simple treats and direct either games or crafts.

Birthdays are very special days and we celebrate all birthdays at school in the following way:

- Birthday greetings are announced over the intercom

- Individual classroom recognition is given

Families should not send a birthday treat for their child's classroom.

Children may distribute birthday invitations only if every child in the class will be invited or if you are having an all-girl or all-boy party. You may not send invitations if you are limiting your guest list to only a selected few. The school cannot provide parents with addresses or phone numbers of students.

CLOSING OF SCHOOL

Whenever the school will not be open because of an emergency such as bad weather or closed roads, it will be announced over all local radio and television stations as early in the morning as possible, usually at 6:30 AM. You will also receive a call from the One Call System, if we have a valid phone number on file. See instructions on our website if you would like to add or change phone numbers on the One Call System.

You will also find closings, delays, etc, on Fairfield Area School District's website, www.fairfieldpaschools.org, and on www.cancellations.com. Flexible Instruction Days may happen.

DISHONESTY

Dishonesty: Dishonesty on tests or one's daily work is a serious offense. Evidence of dishonesty on tests, assignments or homework shall result in a zero for the work, may result in failure of that class for the quarter and/or year, and may include other disciplinary action by the principal.

Plagiarism: Any student who plagiarizes work, will receive a grade of zero percent for that assignment. Teachers may allow the student to rewrite the assignment for partial credit.

DRESS AND GROOMING Policy #221

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[1][2]

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[2]

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[3]

DRESS GUIDELINES

Although students exhibit different styles of clothing, it is important that our dress reflects good taste and is appropriate for school. The clothing of the student shall not be disruptive, cause unnecessary comments, or bring undue attention to the wearer. If a teacher feels a student's apparel is distracting to the educational process, the student will be sent to a high school administrator who will make the final judgment. Should you dress in an unacceptable manner, as determined by the administration, parents/guardians will be contacted to provide appropriate clothing or the student will be removed from the student body for the remainder of the day.

The following are prohibited:

1. Clothing or the wearing of apparel that promotes or has reference to the use of drugs, alcohol, violence, weapons, tobacco products, sexual messages, double innuendos or profanity.
2. Bare midriffs, bare feet, spaghetti straps, tank tops, see-through clothing, tube tops, halter tops, shirts off the shoulder, revealing or plunging necklines.
3. Undergarments should not be visible at any time. Trousers must be worn at waist level.
4. Face-painting and Pajamas (tops or bottoms) are not permitted unless on specifically authorized days as announced. (I.E., Spirit Week).
5. Leggings are not permissible unless worn with a dress/skirt/skort/shorts/sweater/shirt that is longer than fingers with the arm and hand fully extended.
6. Any clothing or apparel that has gaping holes. Any pants with holes, the holes must be below the fingers with the arm and hand fully extended.
7. The wearing of metal objects that may cause damage or injury to persons or school property. This may include—but is not limited to—spikes, chains, etc.
8. Head coverings of any form are not to be worn unless for medical or religious reasons or on specifically authorized days as announced. Hats must remain in student lockers during the school day.
9. Sunglasses are not to be worn during school hours unless for medical reasons. A doctor's note should be submitted to the office for any student needing sunglasses.
10. Dresses, skirts, shorts, skorts and garments with or without slits must be longer than fingers with the arm and hand fully extended.
11. Any other article of clothing which is deemed inappropriate and/or is disruptive to the educational process.

EDUCATING CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS **(POLICY #251)**

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[7][8]

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and

5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. If you believe your children may be eligible, please contact the district liaison, Mrs. Barbara Richwine, FASD Elementary Principal, for available services and supports @ 717-642-2016

ELECTRONIC DEVICES (Policy #237)

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[3][6][7]

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[8]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

- a) Student is a member of a volunteer fire company, ambulance or rescue squad.
- b) Student has a need due to the medical condition of an immediate family member.
- c) Other reasons determined appropriate by the building principal.

FIRE DRILLS

During fire drills, you will proceed quickly, quietly and orderly. Fire exits are indicated with a series of red arrows, each area or room has an assigned route.

Procedures:

1. Fire drills are held monthly in accordance with state law.
2. Learn exit routes from each of your assigned rooms.
3. Students must travel in a single line, and close windows and doors behind them.
4. Proceed to an area, at least 100 feet outside the building, where each teacher will take attendance for their assigned class.
5. All students, faculty, and personnel must leave the building at the sounding of the alarm

GIFTED EDUCATION GUIDELINES (Policy 114)

The District provides gifted education services and programs designed to meet the individual educational needs of identified students and implements gifted education as required by law and regulations. These guidelines explain how the district will complete awareness activities and evaluate the effectiveness of gifted services and programs.

Procedures

Awareness Activities

1. The Special Education Director will conduct awareness activities to inform parents/guardians of school-age children residing within the district of the Gifted education services and programs, and how to request these services and programs. Awareness activities include website information, parent trainings/workshops, handbooks, public notices, etc.

Gifted Services

Fairfield Area School District strives to ensure that all our students receive a rigorous and well-rounded education. Each student brings their own unique strengths, interests, and abilities and the complex task of providing expansive opportunities while designing targeted enrichment and accelerated opportunities is a challenge we embrace. We encourage and invite parent collaboration, discussion, and participation. Your advocacy for your children is an integral part of gifted services to ensure our student first mission is fulfilled for every child.

While gifted is not included as one of the disabilities categories under the IDEA 2004, the Pennsylvania State Board of Education's regulations as set forth in Chapter 16, Special Education for Gifted Students, provide that gifted students are considered to be children with exceptionalities and are in need of specially designed instruction.

Under Chapter 16, each school district shall conduct public awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and parent of

children not enrolled in public schools. (District Policy #114-Gifted Education)

Fairfield Area School District has a system to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction. Our system includes a screening and evaluation process that meets Chapter 16 requirements, to determine students' educational needs. We strive for parents to serve an active role to ensure a process that is meaningful and collaborative for all.

Gifted Screening Process

Fairfield's screening process can be initiated by a teacher or a parent. Fairfield Area School District utilizes a screening tool completed by the school psychologist. It is not considered an IQ test however it is highly correlated with such assessments and is a reliable indication of a person's intellectual capacity. The screening process also includes a review of a student's academic performance based on input from the student's teacher and performance on formal and informal assessments. If the results of the screening indicates intellectual potential and academic performance which exceeds other students in regular education a recommendation may be made for a formal gifted evaluation to determine eligibility for Gifted Services. Parental permission is required for the District to move forward with the screening process. Parent requests for a gifted screening should be issued in writing and provided to the Assistant to the Superintendent for Instructional Support.

Gifted Multidisciplinary Evaluation

Fairfield's evaluation process can be initiated by a teacher or a parent. Fairfield Area School District conducts a comprehensive evaluation completed by the school psychologist to determine if a student is eligible for gifted services as defined by Chapter 16. Parental permission is required for the District to move forward with the evaluation process. Parent requests for a gifted evaluation should be issued in writing and provided to the Assistant to the Superintendent for Instructional Support

For students who are potentially gifted students, the district will take the following steps:

1. Conduct the Gifted Multidisciplinary Evaluation
2. Compile a Gifted Written Report
3. Convene a Gifted Individualized Education program (GIEP) team meeting to determine whether the student is gifted; and,
4. Develop a GIEP if the student is a gifted student.

Gifted Support

At Fairfield Area School District there is a continuum of services that exist for the gifted student. This means that services are based on a student's strength(s), interest(s), and ability(ies). There is no single practice or "program" that matches every student's need, so through the GIEP process, teams determine how to best enrich and accelerate students through various methods.

We implement research-based practices that are designed and implemented based on the needs of our students and the nature of our school/community. This will ensure that students receive an individualized approach based on their strengths and interests. Services include various acceleration and/or enrichment opportunities within the general education setting and, if needed, within a gifted setting that is linked to the district's curriculum. Fairfield has full-time gifted teacher that collaborates with regular education teachers and develops opportunities for gifted students to work with their intellectual peers through hands-on and research projects. Within the classrooms, students are presented with accelerated content and various individual and group extension activities and participate in flexible instructional groups. Additional opportunities include:

- Early entrance to kindergarten based on mental age and individual readiness
- Cluster grouping based on instructional level
- Level, grade and/or subject acceleration with flexible pacing
- Advanced placement and honors courses with earlier-than-normal access
- Independent studies designed to meet a gifted student's long-term interests and expertise in a given area
- Online courses

- Opportunities for gifted students to work with their peers through flexible grouping and scheduling targeted group time with a Gifted teacher
- Alternative scheduling to support independent needs
- Dual Enrollment/Post-secondary courses

It is our goal to ensure that services:

- Build on individual strengths and interests
- Increase depth of knowledge and problem solving skills through challenging experiences
- Foster maximum development and personal actualization
- Empower students self-awareness and self-advocacy
- Nurture academic, creative, and leadership skills
- Build constructive competition and team work through group/team experiences

Our students are unique individuals with qualities and strengths that will continue to evolve and develop. It is our responsibility to ensure that we provide services that assist students in reaching their maximum potential. A common myth is that students who are gifted will be successful no matter what. While everyone can agree, our students within the gifted program have academic strengths, our students face challenges with their social-emotional development which may reduce their participation/motivation, and stifle their rate of learning. The goals above will provide the necessary services to support student's academic and social-emotional development. Positive, effective collaboration with all stakeholders is essential as we expand our gifted program for years to come.

GUIDANCE

The school counselor will provide classes/programs are established to help individual students achieve his/her highest growth mentally, emotionally and socially. Classes, small groups and individual session are held. The school counselor welcomes the opportunity to talk things over with any student, parent or teacher.

HAZING (Policy #247)

Definitions

For purposes of this policy hazing is defined as any action or situation which endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation, or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:[1]

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Exposure to the elements;
3. Forced consumption of any food, liquor, drug or other substance;
4. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.[1]

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the District for the participation of students.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[2][3][4][5]

No student, parent/guardian, coach, sponsor, advisor, volunteer or District employee shall engage in, condone, or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

HOMEBOUND INSTRUCTION

In order to receive homebound instruction, a pupil must be absent more than three (3) weeks due to illness or medical condition. If this service is needed, please contact the Principal to determine eligibility and request information about this service.

HOMEWORK/TEST POLICY

The purpose of homework assignments should be to provide practice and reinforcement of skills presented by the teacher, broaden areas of interest through enrichment, provide opportunities for parents/guardians to know what their child is studying, and encourage parent/guardian and child interaction. The following guidelines communicate the Support practices and procedures that are consistent with effective teaching practices.

Procedures

Teachers may assign homework at their discretion.

1. Homework is a practice activity designed to reinforce and review concepts and skills taught in the classroom.
2. This practice activity allows the students to develop accuracy while transferring information from short-term to long-term memory.
3. Homework may count up to 15% of a student's total marking period grade.
4. A student must have an opportunity to improve their grade on a weekly basis.
5. This weekly grade, additional tests, quizzes, and homework assignments should provide a minimum of 12 grades for each marking period for most subjects and grade levels.
 - a. Methods of grading shall be appropriate to the course of study and the maturity of students.
 - b. Grading should objectively evaluate and reward students for their efforts.
 - c. Students should be encouraged to evaluate their own achievements.
 - d. All grading systems are subject to continual review and revision.

A student must have an opportunity to improve their grade on a weekly basis. This weekly grade, additional tests, quizzes, and homework assignments should provide a minimum of 12 grades for each marking period for most subjects and grades.

INDIVIDUALS WITH DISABILITIES ACT AND PENNSYLVANIA SPECIAL EDUCATION REGULATIONS AND STANDARDS

Under Federal Law, entitled "Individuals with Disabilities Act" and "Pennsylvania Special Education Regulations and Standards", each exceptional child has the right to a free appropriate education designed to meet the child's learning needs. The term "exceptional" includes children with physical, emotional or mental disabilities and youngsters who are mentally gifted. In order to insure that all exceptional children are identified, Fairfield Area School District conducts certain screening and identification activities throughout the school year.

The Fairfield Area School District utilizes three levels of screening activities: (a) Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards and group achievement testing; (b) Level II screening includes hearing screening which is conducted in grades K, 1, 2, 3, 7, 11, and all special education classes, vision screening which is conducted in every grade each school year, motor screening which is accomplished through ongoing observations by the regular and physical education teacher, and speech and language screening which is conducted for students about whom there is concern in speech and language skills; and (c) Level III includes Child Study Team screening. The child study team process includes an assessment and intervention procedures which are used to assure that students receive an effective instructional support program, as well as other school services, that will meet their learning needs.

The Fairfield Area School District, along with the Lincoln Intermediate Unit #12, provides specially designed instruction to meet the needs of any exceptional school age student or young child who falls within any of the following exceptional categories and needs special education as determined by an IEP team: (a) autism; pervasive development disorder, (b) serious emotional disturbance, (c) neurological impairment, (d) deafness/hearing impairment, (e) specific learning disability, (f) mental retardation, (g) multi-handicap, (h) other health impairment, (i) speech impairment, (k) blindness/vision impairment, (l) mental giftedness. Related services such as transportation or any developmental, corrective, or supportive service needed to assist an exceptional student to benefit from special education are also provided. In addition, extended school year programming is available for those students who need continuing instruction in the areas of self-sufficiency and basic communication in order to maintain skills which have already been mastered.

If an individual chooses to request that the Fairfield Area School District initiate screening or MDE evaluation activities for a child, he or she should contact the building principal or the special education office and the necessary paperwork will be provided.

The School District is required to protect the confidentiality of any personally identifiable information that is collected regarding a student. For additional information please refer to Policy #113.4.

INSTRUMENTAL MUSIC

DUE TO COVID-19, No instrumental lessons, band or chorus will occur.

All third grade pupils learn to play recorders (song flutes). All students in K-4 will be introduced to basic piano keyboard playing. If a pupil shows some interest, they may start instruction on a band instrument in fourth grade. The lessons are a part of the school program and there is no cost to the parents. Most pupils rent their band instruments through a school authorized rental program. There is an opportunity to give fourth grade pupils the experience to participate in band. Students in other grades that have been taking private lessons may also be in band if approved by a District administrator and music teacher.

LIBRARY REGULATIONS

DUE TO COVID-19, there is no library book exchange/classes

All pupils have Library classes once every five days. Books are to be checked out and returned by the following class period or books can be brought to the library and renewed during open library times. Overdue Library books are to be returned to the library as soon as possible. Students who borrow Playaways should use their own earbuds or headsets. Damaged, defaced, and lost books (including Playaways and e-readers) are the responsibility of the borrower. There may be a charge for damaged/lost library materials.

LOCKERS

All lockers are the property of the Fairfield Area School District and are loaned to students for their use. All lockers are subject to inspection by the administration. All lockers will be secured by a lock supplied by the school. Lost locks will be charged to students at \$8.00 per lock. Students will be billed for damages and graffiti to their assigned locker at the end of the school year.

No change in lockers will be made except by administrative assignment.

LOST AND FOUND

The lost and found table is located inside the school cafeteria. Articles unclaimed after a thirty (30) day period will not be retained. Lost books will be returned to classrooms after five (5) days in the lost and found. Please place your student's name inside jackets, lunch bags, bookbags, etc.

NOTIFICATION OF: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Fairfield Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Fairfield Area School District, may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Fairfield Area School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Homeroom listings
- Articles highlighting student achievements and activities appearing in the school newspaper, school district newsletter, or on the school district website; and
- Videos produced by and for school district use, such as morning announcements.

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released can also be disclosed to outside organizations without a parents'/ guardians' prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA'S) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory informational categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent.

If you do not want the Fairfield Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 30th of the current school year. Fairfield Area School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address, date, and place of birth
- Telephone listing
- Weight and height for athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance and grade level
- Most recent educational agency or institution attended.

PARENT/TEACHER CONFERENCES

Conferences are held every year. Parents are encouraged to make arrangements for conferences in order to discuss the child's first report card. This is an excellent time to evaluate your child's progress and discuss with the teacher any problems that may be developing.

Open communication is encouraged. Conferences/meeting can be arranged at the convenience of the involved parties. Parents should not interrupt a teacher while class is in session or while the students are entering or leaving the building, for the purpose of conducting a conference. Please contact your child's teacher by note or call the school office to schedule a meeting time.

PARENT TEACHER ORGANIZATION

The education of your child is a cooperative enterprise. Close cooperation between the home and school is a necessary factor in order for a child to reach their potential. The Parent Teacher Organization (PTO) has been established to help parents and teacher to better understand and fulfill their roles. Please contact the school for further information.

PHYSICAL EDUCATION

Physical education provides students with the building blocks for good health, physical fitness and skills, coordination, teamwork, and good sportsmanship.

- Your child must wear sneakers, shorts, or slacks
- Athletic pants/shorts are recommended. All jewelry must be removed before class
- Only physician and/or school nurse excusal will be honored for exclusion from class participation. Parent notes may be accepted at the discretion of the administration.
- PE makeup forms are required for students to complete when missing Physical Education classes.

PLEDGE OF ALLEGIANCE

Act 157 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag be present in each classroom. The act allows students to decline reciting the pledge; however, the school district is required to notify parents in writing of their child's refusal to recite the pledge.

POLICIES RELATING TO STUDENTS

COMPUTERS—ACCEPTABLE USE POLICY – STUDENT BODY (Policy #815)

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[1]

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[2]

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[3][4]

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[5]

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[5]

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[4]

Authority

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the

extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[6][7][8]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[4]

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[9][10][11][12][13]
5. Bullying.[14]
6. Terroristic.[15]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[3][4][16]

Delegation of Responsibility

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.

Student user agreements shall also be signed by a parent/guardian.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

A copy of Policy #815 shall be furnished to all students. The Student Account Agreement shall be signed and returned to the school office prior to any student being permitted to use the school's computers and system.

CONTROLLED SUBSTANCES/ PARAPHERNALA (Policy #227)

Purpose

The Fairfield Area School District values each member of its school community and believes that all individuals have the right to develop to their fullest potential.

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive **to prevent** abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:[\[1\]\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]\[4\]](#)

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board **prohibits** students from **using, possessing, distributing**, and being under the influence of any controlled substances during school hours, at any time while **on school property, at any school-sponsored** activity, and during the time spent **traveling to and from school** and to and from school-sponsored activities.[\[5\]\[6\]\[7\]](#)

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Guidelines

Violations of this policy **may result in** disciplinary action up to and including **expulsion** and referral for prosecution. [\[14\]\[20\]](#) **For the complete policy please see the district website.**

TITLE IX COORDINATOR/COMPLIANCE OFFICER

Fairfield Area School District prohibits discrimination, including sexual harassment, on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, parenting status, pregnancy or handicap/disability in its activities, programs or employment practices.

The following employee is designated to handle questions and complaints of alleged sexual harassment:

Patricia Weber
Middle School Principal
717-642-2005
weberp@fairfield.k12.pa.us

UNLAWFUL HARRASSMENT (Policy #248)

Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Authority

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[1][2][3]

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

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:[3]

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[4]

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

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

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

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

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

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

For the complete policy please see the district website.

TOBACCO (Policy # 222)

Purpose

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definition

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.[1]

Authority

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[1][2][3]

The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[4][5][6][7][8][9]

Guidelines

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[9][10][11][12][13]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[9][12][14]

For the complete policy please see the district website.

NOTIFICATION OF: Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA gives parents and pupils who are 18 or emancipated minors ("Eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys** concerning "protected information." If the U.S. Department of Education funds a survey in whole or part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliation
 - Mental or psychological problems of the student or student's family
 - Sexual behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of student's family members
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers
 - Income other than that required by law to determine program eligibility
2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purpose of marketing or selling or otherwise distributing the information to others
 - Any protected information survey, regardless of funding
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by law.
3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administer or uses them:
 - Protected information surveys of students (Including any instructional materials used in connection with the survey)
 - Documents used to collect personal information from students and for any of the above marketing, sales, or other distribution purposes
 - Instructional material used as part of the educational curriculum

4. **Receive notification of district policy.** The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The school district will directly notify parents and eligible students, such as through U.S. mail or e-mail of this policy at least annually at the start of each school year and after any substantive changes are made.

Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

REPORT CARDS

It is the purpose of the report card to relate to the parents the achievement of the child and at the level they are working. Report cards will be issued four (4) times within the school term, or every nine (9) weeks. The report card envelope should be signed by the parents and returned to the school within a reasonable amount of time. Kindergarten students receive report cards three times a school year. Progress reports are sent home mid-quarter, to students in grades 1-4, who are in jeopardy of not passing a subject.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student at Fairfield Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires Fairfield Area School District to give you this information in a timely manner if you ask for it. Submit a written request. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please submit your request in writing to the superintendent's office.

Thank you for your concern and commitment to your child's education.

SCHOOL SUPPLIES

A list of needed supplies can be found on the district website. Teachers may also have a list sent home for projects special to their own particular class. Textbooks, paper, and other necessary school materials supplied by the school, remain the property of the School District and the child is entitled only to normal wear and use. According to FASD policy lost or damaged textbooks must be replaced by the student for the original cost of the book depreciated by the number of years of use.

Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

Annual Public Notice to Parents

The school district, charter school, or the intermediate unit provide special education services to resident children with disabilities who are ages three through twenty-one. The purpose of this annual notice is to describe the special education programs services that are available, the process by which each of the school entities screens and evaluates students to determine eligibility for special education services, gifted services, or Chapter 15/504 services, and information regarding the confidentiality of student educational records.

It is the responsibility of the school districts, charter schools, or the intermediate unit to ensure that all children residing in the Commonwealth, who are in need of Special Education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act as amended in 2004 (IDEA 2004).

The IDEA 2004 requires each school entity to publish a notice to parents, in newspapers or other media, including the student handbook and website. To comply with the above requirement, this publication is the annual public notice for the school districts and charter schools located in the Lincoln Intermediate Unit 12.

Services - Age 3 until School-Age Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

Screening for preschool children is available each month at The York Learning Center (York 717-718-5902), the LIU Central Office (New Oxford 717-624-6490), and the Franklin Learning Center (Chambersburg 717-263-1732). To schedule an appointment for a screening or evaluation call one of the numbers listed above. For additional information, contact LIU #12 Preschool Office at (717)624-6475.

Programs and Services Available for Children with Disabilities: It is the responsibility of each school district and charter school to ensure that, to the maximum extent appropriate, students with disabilities, including those in public or private institutions or other care facilities are educated with students who are not disabled. Special classes, separate schooling or other removal of students with disabilities from the general educational environment occurs only when the nature or severity of the disability is such that education in general education classes, even with the use of supplementary aids and services, cannot be achieved satisfactorily. Special Education services are provided according to the educational needs of the child, not necessarily the category of disability.

Screening: Each school district or charter school has established and implemented procedures to locate, identify, and evaluate students suspected of having a disability. These procedures include screening activities. Screening is conducted in the student's home school unless other arrangements are necessary. Screening is a pre-evaluation/pre-referral process that occurs in regular education.

Evaluation: When screening indicates that a student may be a child with a disability, the school district/charter school will seek parental consent prior to conducting an evaluation. An evaluation for special education services is conducted by an evaluation team that includes the parent, teachers, and any other qualified professionals. The process must be conducted in accordance with specific timelines and must include procedural safeguard procedures.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The

evaluation report also makes recommendations for educational programming.

Parents who think their child may have a disability may request, at any time, that the local school district conduct an evaluation. This request should be made in writing to the contact person identified at the end of the public notice. If a parent makes an oral request for an evaluation, the school district, charter school, or intermediate unit shall provide the parent with a form for that purpose. Pre-Referral Team, Child-Study Team, or Instruction Support Team (IST) activities do not serve as a barrier to the right of a parent to request an evaluation, at any time, including prior to or during the conduct of instructional support activities.

Every public school has a procedure in place by which parents can request an evaluation. For information about the school district's procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses for the school districts can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter as follows: Lincoln Intermediate Unit #12, P.O. Box 70, 65 Billerbeck Street, New Oxford, PA 17350. Telephone: 717-624-4616.

Consent:

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the informed written consent of the parents.

Individualized Education Plan (IEP) Development: Following the evaluation report, an IEP must be developed within 30 calendar days. The IEP team must include the parent(s) of a child with a disability. Other required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, and a representative of the school district/charter school. The IEP team develops a written plan called an IEP. The IEP shall be based on the results and recommendations in the evaluation report. The parents of the child have the right to be notified of and to participate in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but at least annually.

Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN): The responsible school entity must notify you in writing whenever it proposes to initiate or to change the identification, evaluation, educational program or placement of a child or whenever it refuses to initiate or make a change in the identification, evaluation, educational program or placement requested by a parent.

Notice for Services for Protected Handicapped Students in Accordance with Section 504 and Chapter 15: Students who are not eligible to receive special education services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district or charter school must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. Section 504 covers qualified students with disabilities who attend schools receiving federal financial assistance. To be protected under Section 504/Chapter 15, a student must be determined to: 1) have a physical or mental impairment that substantially limits one or more major life activities; 2) have a record of such impairment, or 3) be regarded as having such impairment. Section 504/Chapter 15 require that school districts or charter schools provide a free and appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

For further information on the evaluation procedures and provision of services to protected handicapped students under 504/Chapter 15, parents should contact the school district of residence or charter school.

Notice of Services for Gifted Students:

While gifted is not included as one of the disabilities categories under the IDEA 2004, the Pennsylvania State Board of Education's regulations as set forth in Chapter 16, Special Education for Gifted Students, provide that gifted students are considered to be children with exceptionalities and are in need of specially designed instruction.

Under Chapter 16, each school district shall conduct public awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. These

awareness activities shall be designed to reach parents of students enrolled in the public schools and parent of children not enrolled in public schools.

Screening: Chapter 16 requires that each school district shall adopt and use a system to locate and identify all students within the school district who are thought to be gifted and in need of specially designed instruction. Each school district shall determine the student's needs through a screening and evaluation process which meets the requirements of Chapter 16.

Gifted Multidisciplinary Evaluation:

For students who are potentially gifted students, the district will take the following steps:

1. Conduct the Gifted Multidisciplinary Evaluation
2. Compile a Gifted Written Report
3. Convene a Gifted Individualized Education program team meeting to determine whether the student is gifted; and,
4. Develop a Gifted Individualized Education program if the student is a gifted student.

For students who are gifted and eligible for Special Education, it is not necessary for school districts to conduct separate screening and evaluations, develop separate IEPs, or use separate procedural safeguards processes to provide for a student's needs as both a gifted and eligible student.

Confidentiality of Student Information: All school entities maintain educational records concerning children enrolled in public school, including students with disabilities. Educational records containing personally identifiable information about or related to children with disabilities are maintained in the strictest confidentiality.

Retention/Destruction Schedule: 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.

Consent for Disclosure of Personally Identifiable Information: Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

Complaints concerning alleged failure of a public school to comply with the confidentiality requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5920
Phone 1-800-872-5327

Summary: This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The

addresses of these school districts, charter school, and intermediate unit are as follows:

INTERMEDIATE UNIT

Lincoln Intermediate Unit #12
P.O. Box 70, 65 Billerbeck Street
New Oxford, PA 17350
Telephone: 717-624-4616

SCHOOL DISTRICT OFFICES – ADAMS COUNTY:

Bermudian Springs School District
7335 Carlisle Pike
York Springs, PA 17372-8807

Conewago Valley School District
130 Berlin Road
New Oxford, PA 17350

Fairfield Area School District
4840 Fairfield Road
Fairfield, PA 17320

Gettysburg Area School District
900 Biglerville Road
Gettysburg, PA 17325

Littlestown Area School District
162 Newark Street
Littlestown, PA 17340

Upper Adams School District
161 North Main Street
Biglerville, PA 17307

SCHOOL DISTRICT OFFICES – YORK COUNTY:

Hanover Public School District
403 Moul Avenue
Hanover, PA 17331-1541

South Western School District
225 Bowman Road
Hanover, PA 17331-4213

CHARTER SCHOOLS:

Gettysburg Montessori Charter School
120 East Broadway
Gettysburg, PA 17325

Vida Charter School
120 East Broadway
Gettysburg, PA 17325

The public schools, intermediate unit, and charter schools prohibit discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, marital status, or because a person is a disabled veteran. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school shall be denied equal opportunity or equal access to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

Other Information/Resources

A hard copy of procedural safeguards can be obtained at the Special Education Office at Fairfield School District. It is also posted on the FASD website. If you have additional questions or need the safeguards explained, you can contact the Special Education Office at (717) 642-2044.

DESTRUCTION OF SPECIAL EDUCATION RECORDS

If, during your child's educational career in the Fairfield Area School District, he/she was evaluated for and/or received some type of special education services the District is required to maintain "Directory Information" defined as information not generally considered harmful or an invasion of privacy if disclosed. This information is maintained for at least one hundred (100) years and cannot include any student identification or social security numbers. This includes, but is not limited to:

- Name, address, telephone listing and e-mail address
- Field of study
- Previous school most recently attended
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degree and awards
- Primary language

Based on interpretations of regulations contained in the Individuals with Disabilities Education Act (IDEA), the District will maintain your child's evaluation or special education records at least until he/she turns twenty-eight (28) years of age. Following that date, the District is **NOT** required to keep paper or electronic copies.

In the event you would like to have access to or copies of your child's special education records prior to destruction, please be aware of the following:

- Prior to your child turning 21, you have access to these records and can request copies at any time.
- At the age of twenty-one (21), the rights of parents, in regard to access to records, transfers to the student.
 - If your child has turned 21 and you would like access to these records, your child must request records directly or sign an authorization to release records to you. The district can provide you with the authorization of release form for the student to complete.
- If copies of records are requested charges may apply.

If you have questions, please contact the Special Education Department at 717-642-2054.

STUDENT COMPLAINT PROCESS (Policy #219)

Purpose

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established processes is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees shall recognize the complaints of students, provided that such complaints are submitted according to the established administrative regulations developed by the Superintendent or designee.

At each level the student shall be afforded the opportunity to be heard personally by the school authority. A student shall not be subjected to any reprisals because of filing a complaint.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS (Policy #220)

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express

themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.^[1]

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression - verbal, written or symbolic representation or communication.

Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.^[1]

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.^{[2][3][1]}

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.^{[4][1]}

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is

likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.[\[3\]](#)
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[\[1\]](#)

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.[5]

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

This Board policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

STUDENT RESPONSIBILITIES

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

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.

7. Attend school daily and be on time for all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Report information accurately and do not use indecent or obscene language in school work, student newspapers or publications.

SURVEYS (Policy 235.1)

Purpose

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

Definitions

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[\[1\]](#)

For purposes of this policy, **protected information**, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[\[1\]](#)

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

Guidelines

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.[\[2\]](#)

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[\[1\]](#)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.[\[1\]](#)[\[3\]](#)

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.[\[1\]](#)[\[2\]](#)

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[\[1\]](#)[\[2\]](#)[\[4\]](#)

Collection of Information for Marketing, Sales or Other Distribution Purposes

The district shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[\[1\]](#)

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[\[1\]](#)

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.[\[1\]](#)

Privacy

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[\[1\]](#)

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[\[1\]](#)[\[2\]](#)[\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall notify parents/guardians and students of:[\[1\]](#)

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.
4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Superintendent or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purpose.

TITLE I READING PROGRAM

The Title I Remedial Reading for grades K-4 in the Fairfield Area School District serves students who are having difficulty in reaching their potential in reading classes. The student is included in the program if they score below a set criterion on a standardized achievement test or recommended by the teacher. The parent will be informed if their child is in need of these services.

TRANSPORTATION

BUS TRANSPORTATION RULES

Students must follow the directions of the bus driver at all times while under his/her supervision. The driver may not remove a student from the bus for disciplinary reasons. The driver must report, in writing, all violations of safety regulations, as well as any disciplinary problems, to the building principal on the proper form.

To assist bus drivers to carry out their responsibilities for the conduct and safety of their passengers, the district bus drivers have authority to apply the uniform safety rules and regulations. Student bus passengers who refuse to respect the authority of the drivers will be disciplined in accordance with district policy.

AT ALL TIMES:

1. Exercise caution, good manners, and consideration for other people.
2. Obey the driver; his/her first concern is your safety.
3. Ride only that bus to which you have been assigned. Exceptions must be approved by the school principal in writing. Each bus will carry an assigned seating roster.
4. Help your bus driver maintain the schedule posted for the run.
5. Abusive or abrasive language will not be tolerated, regardless to whom remarks are directed.

WAITING FOR THE BUS:

1. Be at the stop at least 5 minutes ahead of time in case your bus is running early.
2. Stay a safe distance from the roads.
3. Respect the property of the person near your bus stop.
4. Pay attention to traffic; do not play games.
5. Get into line when the bus approaches.
6. Stay clear of the bus until it comes to a complete stop.
7. If the bus does not arrive on-time, wait at least fifteen (15) minutes before returning home.

TRANSPORTATION AUDIO/VIDEO MONITORING (Policy #810.2)

Purpose

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.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre-primary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles.[3]

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.[4][5]

WARNING: *All school buses may be under continuous surveillance by video/audio monitoring equipment. All activities by riders will be recorded to aid the School District in maintaining appropriate discipline and promote safety on the bus.*

ASSIGNED BUS

Each student is assigned a designated bus pick-up and drop-off location. All changes must be approved. A written note with valid signature is required when your child's transportation arrangements are different from his normal routine. Students going home with other students via bus need notes from parents of both students. All students without a note will go home on their assigned bus. The request to ride on another bus is dependent on the availability of space on the bus. All requests for a bus change will be made to the elementary principal and approval will be determined by the transportation coordinator.

DAILY TRANSPORTATION CHANGES

To avoid classroom interruptions, please plan ahead, however if an emergency arises please call the elementary office before 1:00 PM to make any daily transportation changes. This allows sufficient time to inform the teacher of the change before dismissal.

USE OF MOTOR VEHICLE (POLICY #223)

Purpose

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.

Authority

The Board shall permit the use of bicycles by students in accordance with district administrative regulations, provided that students have been granted permission by the building principal and have obtained parental permission to ride a bicycle to school.[1]

The Board shall permit the use of motor vehicles by secondary students in accordance with district administrative regulations, provided that such students have followed established procedures and obtained the required permit have been granted permission by the building principal to drive a motor vehicle on school grounds.[1]

The Board prohibits the use of skateboards, mini-bikes, motorcycles, ATVs and unauthorized vehicles on school property.

The Board shall not be responsible for motor vehicles that are lost, stolen, or damaged, or for injuries arising from their use.

Delegation of Responsibility

The building principal or designee shall disseminate administrative regulations for operating and parking of authorized motor vehicles to affected students.

The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.

BICYCLES

1. Students wishing to ride a bicycle to school must have completed the Bicycle Permission Form granting permission from the building principal and parent/guardian.
2. Locks will not be provided for students to secure their bicycle at school.
3. Bicycles are not permitted in the school building at any time.
4. The District shall not be responsible for bicycles that are lost, stolen, or damaged, or for injuries arising from their use.

VISITORS/VOLUNTEERS

ALL visitors to the building must report to the office, sign in, and obtain a badge. Any unknown person seen in the building will be directed to the office. If you would like to meet with your child's teacher, please call ahead to make arrangements.

The office will take care of routine parent needs, such as requests for homework, bringing items for student use and early dismissals.

All volunteers must complete the Volunteer Packet and be approved prior to helping in the classroom on a regular basis. The classroom teacher and the volunteer must agree on a schedule. All volunteers must keep a log of their visits. The log is in the main office.