

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT IN DISTRICT

ADOPTED: April 13, 2005

REVISED: December 4, 2006

200. ENROLLMENT IN DISTRICT	
<p>1. Authority SC 1301, 1302 Title 22 Sec. 11.11, 11.41, 12.1</p>	<p>The Board shall enroll school age students eligible to attend district schools, in accordance with Board policy, laws and regulations.</p>
<p>2. Definitions SC 1301 Title 22 Sec. 11.12</p> <p>SC 1302 Title 22 Sec. 11.11</p>	<p><b>School age</b> shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.</p> <p><b>District of residence</b> shall be defined as the school district in which a student's parents/guardians reside.</p>
<p>3. Guidelines</p> <p>SC 1301, 1302 Title 22 Sec. 11.11, 12.1</p> <p>Title 22 Sec. 11.11</p> <p>SC 1301, 1302, 1303a Title 22 Sec. 11.11 Pol. 203</p> <p>Pol. 251</p>	<p><u>Enrollment Requirements</u></p> <p>A school age student shall be entitled to attend the schools of the district of residence.</p> <p>The district shall enroll a school age, eligible student the next business day, but no later than five (5) business days after application.</p> <p>The district shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, and immunizations required by law.</p> <p>The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p>

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Title 22 Sec. 11.11	The district shall not inquire about the immigration status of a student as part of the enrollment process.
Pol. 202	Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy, by the Superintendent.
Title 22 Sec. 11.11 Pol. 138	The district shall administer a home language survey to all students enrolling in district schools for the first time.
Title 22 Sec. 11.11	<p><u>Residency Eligibility</u></p> <p>When the parents of a student reside in different school districts, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.</p> <p>If the parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year.</p> <p>If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1303a</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.41, 12.1</p> <p>Board Policy – 138, 202, 203, 251</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: July 11, 2003

REVISED: April 13, 2005  
June 12, 2006  
December 5, 2011  
March 9, 2015

201. ADMISSION OF STUDENTS	
<p>1. Authority SC 1301 Title 22 Sec. 11.12, 11.41</p>	<p>The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.</p>
<p>2. Guidelines  SC 1304, 1326</p>	<p><u>First Grade</u></p> <p>Beginners are students entering the lowest grade of the primary school above the kindergarten level. Beginners shall be admitted to school only during the first two (2) weeks of the annual school term and thereafter at the district's discretion. A child who is eight (8) years of age shall be admitted at any time during the school year.</p>
<p>SC 1304 Title 22 Sec. 11.15</p>	<p>A child is eligible for admission to first grade if s/he is not less than five (5) years and seven (7) months old before September 1, nor more than six (6) years and no months old before the first day of the school term.</p>
<p>Title 22 Sec. 11.16</p>	<p>The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.</p>
<p>Title 22 Sec. 11.14</p>	<p><u>Kindergarten</u></p> <p>A child is eligible for admission to kindergarten if s/he is not less than five (5) years and no months old before September 1.</p>
<p>3. Delegation of Responsibility Pol. 200, 203</p>	<p>The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.</p>

201. ADMISSION OF STUDENTS - Pg. 2

	<p>References:</p> <p>School Code – 24 P.S. Sec. 503, 1301, 1304, 1326</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.41, 11.12, 11.14, 11.15, 11.16, 11.41</p> <p>Board Policy – 200, 203</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY OF  
NONRESIDENT STUDENTS

ADOPTED: July 11, 2003

REVISED: February 9, 2005  
April 13, 2005  
April 14, 2014

202. ELIGIBILITY OF NONRESIDENT STUDENTS	
<p>1. Purpose SC 501, 502</p>	<p>The Board shall operate district schools for the benefit of students resident in this district who are eligible for attendance.</p>
<p>2. Authority SC 1301, 1316 Pol. 200</p>	<p>The Board may permit the admission of nonresident students in accordance with terms of Board policy.</p>
<p>SC 1302 Title 22 Sec. 11.19</p>	<p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the district schools. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.</p>
<p>SC 1302</p>	<p>The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.</p>
<p>SC 1302 Pol. 906</p>	<p>If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school, after notice is given of an opportunity to appeal the student's removal, in accordance with Board Policy 906, Public Complaints.</p> <p>The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.</p>
<p>SC 1316, 2561 Pol. 607</p>	<p>Tuition rates shall be determined in accordance with statute. Tuition shall be charged by semester, in advance of attendance. The preparation of tuition invoices shall be the responsibility of the Business Manager or designee.</p>

<p>3. Guidelines</p> <p>SC 1305</p> <p>SC 1306, 1307, 1308, 1309, 1310 Title 22 Sec. 11.18</p> <p>SC 1316</p> <p>SC 1316</p>	<p><u>Nonresident Children Placed In The District</u></p> <p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident children.</p> <p><u>Residents Of Institutions</u></p> <p>A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.</p> <p><u>Future Residents</u></p> <p>Any parent/guardian whose legal residence is outside the limits of the district and who expects to move into the district within ninety (90) days following the date of enrollment may be granted permission to send his/her student to school in the district, provided that a sales agreement, lease, building permit, or other evidence is shown and is acceptable to the school district.</p> <p>In such cases, tuition charges shall be assigned to the parent/guardian beginning with the first day of school and continue until the residency within the school district is established.</p> <p>Should residency not be established by the end of ninety (90) school days, the parent/guardian may be requested to withdraw his/her student from attendance.</p> <p><u>Former Residents</u></p> <p>Seniors whose parents/guardians move from the district may, upon request and with approval of the Superintendent, complete their senior year within the district without tuition charge.</p> <p>Students who have been residents or have paid tuition in the district for grades seven through eleven may, upon request and with approval of the Superintendent, complete their senior year within the district with tuition charge.</p>
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<p>SC 1302 Title 22 Sec. 11.19</p>	<p><u>Other Nonresident Students</u></p> <p>A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.</p> <p>Before accepting such child as a student, the Board may require the resident to file with the Superintendent a sworn statement that:</p> <ol style="list-style-type: none"> <li>1. S/He is a resident of the district.</li> <li>2. S/He is supporting the child gratis.</li> <li>3. S/He will assume all personal obligations of the child relative to school requirements.</li> <li>4. S/He intends to so keep and support the child continuously and not merely through the school term.</li> </ol> <p>A notarized statement must be filed annually by the resident with the Superintendent indicating eligibility.</p> <p>The parent/guardian shall then be notified in writing by the Superintendent, or his/her designee, relative to the free school privileges of children domiciled under his/her roof.</p>
<p>Pol. 251</p>	<p>The district shall immediately enroll homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p> <p><u>Students Of Nonresident Employees</u></p> <p>Nonresident employees who wish to have their children attend the Montrose Area School District must submit their request for a waiver of tuition, in writing, prior to the beginning of each school year to the Superintendent. This request will be similarly responded to after consultation with the Board. Written acknowledgement from the resident school district must accompany the request.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures for the enrollment of nonresident children which:</p> <ol style="list-style-type: none"> <li>1. Admit such students only on proper application and submission of required documentation by the parent/guardian.</li> </ol>

<p>Pol. 103</p>	<ol style="list-style-type: none"><li>2. Verify claims of residency.</li><li>3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.</li><li>4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.</li><li>5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.</li></ol> <p>All applications for nonresident status, whether they be tuition or nontuition, shall be reviewed, approved, or rejected by the Superintendent or designee.</p> <p>The Superintendent shall report to the Board for its information the enrollment of nonresident students.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 501, 502, 1301, 1302, 1305, 1306, 1306.2, 1309, 1310, 1316, 2503, 2561</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19, 11.41</p> <p>Board Policy – 000, 103, 103.1, 200, 251, 607, 906</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: COMMUNICABLE DISEASES  
AND IMMUNIZATION

ADOPTED: July 11, 2003

REVISED: April 13, 2005  
May 9, 2011

	<p>203. COMMUNICABLE DISEASES AND IMMUNIZATION</p>
<p>1. Authority SC 1303a Title 28 Sec. 23.81 et seq</p>	<p>In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and guidelines be followed.</p>
<p>2. Guidelines</p>	<p><u>Immunization</u></p>
	<p>All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons. The required immunizations must be in place prior to enrollment to school at the beginning of each school year. Documentation of the immunizations must be provided by the parents/guardians.</p>
<p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84, 23.85</p>	<p>No student shall be admitted to or permitted to attend district schools who has not been immunized in accordance with state regulations, unless provisionally admitted or exempted for medical or religious reasons by the Superintendent.</p>
<p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83, 23.84</p>	<p>A student shall be exempt from the requirements for immunization whose parent/guardian objects in writing to such immunization for religious grounds or whose physician certifies that the child's physical condition contraindicates immunization.</p>
<p>SC 1303a</p>	<p>Monitoring of immunization requirements shall be the responsibility of the Superintendent and the head nurse in each building.</p>
<p>Title 28 Sec. 27.77</p>	<p>Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.</p>

<p>SC 1303a Title 28 Sec. 23.83, 23.84, 23.85 Pol. 200, 201</p> <p>Title 28 Sec. 23.86</p>	<p>The Superintendent shall:</p> <ol style="list-style-type: none"> <li>1. Annually review state standards for immunization and direct accordingly the responsible district personnel.</li> <li>2. Inform parents/guardians prior to a student's entry to school for the first time of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.</li> <li>3. Investigate and recommend to the Board district-sponsored programs of immunization as may be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.</li> <li>4. The Superintendent shall report immunization data on the required form to the Department of Health by October 15 of each year.</li> </ol>
<p>SC 1402 Pol. 209</p>	<p><u>Health Records</u></p> <p>A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, and regular and special examinations.</p>
<p>SC 1409</p>	<p>All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.</p>
<p>Title 28 Sec. 23.85</p>	<p>As part of the health record, a certificate of immunization shall be maintained for each student enrolled, as required by the Pennsylvania Department of Health.</p>
<p>Title 28 Sec. 27.71, 27.72</p>	<p><u>Attendance</u></p> <p>The Board authorizes that students who have been diagnosed by a physician or who are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.</p>

<p>Title 22 Sec. 4.29</p> <p>Title 22 Sec. 4.4, 4.29 Pol. 105.1, 105.2</p>	<p><u>Education</u></p> <p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.</p> <p>Parents/Guardians shall be informed of and be provided convenient opportunities during school hours to review all curriculum materials used in such instruction.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303a, 1402, 1409</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq, 27.1, 27.2, 27.23, 27.71, 27.72, 27.77</p> <p>Board Policy – 105.1, 105.2, 200, 201, 209</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HIV INFECTION

ADOPTED: July 11, 2003

REVISED: August 13, 2004  
April 13, 2005  
September 8, 2014

203.1. HIV INFECTION	
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p><b>HIV Infection</b> - refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>AIDS</b> - Acquired Immune Deficiency Syndrome.</p> <p><b>Infected students</b> - refers to students diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority	<p>This policy shall apply to all students in all programs conducted by the school district.</p>
Pol. 203, 204	<p>The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.</p>
35 P.S. 7601 et seq	<p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible as the central contact for handling and releasing all information concerning infected students.</p>
Pol. 248	<p>All district employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.</p>

<p>5. Guidelines</p> <p>SC 1327 Pol. 103, 103.1</p> <p>35 P.S. Sec. 7607</p> <p>SC 1329 Title 22 Sec. 11.25 Pol. 117, 124</p> <p>SC 1329, 1330 Pol. 204</p> <p>35 P.S. Sec. 7607</p>	<p>Building administrators shall notify students, parents/guardians and employees about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.</p> <p><u>Attendance</u></p> <p>Infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.</p> <p>School authorities shall determine the educational placement of infected students on a case-by-case basis by following established policies and procedures for students with chronic health problems and students with disabilities.</p> <p>When an infected student's parent/guardian voluntarily discloses information regarding the student's condition, the district employee who receives the information shall obtain the written consent of the parent/guardian to disclose the information to members of the Screening Team. A Screening Team comprised of the Superintendent or designee, building principal, school nurse and/or nurse practitioner and district physician, student's parents/guardians, and attending physician shall evaluate the infected student's educational placement. Placement decisions shall be based on the student's need for accommodations or services.</p> <p>First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</p> <p>An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.</p> <p>An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.</p> <p>An infected student's placement shall be reassessed if there is a change in the student's condition or the student's need for accommodations or services.</p> <p><u>Confidentiality</u></p> <p>District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/</p>
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<p>SC 11409 35 P.S. Sec. 7607</p> <p>Title 22 Sec. 4.29</p> <p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p> <p>Title 22 Sec. 4.4, 4.29 Pol. 105.2</p>	<p>guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p>All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.</p> <p><u>Infection Control</u></p> <p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the Superintendent or designee, building principal and school nurse of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.</p> <p>The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>The district shall provide opportunities for employees to participate in inservice education on HIV Infection.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p> <p><u>Prevention Education</u></p> <p>The goals of HIV Infection prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV Infection. Prevention education shall be taught at every grade level as part of the curriculum, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV Infection.</p> <p>Prior to HIV Infection instruction in the schools, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.</p> <p>A student shall be excused from HIV Infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon the written request of the parent/guardian.</p>
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References:

School Code – 24 P.S. Sec. 1301, 1329, 1330, 1409

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.25

PA Confidentiality of HIV-Related Information Act – 35 P.S. 7601 et seq

Board Policy – 103, 103.1, 105.1, 105.2, 117, 124, 203, 204, 248

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: July 11, 2003

REVISED: August 13, 2004  
April 13, 2005  
December 4, 2006  
March 9, 2015

204. ATTENDANCE	
<p>1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.13, 11.41, 12.1 Pol. 200</p>	<p>The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p>
<p>2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1</p>	<p>Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p>
<p>Title 22 Sec. 11.25</p> <p>SC 1329 Title 22 Sec. 11.26</p>	<p>The Board considers the following conditions to constitute reasonable cause for absence from school: Illness; Quarantine; Family emergency, defined; Recovery from serious accident; Required court attendance; Death in family; Family educational travel, with prior approval of principal or superintendent; Educational tours and trips, with prior approval of principal or superintendent.</p> <p>All 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.</p> <p>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 physician.</p>
<p>SC 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Board or its designee shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board or its designee shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>



<p>SC 1327 Title 22 Sec. 11.22, 11.23 11.28 Pol. 115, 116, 117, 118</p>	<p>Attendance need not always be within school buildings. 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; approved cyber education program; the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec. 11.21</p>	<p>Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies and other urgent reasons as approved by the Superintendent/designee.</p>
<p>SC 1329, 1330 Title 22 Sec. 11.34</p>	<p>The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>
<p>SC 1327 Title 22 Sec. 11.32</p>	<ol style="list-style-type: none"> <li>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.</li> </ol>
<p>Title 22 Sec. 11.5</p>	<ol style="list-style-type: none"> <li>3. Students attending college who are also enrolled part-time in district schools.</li> </ol>
<p>SC 1327.1 Pol. 137</p>	<ol style="list-style-type: none"> <li>4. Students attending a home education program in accordance with law.</li> </ol>

<p>SC 1327</p>	<p>5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</p> <p>The Board may excuse the following students from the requirements of attendance at district schools:</p>
<p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p>	<p>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.</p>
<p>Title 22 Sec. 11.34</p>	<p>2. School age children unable to attend school on the recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Northeastern Educational Intermediate Unit 19 or the Department of Education.</p>
	<p><u>Educational Tours/Trips</u></p>
<p>SC 1329 Title 22 Sec. 11.26</p>	<p>The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The parent/guardian submits a written request for excusal prior to the absence.</li> <li>2. The student's participation has been approved by the Superintendent or designee.</li> <li>3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.</li> </ol> <p>The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.</p>
<p>4. Delegation of Responsibility Title 22 Sec. 11.41</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.</p> <p>The Superintendent or designee shall develop administrative regulations for the attendance of students which:</p>
<p>SC 1501, 1504 Title 22 Sec. 4.4, 11.1, 11.2, 11.3</p>	<ol style="list-style-type: none"> <li>1. Ensure a school session that conforms with requirements of state law and regulations.</li> <li>2. Govern the keeping of attendance records in accordance with law.</li> </ol>

SC 1333, 1354	<p>3. Ensure that students legally absent have an opportunity to make up work.</p> <p>4. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.</p>
SC 510, 1318	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1</p> <p>Board Policy – 000,115, 116, 117, 118, 137, 200, 218, 233</p> <p>PSBA Revision 11/14</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE/BLENDED  
SCHOOLS

ADOPTED: December 7, 2005

REVISED:

<p>1. Purpose SC 1327, 1330 Title 22 Sec. 11.12 Pol. 200</p> <p>2. Authority SC 1330, 1327, 1329</p>	<p style="text-align: center;">204.1. ATTENDANCE/BLENDED SCHOOLS</p> <p>The Montrose Area School District requires that school-aged pupils enrolled in the schools and cyberschools of this district attend school regularly in accordance with the laws of the state. The educational program offered by the district is predicated upon the presence of the pupil and requires continuity of instruction, classroom participation, and in the situation of cyberschool enrollment, evidence of completing assignments that are assigned in fulfillment of the regulatory minimum number of instructional hours.</p> <p>The Superintendent shall develop procedures for students enrolled in cyberschool to govern the submission and documentation of completion of assignments in fulfillment of the regulatory minimum number of instructional hours.</p> <p>Attendance shall be required of all students enrolled:</p> <ol style="list-style-type: none"> <li>1. In the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.</li> <li>2. In a cyberschool program sponsored by and offered by the district, during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.</li> </ol> <p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none"> <li>1. Illness.</li> <li>2. Quarantine.</li> <li>3. Recovery from accident.</li> </ol>
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<p>Title 22 Sec. 1.26</p>	<p>4. Required court attendance.</p> <p>5. Death in family.</p> <p>6. Family educational trips and educational tours and trips.</p>
<p>Title 22 Sec 11.21</p>	<p>All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.</p>
<p>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117</p>	<p>Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career educational program, or at home when the student is receiving approved homebound instruction, or when the student is enrolled in cyberschooling provided by the district.</p>
<p>Pol. 118</p>	<p>The Board shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that s/he is under the guidance of a staff member so assigned and reports to such staff member the place in which s/he is conducting study and regularly demonstrates progress toward the objectives of the course of study. Independent study may be provided by the district cyberschool.</p>
<p>SC 510, 1318</p>	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from his educational program.</p> <p>It shall be the policy of the Board to consider the effectiveness and appropriateness to the pupil's needs of the educational program that is offered each child who habitually and repeatedly absents him/herself from such program.</p>
<p>SC 1318</p>	<p>The Board authorizes the Superintendent to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents/guardians cannot rectify the pattern of absence. The Superintendent is authorized to establish the criteria to implement this policy.</p>

	<p>The Board may excuse the following students from the requirements of attendance at district schools:</p>
<p>SC 1330</p>	<p>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 so urgent as to preclude regular attendance.</p>
<p>Title 22 Sec. 11.5, 11.32</p>	<p>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by laws are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district and except students who attend the district cyberschool and are also enrolled part-time in the schools of the district.</p>
<p>SC 1327</p>	<p>3. Children fifteen (15) or sixteen (16) years of whose enrollments in a private trade or business school have been approved.</p>
<p>SC 1330</p>	<p>4. Children fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>5. Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
	<p>The Board may excuse the following students from the requirements of attendance at the schools of this district:</p>
<p>Title 22 Sec. 11.22</p>	<p>1. Students receiving private instruction from a properly qualified tutor.</p>
<p>Title 22 Sec. 11.34</p>	<p>2. Homebound children unable to attend on the recommendation of the school physician and/or the school psychologist.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Northeast Intermediate Unit or the Department of Education.</p>
<p>SC 1332, 1333, 1354</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.</p>

<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p> <p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Superintendent shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> <li>1. Ensure a school session which is in conformity with requirements of the rules of the State Board of Education.</li> <li>2. Govern the keeping of attendance records in accordance with rules of the State Board of Education.</li> <li>3. Impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from school activities.</li> <li>4. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.</li> <li>5. Ensure that students absent for any reason have an opportunity to make up work they missed.</li> <li>6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.</li> </ol> <p>When an elementary student has missed ten (10) days or more of school or a secondary student has missed ten (10) days or more of school during the school year, the school authorities may require a doctor's excuse for each subsequent absence.</p> <p>The administration shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the administration of the child's attendance record. The Board shall not provide transportation to religious instruction.</p>
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<p>Act 29 of 1995</p>	<p>The administration recognizes other justifiable absences for part of the school day. These include medical or dental appointments, court appearance, and/or family emergencies.</p> <p>This policy is amended in accordance with Act 29 regarding penalties of truancy, payment of court costs, parenting education, and powers of attendance officers.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</p> <p>State Board of Education Regulations – Title 22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41</p> <p>Board Policy – 115, 117, 118, 200</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN  
DISTRICT

ADOPTED: July 11, 2003

REVISED: August 15, 2003  
October 13, 2008

206. ASSIGNMENT WITHIN DISTRICT	
1. Purpose	The Board directs that the assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.
2. Authority SC 1310 Pol. 103	The Board shall determine periodically the school attendance areas of the district and expects the students within each area to attend the designated school. In assigning students to schools within this district, no discrimination shall occur.
3. Delegation of Responsibility	<p>The Superintendent periodically shall review existing attendance areas and recommend to the Board changes that may be justified by consideration of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency, or appropriateness of the instructional program.</p> <p>The Superintendent or designee may assign a student to a school other than that designated for the attendance area when such exception is delineated in a student's IEP.</p> <p>The Superintendent or designee shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational potential and academic goals.</p> <p>The building principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school.</p>
4. Guidelines	Every effort shall be made to continue a student in the elementary school initially assigned. Whenever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

SC 1310.1	<p><u>Classroom Placement Of Twins/Higher Order Multiples</u></p> <p>A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children’s attendance.</p> <p>The school shall provide the classroom placement requested by the parent/guardian, with the following exceptions:</p> <ol style="list-style-type: none"><li>1. After consultation with the Superintendent or designee, the principal determines that an alternative placement is necessary.</li><li>2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine the appropriate classroom placement for the siblings.</li><li>3. If the request for separate classroom placement would require the district to add an additional class to the grade level of the siblings.</li></ol> <p>The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children’s education.</p>
Pol. 906	<p>A parent/guardian may appeal the principal’s classroom placement of twins or higher order multiples in accordance with Board policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1310, 1310.1</p> <p>Board Policy – 103, 906</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONFIDENTIAL  
COMMUNICATIONS OF  
STUDENTS

ADOPTED: July 11, 2003

REVISED: December 4, 2006

207. CONFIDENTIAL COMMUNICATIONS OF STUDENTS	
1. Purpose	The Board recognizes that certain written and oral communications between students and school personnel must be confidential. Great care should be taken by teachers in following the appropriate chain of command when handling confidential information.
2. Authority	The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.
3. Guidelines Title 22 Sec. 12.12	Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.
Title 22 Sec. 12.12 42 P.S. Sec. 5945, 8337	Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.
4. Delegation of Responsibility	In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.  In qualifying circumstances, the building principal may reveal confidential information to a student's parent or legal guardian and other appropriate authorities, including law enforcement personnel.
	References:  State Board of Education Regulations – 22 PA Code Sec. 12.12  PA Statutes, Title 42, Judiciary and Judicial Procedure – 42 P. S. Sec. 5945, 8337

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: July 11, 2003

REVISED:

208. WITHDRAWAL FROM SCHOOL	
1. Purpose SC 1326 Title 22 Sec. 11.13	The Board affirms that even though statute requires attendance of a student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school.
2. Authority	<p>The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff should be utilized to assist the student in pursuing career goals.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent and supporting justification.</p> <p>The withdrawal of students attending college full-time shall be approved.</p>
3. Delegation of Responsibility	The Superintendent or designee shall develop procedures to govern a student's withdrawal from school.
4. Guidelines	<p>Counseling services shall be made available to any student who wishes to withdraw.</p> <p>Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.</p> <p>Students shall be informed about the tests for General Educational Development.</p> <p>The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HEALTH EXAMINATIONS/  
SCREENINGS

ADOPTED: July 11, 2003

REVISED: August 15, 2003  
December 4, 2006  
December 3, 2007

209. HEALTH EXAMINATIONS/SCREENINGS	
<p>1. Authority SC 1401, 1402, 1403 Title 22 Sec. 12.41</p>	<p>In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease; to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs; and to ensure that the learning potential of each student is not lessened by a remediable physical disability.</p>
<p>2. Guidelines SC 1402, 1407 Title 22 Sec. 12.41</p>	<p>The district operates a school health program approved by the Department of School Health. Each student shall receive a comprehensive health examination upon original entry and in 6<sup>th</sup> and 10<sup>th</sup> grade, conducted by the school nurse practitioner with follow-up by the school physician consultant or by the student's health care provider.</p>
<p>SC 1403, 1407 Title 22 Sec. 12.41</p>	<p>Each student shall receive a comprehensive dental examination upon original entry and in third grade conducted by the school dentist or by the student's private dentist.</p>
<p>SC 1407</p>	<p>A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination by December 31<sup>st</sup> of that school year.</p> <p>The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.</p>
<p>SC 1402 Title 22 Sec. 12.41 Title 28 Sec. 23.1 et seq</p>	<p>Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, body mass index, and other tests deemed advisable at intervals established by the Pennsylvania Department of Health.</p>
<p>SC 1409 Pol. 216</p>	<p>The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.</p>

<p>SC 1402 Title 22 Sec. 12.41 Title 28 Sec. 23.1 et seq</p>	<p>The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the Pennsylvania Department of Health. Height and weight measurements shall be used to calculate the student's weight-for-height ratio or body mass index.</p>
<p>SC 1419 Title 28 Sec. 23.45</p>	<p>A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.</p>
<p>SC 1402, 1406 Title 22 Sec. 12.41</p>	<p>Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.</p>
<p>SC 1405 Title 28 Sec. 23.2 20 U.S.C. Sec. 1232h</p>	<p>Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified and the informed consent must be signed by the parent/guardian prior to the exam taking place. The notice shall include details of the examination, the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination if it is contrary to the parent's/guardian's religious beliefs.</p>
<p>3. Delegation of Responsibility SC 1402</p>	<p><u>Reporting Accidents</u></p> <p>All cases of accidents shall be reported immediately to the school nurse or other designated school official.</p> <p>The Superintendent shall instruct all staff members to continually observe students for conditions that indicate physical defect or disability and to promptly report such conditions to the school nurse.</p>
<p>SC 1409</p>	<p>The Superintendent shall request an adequate health record from the transferring school for each student transferring into the district.</p>

SC 1406	<p>The Superintendent shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 1401-1419</p>
	<p>State Board of Education Regulations – 22 PA Code Sec. 12.41, 403.1</p>
	<p>State Department of Health Regulations – 28 PA Code Sec. 23.1 et seq.</p>
	<p>No Child Left Behind Act – 20 U.S.C. Sec. 1232h</p>
	<p>Board Policy – 216</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: MEDICATIONS

ADOPTED: July 11, 2003

REVISED: May 11, 2005  
December 4, 2006  
September 8, 2014

210. MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definitions	<p>For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.</p> <p>For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.</p>
3. Authority	<p>The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.</p> <p>SC 510 Title 22 Sec. 12.41</p>
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.</p> <p>42 Pa. C.S.A. Sec. 8337.1</p> <p>In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.</p>



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<p>Pol. 103.1, 113</p> <p>5. Guidelines</p> <p>SC 1409 Pol. 216</p> <p>SC 1414.1 Pol. 210.1</p>	<p>The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.</p> <p>The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist and designated administrators, and revised as necessary.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.</p> <p>All standing medication orders and parental consents shall be renewed at the beginning of each school year.</p> <p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</p> <p>Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.</p> <p><u>Delivery And Storage Of Medications</u></p> <p>All medication shall be brought to the nurse’s office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student’s medication.</p> <p>Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.</p> <p>Nonprescription medication must be delivered in its original packaging and labeled with the student’s name.</p> <p>Prescription medication shall be delivered in its original packaging and labeled with:</p> <ol style="list-style-type: none"><li>1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.</li></ol>
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<p>Pol. 210.1</p>	<ol style="list-style-type: none"><li>2. Student's name.</li><li>3. Directions for use (dosage, frequency and time of administration, route, special instructions).</li><li>4. Name and registration number of the licensed prescriber.</li><li>5. Prescription serial number.</li><li>6. Date originally filled.</li><li>7. Name of medication and amount dispensed.</li><li>8. Controlled substance statement, if applicable.</li></ol> <p>All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.</p> <p><u>Disposal Of Medications</u></p> <p>Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:</p> <ol style="list-style-type: none"><li>1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.</li><li>2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.</li><li>3. Methods for safe and environmentally friendly disposal of medications.</li><li>4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.</li></ol> <p><u>Student Self-Administration Of Emergency Medications</u></p> <p>Prior to allowing a student to self-administer emergency medication, the district shall require the following:</p>
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<p>Pol. 121</p>	<ol style="list-style-type: none"><li>1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.</li><li>2. Written parent/guardian consent.</li><li>3. An Individual Health Plan including an Emergency Care Plan authored by the student's health care provider.</li><li>4. The nurse shall conduct a baseline assessment of the student's health status.</li><li>5. The student shall demonstrate administration skills to the nurse and responsible behavior.</li></ol> <p>The nurse shall provide periodic and ongoing assessments of the student's self-management skills.</p> <p>The student shall notify the school nurse immediately following each occurrence of self-administration of medication.</p> <p>Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.</p> <p><u>Administration Of Medication During Field Trips And Other School-Sponsored Activities</u></p> <p>The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.</p> <p>Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:</p> <ol style="list-style-type: none"><li>1. Assigning school health staff to be available.</li><li>2. Utilizing a licensed person from the school district's substitute list.</li><li>3. Contracting with a credible agency which provides temporary nursing services.</li><li>4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.</li></ol>
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5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

References:

School Code – 24 P.S. Sec. 510, 1401, 1402, 1409, 1414.1

State Board of Education Regulations – 22 PA Code Sec. 12.41

Civil Immunity of School Officers or Employees Relating to Emergency Care,  
First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1

Pennsylvania Department of Health “Guidelines for Pennsylvania Schools for  
the Administration of Medications and Emergency Care” March 2010

Board Policy – 000, 103.1, 113, 121, 210.1, 216

**Medication Administration Consent And  
Licensed Prescriber Order**

**MONTROSE AREA SCHOOL DISTRICT**

Student Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

School: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a *Medication Administration Consent* form signed by the student's parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

**Parent/Guardian Consent:**

I give my permission for my child, \_\_\_\_\_, to receive the following medication by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Licensed Prescriber Medication Order:**

Patient's name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Route and dosage: \_\_\_\_\_

Time of administration: \_\_\_\_\_

Directions: \_\_\_\_\_

Discontinuation date: \_\_\_\_\_

Allergies: \_\_\_\_\_

Licensed prescriber signature: \_\_\_\_\_

Licensed prescriber name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSSESSION/USE OF ASTHMA  
INHALERS

ADOPTED: April 13, 2005

REVISED: December 4, 2006  
May 9, 2011

<p>1. Authority SC1414.1 Pol. 103.1</p> <p>2. Definitions SC 1401</p> <p>3. Guidelines SC 1414.1 Title 22 Sec. 12.41</p>	<p style="text-align: center;">210.1. POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS</p> <p>The Board shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication used to treat asthma when such is parent-authorized and in compliance with state law and Board policy.</p> <p>Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.</p> <p><b>Asthma inhaler</b> shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p><b>Epinephrine auto-injector</b> 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.</p> <p><b>Self-administration</b> 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.</p> <p>Before a student may possess or use an asthma inhaler or epinephrine auto-injecton during school hours, the Board shall require the following:</p> <ol style="list-style-type: none"> <li>1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.</li> <li>2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.</li> </ol>
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	<p>3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states the name of the drug; prescribed dosage; times medication is to be taken; length of time medication is prescribed; diagnosis or reason medication is needed, unless confidential; potential serious reaction or side effects of medication; emergency response; and if the child is qualified and able to self-administer the medication.</p>
<p>SC 1414.1</p>	<p>The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.</p> <p>The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.</p>
	<p>Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.</p>
<p>SC 1401</p>	<p>The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.</p>
<p>SC 1414.1</p>	<p>A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.</p>
<p>SC 1409 Pol. 216</p>	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.</p>
<p>SC 1414.1</p>	<p>A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.</p> <p>To self-administer medication, the student must be able to respond to and visually recognize his/her name, identify his/her medication, demonstrate the proper technique for self-administering medication, and demonstrate a cooperative attitude in all aspects of self-administration.</p>

<p>SC 1414.1 Pol. 113.1, 218, 227</p>	<p>Students shall be prohibited from sharing, giving, selling and using an asthma inhaler or epinephrine auto-injector 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 traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.</p>
<p>SC 1414.1</p>	<p>If the district denies a student’s request to self-carry as 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.</p>
<p>SC 1414.1 Title 22 Sec. 12.3 Pol. 218</p>	<p>The district shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.</p> <p>The district shall post this policy on the district web site.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent, in conjunction with the school nurse(s), may develop administrative regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1401, 1409, 1414.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.41</p> <p>Board Policy – 103.1, 113.1, 216, 218, 227</p>



# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ACCIDENT  
INSURANCE

ADOPTED: July 11, 2003

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>  <p>School Code 511</p>	<p style="text-align: center;">211. STUDENT ACCIDENT INSURANCE</p> <p>The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.</p> <p>The Board shall provide parents the opportunity to purchase insurance coverage, at no cost to the Board, for injury to the students resulting from accidents in any activity during school hours, any activity sponsored by the school, and any activity round-the-clock.</p> <p>The premium will be paid by the parents.</p> <p>The Superintendent or designee shall be responsible to:</p> <ol style="list-style-type: none"><li>1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.</li><li>2. Notify all students and parents of students who may be eligible for insurance.</li></ol>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: REPORTING STUDENT  
PROGRESS

ADOPTED: July 11, 2003

REVISED:

212. REPORTING STUDENT PROGRESS	
1. Purpose Pol. 216	The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.
2. Authority	The Board directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which includes academic progress reports, report cards and parent conferences with teachers.
3. Delegation of Responsibility	The Superintendent or designee, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents and guardians.
4. Guidelines	<p>Various methods of reporting appropriate to grade level and curriculum content shall be utilized.</p> <p>Both student and parent shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.</p> <p>Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents.</p> <p>Report cards shall be issued at intervals of not less than nine (9) weeks.</p> <p>Review and evaluation of methods of reporting student progress to parents shall be conducted on a periodic basis.</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT  
PROGRESS

ADOPTED: July 11, 2003

REVISED:

213. ASSESSMENT OF STUDENT PROGRESS	
<p>1. Purpose Pol. 212</p>	<p>The Board recognizes that a system of assessing student achievement can help students, teachers, and parents to understand and evaluate a student's progress toward educational goals and academic standards.</p>
<p>2. Definition Title 22 Sec. 4.11</p>	<p><b>Assessment</b> shall be the system of measuring and recording student progress and achievement that enables the student, parents and teachers to determine a student's attainment of established academic standards and to learn the student's strengths and weaknesses, plan an educational or vocational future for the student in areas of the greatest potential for success, and know where remedial work is required.</p>
<p>3. Authority SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52 Pol. 102, 216</p>	<p>The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.</p>
<p>Title 22 Sec. 4.52</p>	<p>Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.</p>
<p>Title 22 Sec. 4.52</p>	<p>The district's assessment system shall include a variety of assessment strategies which may include:</p>
<p>Pol. 217</p>	<ol style="list-style-type: none"> <li>1. Written work by students.</li> <li>2. Scientific experiments conducted by students.</li> <li>3. Works of art or musical, theatrical or dance performances by students.</li> <li>4. Demonstrations, performances, products or projects by students related to specific academic standards.</li> <li>5. Examinations developed by teachers to assess specific academic standards.</li> </ol>

<p>4. Delegation of Responsibility Title 22 Sec. 4.52</p> <p>5. Guidelines</p>	<p>6. Nationally-available achievement tests.</p> <p>7. Diagnostic assessments.</p> <p>8. Evaluations of portfolios of student work related to achievement of academic standards.</p> <p>9. Other measures, as appropriate, which may include standardized tests.</p> <p>The Superintendent or designee shall develop and implement procedures to assess student progress, in accordance with district goals and regulations of the State Board of Education.</p> <p>At the outset of any course, each student should be informed about the academic standards to be attained.</p> <p>Each student should be kept informed of personal progress during the units of a course of planned instruction.</p> <p>Methods of assessment shall be appropriate to the planned instruction and maturity of students.</p> <p>Assessment strategies should objectively evaluate and reward students for their efforts.</p> <p>Students should be encouraged to assess their own academic achievements.</p> <p>All assessment systems shall be subject to continuing review and revision.</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CLASS RANK

ADOPTED: July 11, 2003

REVISED:

214. CLASS RANK	
1. Purpose	The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents and others of their relative academic placement among their peers.
2. Authority	The Board authorizes a system of class rank, by grade point average, for students in grades 9-12. All students shall be ranked together.
3. Guidelines	<p>Class rank shall be computed by the final grade in all subjects for which credit is awarded.</p> <p>Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.</p>
Pol. 216	A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.
4. Delegation of Responsibility	The Superintendent or designee shall develop procedures for computing grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.
Title 22 Sec. 4.24	
Board Policy 216	

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PROMOTION AND RETENTION

ADOPTED: July 11, 2003

REVISED:

215. PROMOTION AND RETENTION	
<p>1. Purpose</p>	<p>The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.</p>
<p>2. Authority SC 1531, 1532 Title 22 Sec. 4.42</p> <p>SC 1532 Pol. 213</p>	<p>The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.</p> <p>A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.</p>
<p>3. Delegation of Responsibility Title 22 Sec. 4.12, 4.13</p> <p>SC 1533</p>	<p>The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.</p> <p>The recommendation of the classroom teacher shall be required for promotion or retention of a student.</p> <p>The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.</p>
<p>4. Guidelines</p>	<p>In all cases of retention, the parents shall be fully involved and informed throughout the process. Parents and students shall be informed of the possibility of retention of a student well in advance.</p>

215. PROMOTION AND RETENTION - Pg. 2

<p>School Code 1531, 1532, 1611, 1613</p> <p>PA Code Title 22 Sec. 4.12, 4.13, 4.42</p>	<p>Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents.</p> <p>The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.</p> <p>Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: July 11, 2003

REVISED: December 4, 2006  
August 13, 2012

216. STUDENT RECORDS	
<p>1. Authority SC 1305-A, 1306-A, 1402, 1409, 1532, 1533 Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99, Part 300</p>	<p>The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.</p> <p>Copies of the student records plan shall be submitted to the Department of Education, upon request.</p>
<p>2. Definitions 34 CFR Sec. 99.3</p> <p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3</p>	<p><b>Attendance</b> - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.</p> <p><b>Directory information</b> - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.</p>



<p>34 CFR Sec. 99.3</p> <p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3</p> <p>34 CFR Sec. 99.3, 99.5</p>	<p><b>Directory information</b> does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.</p> <p><b>Disclosure</b> - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.</p> <p><b>Education records</b> - records that are directly related to a student, maintained by the school district or by a party acting for the school district.</p> <p>The term does not include:</p> <ol style="list-style-type: none"> <li>1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.</li> <li>2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.</li> <li>3. Grades on peer-graded papers before they are collected and recorded by a teacher.</li> <li>4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.</li> </ol> <p><b>Eligible student</b> - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.</p>
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<p>34 CFR Sec. 99.3, 99.4</p>	<p><b>Parent</b> - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.</p>
<p>34 CFR Sec. 99.3</p>	<p><b>Personally identifiable information</b> - includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. The name of a student, the student's parents or other family members.</li> <li>2. The address of the student or student's family.</li> <li>3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.</li> <li>4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.</li> <li>5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.</li> <li>6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.</li> </ol>
<p>34 CFR Sec. 99.3</p> <p>3. Delegation of Responsibility</p>	<p><b>Student</b> - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.</p> <p>The Superintendent or designee shall be responsible for developing, implementing, and monitoring the adopted student records plan which meets all legal requirements.</p> <p>All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p>
<p>SC 1532 Pol. 213, 215</p>	<p>In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>

<p>4. Guidelines</p> <p>34 CFR Sec. 99.7</p> <p>34 CFR Sec. 99.10, 99.11, 99.12</p> <p>34 CFR Sec. 99.20</p> <p>34 CFR Sec. 99.21, 99.22</p> <p>34 CFR Sec. 99.3, 99.37</p> <p>34 CFR Sec. 99.30-99.39</p> <p>34 CFR Sec. 99.7, 99.31</p> <p>34 CFR Sec. 99.32</p>	<p>The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:</p> <ol style="list-style-type: none"> <li>1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.</li> <li>2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.</li> <li>3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.</li> <li>4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.</li> <li>5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.</li> <li>6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.</li> <li>7. Determining the types of personally identifiable information designated as directory information.</li> <li>8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.</li> <li>9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.</li> <li>10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.</li> </ol>
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Pol. 113.4	11. Ensuring appropriate review, retention, disposal and protection of student records.
SC 1305-A	12. Transferring education records and appropriate disciplinary records to other school districts.
Pol. 250	<p><u>Student Recruitment</u></p> <p>Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.</p> <p><u>Missing Child Registration</u></p>
35 P.S. Sec. 450.403-A	A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.
35 P.S. Sec. 450.404-A	In the event the district receives a request for information from the school records of a missing child, the district shall:
	<ol style="list-style-type: none"> <li>1. Attempt to obtain information on the identity of the requester.</li> <li>2. Contact the appropriate law enforcement agency to coordinate a response.</li> </ol>
	No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.
	References:
	School Code – 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533
	Missing Children Registration – 35 P.S. Sec. 450.401-A et seq.
	State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9, 16.65
	Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations –  
34 CFR Part 99

Individuals with Disabilities Education, Title 34, Code of Federal Regulations –  
34 CFR Part 300

Board Policy – 113, 113.1, 113.4, 213, 215, 216.1, 250

**STUDENT RECORDS  
NOTIFICATION OF RIGHTS  
PARENTS/ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request for access.

A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local educational authorities.
- d. Officials connected with a student's application for a receipt of financial aid.
- e. State and local officials who are required to get specific information pursuant to State law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- g. Accrediting institutions.
- h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington DC 20202-4605

- 5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by \_\_\_\_\_ of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.

6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.



# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE  
RECORDS

ADOPTED: July 11, 2003

REVISED: October 13, 2008  
August 13, 2012

216.1. SUPPLEMENTAL DISCIPLINE RECORDS	
<p>1. Authority SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. Sec. 6341</p>	<p>The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p>
<p>2. Guidelines  42 Pa. C.S.A. Sec. 6341</p>	<p><u>Adjudicated Students</u></p> <p>Building principals shall receive from the court, through the juvenile probation department, information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>
<p>SC 1304-A</p>	<p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p>



# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION

ADOPTED: July 11, 2003

REVISED: April 13, 2005  
November 13, 2006  
July 18, 2011  
September 8, 2014

217. GRADUATION	
<p>1. Purpose</p>	<p>The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.</p>
<p>2. Authority Title 22 Sec. 4.24, 4.51, 4.52</p>	<p>The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.</p>
<p>Title 22 Sec. 4.24</p>	<p>The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building or on the district's website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building or on the district's website immediately following approval by the Board.</p>
<p>SC 1611, 1613 Title 22 Sec., 4.24 Pol. 102, 127, 213</p>	<p><u>Diplomas</u></p> <p>The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.</p>
<p>Pol. 233</p>	<p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p>

<p>SC 1614 Title 22 Sec. 4.12, 4.24 11.27 34 CFR Sec. 300.102, 300.305 Pol. 113</p>	<p><i>Students With Disabilities –</i></p> <p>The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student’s IEP, as determined by the student’s IEP team.</p>
<p>Title 22 Sec. 11.5, 11.8</p>	<p><i>Part-Time Students –</i></p> <p>A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.</p>
<p>Title 22 Sec. 11.4, 11.8</p>	<p><i>Full-Time Postsecondary Students –</i></p> <p>The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.</p>
<p>SC 1611</p>	<p><i>Eligible Veterans –</i></p> <p>In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p> <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.</p>
<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 4.24</p>	<p>The Superintendent or designee shall be responsible for ensuring the following:</p> <ol style="list-style-type: none"> <li>1. Publication and distribution of graduation requirements to students and parents/guardians.</li> </ol>

<p>Title 22 Sec. 4.12, 4.24, 4.51, 4.52 Pol. 102, 127, 213</p>	<p>2. Counseling of students regarding expectations of graduation requirements.</p>
<p>Title 22 Sec. 4.12, 4.24, 4.51, 4.52 Pol. 102, 127, 213  Pol. 212</p>	<p>3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.</p> <p>4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.</p> <p>5. Provision of assistance to those students having difficulty attaining the academic standards.</p>
<p>Title 22 Sec. 4.24</p>	<p>6. Development of a list of individuals who qualify for the award of a diploma.</p> <p>7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.</p>
<p>References:</p>	
<p>School Code – 24 P.S. Sec. 1611, 1613, 1614</p>	
<p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.24, 4.51, 4.52, 11.4, 11.5, 11.8, 11.27</p>	
<p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p>	
<p>Board Policy – 102, 113, 127, 212, 213, 216, 233</p>	

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: July 11, 2003

REVISED: December 4, 2006  
 July 18, 2011  
 July 8, 2013

# MONTROSE AREA SCHOOL DISTRICT

218. STUDENT DISCIPLINE	
<p>1. Purpose</p>	<p>The Board acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students.</p>
<p>2. Definition                      Title 22                      Sec. 12.16</p>	<p><b>Corporal punishment</b> - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.</p>
<p>3. Authority                      SC 510                      Title 22                      Sec. 12.3, 12.4                      Pol. 103, 103.1</p>	<p>The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and during the time spent in travel to and from school, as well as at the bus stop.</p>
<p>Title 22                      Sec. 12.2, 12.3,                      12.4                      Pol. 103, 103.1,                      235</p>	<p>The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.</p>
<p>Pol. 233</p>	<p>Suspensions and expulsions shall be carried out in accordance with Board policy.</p>
<p>Title 22                      Sec. 10.23                      20 U.S.C.                      Sec. 1400 et seq                      Pol. 103.1, 113.1                      113.2, 805.1</p>	<p>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.</p>
<p>Title 22                      Sec. 12.2                      Pol. 235</p>	<p>Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.</p>

<p>Pol. 122, 123</p> <p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 12.3 Pol. 235</p> <p>SC 1338 Pol. 233</p>	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. 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.</li> <li>6. The conduct involves the theft or vandalism of school property.</li> </ol> <p>The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.</p> <p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Student Conduct shall be available in each school library and school office.</p> <p>The Superintendent or designee shall prepare guidelines for actions against delinquent children which provide for parental conferences, sequential discipline, psychological and medical examination, suspension from school attendance in accordance with Board policy or referral to juvenile authorities.</p>
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SC 1317, 1318	The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.
SC 1317	Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.
Title 22 Sec. 12.5	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.
Title 22 Sec. 1302.1-A, 1303-A Pol. 805.1	When conduct so warrants, the building principal shall, in accordance with the Code of Student Conduct and the memorandum of understanding, contact the police department who has jurisdiction over the school's property.
Pol. 805, 805.1	The memorandum of understanding shall provide procedures for local law enforcement response including, but not limited to, investigation of the incident, interrogation and custody of the student.
	<u>Referral To Law Enforcement And Reporting Requirements</u>
SC 1303-A Title 22 Sec. 10.2 35 P.S. Sec. 780-102	For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.
SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 805.1	The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed 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 procedure set forth in the memorandum of understanding with local law enforcement and Board policies.



<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect 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.</p>
<p>SC 1303-A Pol. 218.1, 218.2, 222, 227, 805.1</p>	<p><u>Required Reports</u></p> <p>The Superintendent shall annually, by July 31, report to the Office of Safe Schools on the required form all new incidents that occurred on school property and involved conduct including, but not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol or tobacco.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>The Superintendent shall annually, no later than July 1, submit the prepared Office of Safe School report to the police department with jurisdiction over the school building for review and comparison with police incident data. Discrepancies shall be resolved in accordance with the procedures outlined in the memorandum of understanding.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A, 1317, 1318</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.1 et seq., 403.1</p> <p>No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114</p> <p>Individuals with Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 103, 103.1, 113.1, 113.2, 122, 123, 218.1, 218.2, 222, 227, 233, 235, 805, 805.1</p>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: July 11, 2003

REVISED: July 18, 2011  
July 8, 2013

218.1. WEAPONS	
1. Purpose	The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.
2. Definitions SC 1301-A, 1317.2	<p><b>Weapon</b> - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p><b>Possessing</b> - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>
3. Authority SC 1317.2 Pol. 218	The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.
SC 1317.2 Pol. 233	The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.
SC 1317.2 20 U.S.C. Sec. 1400 et seq Pol. 113.1	In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

<p>SC 1317.2 Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1 113.2, 805.1</p>	<p>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.</p>
<p>4. Delegation of Responsibility SC 1302.1-A Pol. 805, 805.1</p>	<p>The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with the state law and regulation and with the procedures set forth in the memorandum of understanding with the local law enforcement officials.</p>
<p>SC 1302.1-A, 1317.2</p>	<p>The Superintendent or designee shall immediately report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials and inform the student's parent/guardian.</p>
<p>SC 1303-A, 1317.2</p>	<p>The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.</p>
<p>SC 1303-A</p>	<p>Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
<p>5. Guidelines</p>	<p>Students, staff and parents shall be informed at least annually concerning this policy.</p>
<p>SC 1317.2</p>	<p>An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.</p>
<p>18 U.S.C. Sec. 921, 922</p>	<p>Weapons under the control of law enforcement personnel are permitted.</p>
<p></p>	<p>In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p>

<p>SC 1317.2</p>	<p><u>Transfer Students</u></p> <p>When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>
<p>SC 1303-A Title 22 Sec. 10.2 35 P.S. Sec. 780-102</p>	<p><u>Referral to Law Enforcement And Reporting Requirements</u></p> <p>For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p>
<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21 Pol. 805.1</p>	<p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed 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 procedure set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect 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.</p>
	<p><u>References</u></p> <p>School Code – 24 P.S. Sec. 1301-A, 1302.1-A, 1303-A, 1317.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.23, 10.25, 403.1</p> <p>Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912</p> <p>Gun Control Act – 18 U.S.C. Sec. 921, 922</p> <p>Individuals with Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p>

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Gun Free Schools Act – 20 U.S.C. Sec. 7151

Individuals With Disabilities Education, Title 34, Code of Federal Regulations –  
34 CFR Part 300

Board Policy – 103.1, 113.1, 113.2, 218, 233, 805, 805.1

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TERRORISTIC THREATS/ACTS

ADOPTED: July 11, 2003

REVISED: July 18, 2011  
July 8, 2013

218.2. TERRORISTIC THREATS/ACTS	
<p>1. Purpose</p>	<p>The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.</p>
<p>2. Definitions 18 Pa. C.S.A. Sec. 2706</p> <p>18 Pa. C.S.A. Sec. 2706</p>	<p><b>Communicate</b>- shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.</p> <p><b>Terroristic threat</b> - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building; place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.</p> <p><b>Terroristic act</b> - shall mean an offense against property or involving danger to another person.</p>
<p>3. Authority</p> <p>Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq. Pol. 103.1, 113.1, 113.2, 805.1</p>	<p>The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or property owned, leased or being used by the district.</p> <p>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.</p>
<p>4. Delegation of Responsibility</p>	<p>The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.</p>

<p>Title 22 Sec. 12.2</p> <p>5. Guidelines SC 1302.1-A Pol. 805, 805.1</p> <p>SC 1302.1-A 1303-A Title 22 Sec. 10.2, 10.22 Pol. 805.1</p> <p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p> <p>SC 1303-A</p>	<p>The Superintendent or designee shall be responsible for developing administrative procedures to implement this policy.</p> <p>Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> <p>The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.</p> <p>The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district’s emergency preparedness plan.</p> <p>The Superintendent shall be responsible for developing administrative regulations to implement this policy.</p> <p>The Superintendent or designee may report incidents involving terroristic threats 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 laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect 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.</p> <p>The Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form in accordance with state law and regulations.</p>
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References:

School Code – 24 P.S. Sec. 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 12.2

Terroristic Threats – 18 Pa. C.S.A. Sec. 2706

Individuals with Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Individuals with Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 000, 103.1, 113.1, 113.2, 233, 805, 805.1



# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT COMPLAINT  
PROCESS

ADOPTED: July 11, 2003

REVISED:

219. STUDENT COMPLAINT PROCESS	
1. 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 procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.
2. Definition	For purposes of this policy, a <b>student complaint</b> shall be one that arises from actions that directly affect the student's participation in an approved educational program.
3. Authority	The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.
4. Guidelines	<p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:</p> <ol style="list-style-type: none"> <li>1. Specific nature of the complaint and a brief statement of relevant facts.</li> <li>2. Manner and extent to which the student believes s/he has been adversely affected.</li> <li>3. Relief sought by the student.</li> <li>4. Reasons why the student feels entitled to the relief sought.</li> </ol> <p>The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.</p>

219. STUDENT COMPLAINT PROCESS - Pg. 2

At each level the student shall be afforded the opportunity to be heard personally by the school authority.

The student may seek the help of a parent or guardian at any step.

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT EXPRESSION/  
DISTRIBUTION AND POSTING  
OF MATERIALS

ADOPTED: July 11, 2003

REVISED: August 17, 2005  
June 12, 2006

<p>1. Purpose Title 22 Sec. 12.9</p> <p>2. Definitions</p>	<p style="text-align: center;">220. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS</p> <p>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.</p> <p>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.</p> <p><b>Nonschool materials</b> - any printed or written materials meant for general distribution to others or for posting which 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 web sites and the like.</p> <p><b>Distribution</b> - students handing nonschool written 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 written materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool written 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, which 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 threatens with another's rights is also covered by this policy.</p>
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<p>3. Authority Title 22 Sec. 12.9</p> <p>SC 511 Title 22 Sec. 12.2, 12.9</p> <p>SC 510 Title 22 Sec. 12.9</p> <p>Title 22 Sec. 12.2</p>	<p><b>Posting</b> - publicly displaying nonschool written 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 web sites, through other district-owned technology and the like.</p> <p><b>Expression</b> - verbal, written or symbolic representation or communication.</p> <p>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.</p> <p>Student expression that occurs while 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 school activities, school work, or discipline and order on school property or at school functions.</p> <p>The Board shall require that distribution and posting of nonschool written materials takes place only at the places and during the times set forth in written administrative procedures. Such procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.</p> <p><u>Unprotected Student Expression</u></p> <p>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 included but not limited to:</p> <ol style="list-style-type: none"> <li>1. Libel any specific person or persons.</li> <li>2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students.</li> <li>3. Using obscene, lewd, vulgar or profane language, whether verbal, written or symbolic.</li> </ol>
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<p>Title 22 Sec. 12.9</p>	<ol style="list-style-type: none"><li>4. Inciting violence; advocating use of force; or urging violation of federal, state or municipal law, district rules or regulations.</li><li>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.</li><li>6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.</li></ol> <p>Spontaneous student expression which is otherwise protected speech is not prohibited by this section.</p> <p><u>Discipline For Engaging In Unprotected Expression</u></p> <p>The Board reserves the right to prohibit the posting or distribution of nonschool written 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.</p> <p><u>Distribution Of Nonschool Materials</u></p> <p>The Board requires that students who wish to distribute or post nonschool written materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal, who shall forward a copy to the Superintendent.</p> <p>If the nonschool written materials contain unprotected expression as stated in this policy, the building principal shall notify the students that they may not post or distribute the materials because they violate Board policy.</p> <p>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 on time, place and manner of posting or distribution of nonschool written materials.</p>
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<p>Pol. 219</p> <p>4. Delegation of Responsibility</p>	<p>Students who post or distribute nonschool written 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.</p> <p>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.</p> <p><u>Posting Of Nonschool Materials</u></p> <p>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.</p> <p>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.</p> <p><u>Review Of Student Expression</u></p> <p>School officials shall not censor or restrict nonschool written 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.</p> <p>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.</p> <p>The review for unprotected expression shall be reasonable and not calculated to delay distribution.</p> <p>Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.</p> <p>The Superintendent shall assist each building principal in determining the designation of the places at which and times during which nonschool written material 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 written materials to noninstructional times.</p>
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<p>Pol. 218</p>	<p>Disciplinary action may be determined by the administrators for students who distribute or post nonschool written materials in violation of this policy and district regulations or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary action shall be included in the disciplinary Code of Conduct for students.</p> <p>This Board policy and any administrative procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.9</p> <p>Board Policy – 218, 219</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: July 11, 2003

REVISED: June 12, 2006  
September 8, 2014

221. DRESS AND GROOMING	
1. Purpose	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
2. Authority Title 22 Sec. 12.11	The Board requires that all students wear appropriate and respectable dress while attending school. It is also necessary that students dress neatly when attending or participating in any school-sponsored activity.
SC 1317.3	Clothing that disrupts or inhibits education or endangers the health, welfare, and safety of others is prohibited in school.  The Board has the authority to impose limitations on students' dress in school.
Title 22 Sec. 12.11	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.
3. Delegation of Responsibility	The building principal shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.  The Board authorizes the Superintendent to develop procedures and guidelines prohibiting student dress or grooming practices which: <ol style="list-style-type: none"> <li>1. Present a hazard to the health or safety of the student or to others in the school.</li> <li>2. Materially interfere with school work, create disorder, or disrupt the educational program.</li> <li>3. Cause excessive wear or damage to school property.</li> <li>4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.</li> </ol>



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<p>Pol. 325, 425, 525</p> <p>Title 22 Sec. 12.11</p>	<p>The administration and staff in each school are responsible for following the guidelines of this policy. The cooperation of the entire staff is essential in the implementation of this policy.</p> <p>Parents/Guardians are responsible for ensuring that their children conform to the dress code policy.</p> <p>Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.</p> <p>The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.</p> <p>References:</p> <p>School Code – 24 P.S. 1317.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.11</p> <p>Board Policy – 325, 425, 525</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: July 11, 2003

REVISED: July 18, 2011  
July 8, 2013  
November 10, 2014

222. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.</p>
<p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p>	<p>For purposes of this policy, <b>tobacco use</b> shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form; electronic cigarettes; vapor producing instruments; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces.</p> <p>Electronic cigarettes are defined as battery-operated products designated to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.</p>
<p>3. Authority 18 Pa. C.S.A. Sec. 6306.1 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	<p>The Board prohibits use, possession, 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.</p> <p>The Board prohibits use, possession, or sale of tobacco by students at school-sponsored activities that are held off school property.</p>
<p>Title 22 Sec. 10.23 20 U.S.C. Sec 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1</p>	<p>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.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.</p>

<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district’s tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, district web site and other efficient methods.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
<p>5. Guidelines SC 1302.1-A 1303-A Title 22 Sec. 10.2, 10.22 Pol. 805.1</p>	<p>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.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>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.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required form.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 403.1</p> <p>Sale of Tobacco – 18 Pa. C. S. A. Sec. 6305</p>

Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1

School Tobacco Control – 35 P.S. Sec. 1223.5

Individuals with Disabilities Education Act - 20 U. S. C. Sec. 1400 et seq.

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Individuals with Disabilities Education Act, Title 3, Code of Federal Regulations –  
34 CFR Part 300

Board Policies – 000, 103.1, 113.1, 113.2, 805.1

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MOTOR VEHICLES

ADOPTED: July 11, 2003

REVISED:

223. USE OF MOTOR VEHICLES	
1. Purpose	The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.
2. Authority SC 1519	<p>The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students have successfully completed a course in driver education, have followed established procedures and obtained the required permit, and have been granted permission by the building principal to drive a motor vehicle on school grounds.</p> <p>The Board prohibits the use of mini-bikes, motorcycles and skateboards on school property.</p> <p>The Board shall not be responsible for motor vehicles that are lost, stolen, or damaged.</p>
3. Delegation of Responsibility	<p>The building principal or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.</p> <p>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.</p>
School Code 510, 1519	

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: July 11, 2003

REVISED:

224. CARE OF SCHOOL PROPERTY	
1. Purpose	The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.
2. Authority	The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.
SC 777 Pol. 218, 233	It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians shall be held accountable for the actions of their child.
SC 1338	The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent.
3. Delegation of Responsibility SC 109, 801	<p>The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.</p> <p>The Superintendent will submit a report on incidences of significant vandalism to the Board on each occurrence.</p> <p>Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.</p>



# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SEARCHES

ADOPTED: July 11, 2003

REVISED: July 9, 2004  
December 4, 2006  
July 18, 2011

226. SEARCHES	
<p>1. Purpose</p>	<p>The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district’s interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.</p>
<p>2. Authority PA Const., Art. I Sec. 8 SC 510 Title 22 Sec. 12.14 U.S. Const., Amendment IV</p>	<p>School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.</p>
<p>3. Delegation of Responsibility</p>	<p>The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.</p> <p>The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.</p> <p>Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.</p>



<p>4. Guidelines</p> <p>Title 22 Sec. 12.14</p>	<p><u>Individualized Suspicion Searches</u></p> <p>Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds, or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.</p> <p>In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.</p> <p>Examination by school staff of text messages, call logs, files, images, or other data contained in a student’s mobile telephone or other electronic device, without the student’s consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.</p> <p><u>Random Or General Searches Without Individualized Suspicion</u></p> <p>Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.</p>
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<p>Pol. 805</p>	<p>Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.</p> <p>Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.</p> <p>Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.</p>
<p>Pol. 223</p>	<p><u>Searches Upon Consent</u></p> <p>Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched. The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.</p> <p><u>Searches By Or At The Request Of Law Enforcement Officials</u></p> <p>The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.</p>

Locker Inspections And Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal Of Clothing Or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards that are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex. Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling And Disposal Of Items Found In The Course Of Searches

Any items or materials found during a search or inspection, the student's possession of which in violation of law, district policies, or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful or ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

References:

Pennsylvania Constitution – PA Const. Art. I, Sec. 8

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

United States Constitution – Amendment IV

Board Policy – 218.1, 223, 227, 805

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONTROLLED SUBSTANCES/  
PARAPHERNALIA

ADOPTED: July 11, 2003

REVISED: February 14, 2011  
December 5, 2011  
July 8, 2013  
November 10, 2014

<p>1. Purpose</p> <p>2. Definitions 35 P.S. Sec. 780-102 21 U.S.C. Sec. 812 Pol. 210, 210.1</p>	<p style="text-align: center;">227. CONTROLLED SUBSTANCES/PARAPHERNALIA</p> <p>The Board is committed to providing a positive learning environment that contributes to the health, safety and well-being of students. The objective of this policy is to respond effectively to the use and/or distribution of controlled substances by students within the school environment and/or related school activities.</p> <p>For purposes of this policy, <b>controlled substances/paraphernalia</b> shall mean all controlled substances prohibited by state and federal law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, vapor pens, e-cigarettes and other electronic smoking devices, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy, and substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.</p> <p>For the purpose of this policy, <b>under the influence</b> shall include any consumption, ingestion and/or inhaling of controlled substances by a student.</p> <p>For the purpose of this policy, <b>paraphernalia</b> means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, repackaging, storing, containing, concealing, injecting, inhaling or otherwise introducing into the human body a controlled substance. This includes home-made items.</p> <p>For the purpose of this policy, <b>look-alike drug</b> 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.</p> <p><b>Possession</b> shall be interpreted as holding an illegal substance for the purpose of using, distributing, or keeping for another individual.</p>
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227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 2

<p>3. Authority SC 510, 511 Title 22 Sec. 12.3</p> <p>Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1</p> <p>Pol. 218</p> <p>Pol. 122, 123</p>	<p>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, in school leased or school-owned vehicles, during the time spent traveling to and from school, at the bus stop, and to and from school-sponsored activity.</p> <p>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.</p> <p>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.</p> <p><u>Off-Campus Activities</u></p> <p>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:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. 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.</li> </ol>
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227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 3

<p>Title 22 Sec. 12.12 42 P.S. Sec. 8337 Pol. 207</p> <p>4. Delegation of Responsibility</p> <p>SC 1302.1-A, 1303-A 42 Pa. C.S.A. Sec. 8337 Pol. 218, 233</p> <p>SC 1302.1-A Pol. 805</p> <p>SC 1303-A Pol. 805.1</p>	<p>6. The conduct involves the theft or vandalism of school property.</p> <p>The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interests of the student can be served only by such release.</p> <p>The Superintendent or designee shall prepare administrative guidelines for the identification, amelioration and control of substance abuse in the schools which:</p> <ol style="list-style-type: none"> <li>1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.</li> <li>2. Provide education concerning the dangers of abusing controlled substances.</li> <li>3. Disseminate to students, parents/guardians and staff Board policy and administrative guidelines governing student abuse of controlled substances.</li> <li>4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</li> </ol> <p>The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.</p> <p>The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances by any person on school property to the Office for Safe Schools on the required form in accordance with state law and regulation.</p> <p>Building administrators and school personnel shall follow the established guidelines and procedures as they deal with students found using or possessing controlled substances.</p> <p>It is also the responsibility of the Superintendent to integrate substance abuse/prevention education into appropriate district curricula.</p>
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<p>5. Guidelines Pol. 218, 233</p> <p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 805.1</p> <p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p> <p>35 P.S. Sec. 807.1</p> <p>35 P.S. Sec. 807.2 Pol. 233</p>	<p>Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a 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.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect 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.</p> <p>During the course of the school year educational programs and outside resources will be utilized to deter controlled substance use in the district. Educational programs may include drug and alcohol assemblies, drug and alcohol education in the curriculum and drug and alcohol counseling on an individual or group basis. Other sources may include law enforcement agencies and the use of specially trained dogs to locate drugs. These programs may be used periodically throughout the school year.</p> <p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.</p> <p>Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.</p>
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35 P.S.  
Sec. 807.3

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the year.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following year.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that a student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

References:

School Code – 24 P.S. Sec. 510, 511, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.3, 403.1

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Steroids – 35 P.S. Sec. 807.1 et seq.

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

Individuals with Disabilities Education Act – 20 U. S. C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161

	<p>Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.</p> <p>Individuals with Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 000, 103.1, 113.1, 113.2, 122, 123, 210, 210.1, 218, 233, 805 805.1</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT GOVERNMENT

ADOPTED: July 11, 2003

REVISED:

228. STUDENT GOVERNMENT	
<p>1. Purpose</p>	<p>The Board acknowledges the importance of offering students the opportunity to participate in self government within the schools.</p> <p>The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward the realization of district goals.</p>
<p>2. Authority SC 511</p>	<p>The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.</p> <p>The Board will recognize the Student Council as the official voice of the student body.</p> <p>The charter, constitution or bylaws of the organization for student government shall be duly adopted by the members of the student body it represents and approved by the Board.</p>
<p>SC 511</p>	<p>The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall establish rules and regulations to implement this policy which:</p>
<p>SC 511 Pol. 618</p>	<ol style="list-style-type: none"> <li>1. Assure that all students have equal access to the student government and an equal opportunity to vote and hold office.</li> <li>2. Require fiscal accountability and adherence to Board policy for all financial aspects of student government activity.</li> <li>3. Require that decisions made and actions taken by the student government organization, in accordance with and within the scope of its constitution, shall not be voided or vetoed by any staff member.</li> </ol>

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT FUNDRAISING

ADOPTED: July 11, 2003

REVISED:

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority</p> <p>4. Delegation of Responsibility SC 511</p> <p>Pol. 618</p>	<p style="text-align: center;">229. STUDENT FUNDRAISING</p> <p>The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.</p> <p>For purposes of this policy, <b>student fundraising</b> shall include solicitation and collection of money by students in exchange for goods or services.</p> <p>The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.</p> <p>District students are not obligated to conduct door-to-door sales for fundraising activities.</p> <p>Collection of money by approved school organizations may be permitted by the building principal and Superintendent.</p> <p>Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent.</p> <p>The Superintendent or designee shall establish rules and regulations to implement this policy which:</p> <ol style="list-style-type: none"> <li>1. Limit the number of fundraisers in a year for any group.</li> <li>2. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.</li> <li>3. Limit the kind and amount of advertising for solicitation.</li> </ol> <p>The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.</p> <p>Funds solicited shall be controlled by Policy 618.</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PUBLIC PERFORMANCES BY  
STUDENTS

ADOPTED: July 11, 2003

REVISED:

	<b>230. PUBLIC PERFORMANCES BY STUDENTS</b>
1. Purpose	The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.
2. Authority SC 510	The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.
3. Delegation of Responsibility	No teacher or sponsor of any school activity or group shall arrange for such activity to perform for outside groups or travel without first securing the permission of the proper school administrator.  The Superintendent or designee shall develop procedures to implement this policy.
4. Guidelines  Pol. 204	Parental permission shall be sought and received before students may participate in any public performance.  When public performances are scheduled as a regular part of a planned course of instruction taken for credit, students shall be informed in advance of their obligation to participate; and they will be excused from participation only in accordance with the rules and procedures governing school attendance.  No district student, group of students, or employees may receive compensation for a public performance of students organized as school representatives.  The interests of students shall be protected and guarded against exploitation.
School Code 510	
Board Policy 204	

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND CLASS TRIPS

ADOPTED: July 11, 2003

REVISED:

231. SOCIAL EVENTS AND CLASS TRIPS	
1. Purpose	The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.
2. Authority SC 511	The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.
SC 517	Class trips and social events that take place outside of school facilities require approval by the administration.
3. Guidelines SC 510 Pol. 121	<p>As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.</p> <p>Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.</p> <p><u>Dances - Chaperone Conduct</u></p> <p>All parent chaperones will be expected to act in the same responsible professional manner expected of district professional employees.</p> <p>The Board will not permit District Discipline Code Violations at any time during the dance. All violations shall be called to the attention of the principal and Superintendent, in writing, upon completion of the dance. This is to be submitted by the head chaperone.</p> <p>The Board will not condone the use of alcoholic beverages or the use of unauthorized or controlled substances under any conditions by the appointed chaperones. Any violation will be reported to the head chaperone who will report directly to the principal or the Superintendent or designee.</p>





# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT INVOLVEMENT IN  
DECISION-MAKING

ADOPTED: July 11, 2003

REVISED:

	<p style="text-align: center;">232. STUDENT INVOLVEMENT IN DECISION-MAKING</p> <p>1. Purpose The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making and students are a valuable resource whose contributions can aid and benefit the programs of the schools.</p> <p>2. Authority The Board directs that students be invited to participate in activities appropriate to their maturity and competency.  Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.</p> <p>3. Delegation of Responsibility The Superintendent or designee shall develop procedures to implement this policy which:</p> <ol style="list-style-type: none"> <li>1. Provide for submission, consideration, and response to constructive student suggestions.</li> <li>2. Ensure that student participation is fairly representational of the whole student body.</li> <li>3. Ensure that the student voice and vote in decision-making is fairly balanced with those of faculty, administration and community members.</li> </ol>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: July 11, 2003

REVISED: July 9, 2004  
June 12, 2006  
December 4, 2006

233. SUSPENSION AND EXPULSION	
<p>1. Purpose Title 22 Sec. 12.6, 14.143 34 CFR 300.519-300.529</p>	<p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that shall not be imposed without due process. The Board shall define and punish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal laws and regulations.</p>
<p>2. Authority SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p>The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary or may permanently expel a student.</p> <p>Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.</p>
<p>3. Guidelines</p> <p>SC 1318 Title 22 Sec. 12.6</p> <p>Title 22 Sec. 12.8</p>	<p><u>Exclusion From School - Suspension</u></p> <p>The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.</p> <p>No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten (10) day period.</p> <p>When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.</p>

	<p>Informal hearings under this provision shall be conducted by the person in charge of the school.</p>
<p>Title 22 Sec. 12.8</p>	<p><u>Purpose Of Informal Hearing</u></p> <p>The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.</p>
<p>Title 22 Sec. 12.8</p>	<p><u>Due Process Requirements For Informal Hearing</u></p> <ol style="list-style-type: none"> <li>1. The student and parent/guardian shall be given written notice of the reasons for the suspension.</li> <li>2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.</li> <li>3. The student may question any witness present at the informal hearing.</li> <li>4. The student may speak and produce witnesses who may speak at the informal hearing.</li> <li>5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.</li> </ol>
<p>Title 22 Sec. 12.7</p>	<p><u>Exclusion From Class – In-School Suspension</u></p> <p>No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.</p>
<p>Title 22 Sec. 12.8</p>	<p>Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.</p>
<p>SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p><u>Expulsion</u></p> <p>Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. No student</p>

<p>Title 22 Sec. 12.6 Pol. 204</p>	<p>shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing.</p> <p><u>Attendance/School Work During Suspension And Prior To Expulsion</u></p> <p>Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.</p> <p>Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten (10) school day suspension. If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student’s presence in his/her normal class would constitute a threat to the health, safety or welfare of others.</p> <p>Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.</p>
<p>Title 22 Sec. 12.6</p>	<p><u>Attendance/School Work After Expulsion</u></p> <p>Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.</p> <p>The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent’s/guardian’s notification, make provision for the student’s education.</p> <p>The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.</p>
<p>Pol. 113, 113.1</p>	<p><u>Students With Disabilities</u></p> <p>A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.</p>

<p>2 Pa. C.S.A. Sec. 101 et seq</p> <p>Title 22 Sec. 12.6, 12.8</p> <p>Title 22 Sec. 12.8</p>	<p><u>Expulsion Hearings</u></p> <p>A formal hearing shall be required in all expulsion actions.</p> <p>The Board requires that each hearing shall be closed to the public; but should the student and/or the parents/guardians agree, the hearing may be held publicly.</p> <p>A formal hearing shall not be unreasonably delayed. If it is not possible to hold a formal hearing within the suspension period, the student shall be placed in his/her normal class, after an informal hearing, unless it is determined that the student would constitute a threat to the health, safety, morals or welfare of others.</p> <p>The formal hearing shall observe the due process requirements of:</p> <ol style="list-style-type: none"><li>1. Notification of the charges in writing by certified mail to the student or the student's parents/guardians.</li><li>2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.</li><li>3. The hearing shall be private unless the student or parent/guardian requests a public hearing.</li><li>4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.</li><li>5. Disclosure of the names of witnesses against the student and the copies of their written statements or affidavits.</li><li>6. The right to request such witnesses against the student appear in person and answer questions or be cross-examined.</li><li>7. The right to testify and present witnesses on the student's behalf.</li><li>8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.</li></ol>
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<p>2 Pa. C.S.A. Sec. 101</p> <p>4. Delegation of Responsibility</p> <p>Pol. 218</p> <p>Pol. 216</p>	<p>9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by parties or is delayed by:</p> <ul style="list-style-type: none"> <li>a. The need for laboratory reports from law enforcement agencies.</li> <li>b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).</li> <li>c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.</li> </ul> <p>10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.</p> <p><u>Adjudication</u></p> <p>A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.</p> <p>The Superintendent or designee shall develop rules and regulations to implement this policy which include:</p> <ul style="list-style-type: none"> <li>1. Publication of conduct standards in accordance with Board policy on student discipline.</li> <li>2. Procedures that ensure due process when depriving a student the right to attend school.</li> <li>3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.</li> <li>4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board; but such students may be designated by code.</li> <li>5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.</li> </ul>
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References:

Individuals with Disabilities Education Act – 20 U.S.C. Sec. 1400-1482

Individuals with Disabilities Education Act, Title 34, Code of Federal Regulations –  
34 CFR 300.519 – 300.529

Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq

School Code – 24 P.S. Sec. 1318

State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8  
14.143

Board Policy – 113, 113.1, 204, 216, 218

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PREGNANT/MARRIED  
STUDENTS

ADOPTED: July 11, 2003

REVISED: December 4, 2006

234. PREGNANT/MARRIED STUDENTS	
1. Purpose SC 1326 Title 22 Sec. 12.1	A student who is eligible to attend district schools and is married and/or pregnant shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.
2. Authority	The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.
3. Guidelines	<p>A student who is married must declare his/her marital status at the time of the marriage or at the time of enrollment in the school.</p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program of homebound instruction.</p> <p>A student who has received an alternative educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a licensed physician that she is physically fit to do so.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for implementing this policy which include:</p> <ol style="list-style-type: none"> <li>1. Offering counseling services to help the pregnant student plan her future.</li> <li>2. Cooperation with community resources to assist the pregnant student.</li> <li>3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request.</li> </ol>



4. Designation of a qualified staff member to act upon the physician's statement regarding the examination and health of a pregnant student.

References:

School Code – 24 P. S. Sec. 1326

State Board of Education Regulations – 22 PA Code Sec. 12.1

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RIGHTS AND RESPONSIBILITIES

ADOPTED: July 11, 2003

REVISED: June 12, 2006  
December 4, 2006  
September 8, 2014

235. STUDENT RIGHTS AND RESPONSIBILITIES	
<p>1. Purpose</p>	<p>This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.</p>
<p>2. Authority SC 510 Title 22 Sec. 4.4, 12.1, 12.3, 12.4, 12.9</p>	<p>The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.</p>
<p>3. Guidelines Title 22 Sec. 12.2, 12.3 Pol. 130, 204, 218, 220</p>	<p>Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.</p>
<p>Title 22 Sec. 12.2</p>	<p>It shall be the responsibility of the student to:</p>
<p>Pol. 218</p>	<p>1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.</p>
<p>Pol. 221</p>	<p>2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.</p>
	<p>3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.</p>
	<p>4. Assist the school staff in operating a safe school.</p>
	<p>5. Comply with federal, state and local laws.</p>

235. STUDENT RIGHTS AND RESPONSIBILITIES - Pg. 2

<p>Pol. 224</p>	<p>6. Exercise proper care when using district facilities, school supplies and equipment.</p>
<p>Pol. 204</p>	<p>7. Attend school daily and be on time to all classes and other school functions.</p> <p>8. Make up work when absent from school.</p> <p>9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.</p>
<p>Pol. 220</p>	<p>10. Report accurately in student media.</p>
<p>Pol. 220</p>	<p>11. Not use obscene language in student media or on school property.</p>
<p>Pol. 218, 233</p>	<p>Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.</p>
<p>Title 22 Sec. 12.3 Pol. 218</p>	<p>A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.2, 12.3, 12.4, 12.9</p> <p>Board Policy – 000, 130, 204, 218, 218.1, 218.2, 220, 221, 224, 233, 248, 249, 705</p>

SAMPLE FORM

WRITTEN CONSENT OF STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS (HATCH AMENDMENT)

This form is used to provide, as required by federal law, written consent of a student's parent or guardian to the student's participation in a survey, personal analysis, or evaluation.

NAME OF STUDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

GRADE/SCHOOL YEAR \_\_\_\_\_

BIRTHDAY OF STUDENT \_\_\_\_\_

NAME OF STUDENT'S PARENT OR GUARDIAN \_\_\_\_\_

ADDRESS OF PARENT OR GUARDIAN \_\_\_\_\_

The survey, personal analysis, or evaluation reveals the following information: (check all those applicable)

- \_\_\_ Political affiliations or beliefs of the student or the student's parent.
- \_\_\_ Religious beliefs, practices, or affiliations of the student or the student's parent.
- \_\_\_ Mental or psychological conditions that may embarrass the student or his/her family.
- \_\_\_ Sexual behavior and attitudes.
- \_\_\_ Illegal, anti-social, self-incriminating or demeaning behavior.
- \_\_\_ Critical appraisals of other individuals with whom the student has a close family relationship.
- \_\_\_ Legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister.
- \_\_\_ Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Parents/Guardians may inspect the materials before they are administered and may opt the student out of participation in the activity.

I, \_\_\_\_\_, consent to the participation of \_\_\_\_\_  
(name of parent or guardian of student) (name of student)

in the attached survey, personal analysis, or evaluation.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)

Model Notification of Rights Under the Protection of Pupil Rights  
Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
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 others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Montrose Area School District will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Montrose Area School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Montrose Area School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/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, SW  
Washington, D.C. 20202-4605

PPRA Model Notice and Consent/Opt-Out for Specific Activities  
[LEAs should adopt the following model form as appropriate]

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Montrose Area School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
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 others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

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*Date:* On or about October 15, 2003

*Grades:* Five and Six

*Activity:* ABC Survey of At-Risk Behaviors.

*Summary:* This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

*Consent* [for ED funded, protected information surveys only]: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

*Opt-out* [for any non-ED funded protected information survey]: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

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## Collection Of Student Information For Marketing Purposes

Below are two examples dealing with the collection, use and distribution of personal information for student-based commercial services. Administrators should *particularly* note the difference in the type of consent required for each activity depending on what personal information is being collected, used or distributed.

### [Survey A: Limited to personal information designated as “directory information”]

*Date:* 2003-2004 School Year  
*Grades:* Nine through Twelve  
*Activity:* Student-Based Commercial Services  
*Summary:* [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

*Opt-out:* Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

[Note to schools: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA). Instead of using this Model Notice format, schools *may* meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt of “directory information” at the start of each school year, which would include all marketing activities.]

### [Survey B: Collects personal information beyond designated directory information]

*Date:* 2003-2004 School Year  
*Grades:* Nine through Twelve  
*Activity:* Student-Based Commercial Services  
*Summary:* [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings and social security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

*Consent:* A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this activity.

[Note to schools: While some of the information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA), schools that permit marketing activities that involve the collection, use, and disclosure of students’ social security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with § 99.30 of the FERPA regulations.]

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If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [school official, address]. [School official] will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

-----  
I  [parent’s name]  give my consent for  [child’s name]  to take the ABC Survey of At-Risk Behaviors on or about October 15, 2003.

\_\_\_\_\_  
Parent’s signature

Please return this form no later than  [insert date]  to the following school official: [Provide name and mailing address.]

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SURVEYS

ADOPTED: July 11, 2003

REVISED: June 12, 2006  
December 4, 2006  
September 8, 2014

<p>1. Purpose</p> <p>2. Definitions 20 U.S.C. Sec. 1232h</p> <p>20 U.S.C. Sec. 1232h</p>	<p style="text-align: center;">235.1. SURVEYS</p> <p>This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.</p> <p>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.</p> <p>For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:</p> <ol style="list-style-type: none"> <li>1. Political affiliations or beliefs of the student or student's parent/guardian.</li> <li>2. Mental or psychological problems of the student or student's family.</li> <li>3. Sexual behavior or attitudes.</li> <li>4. Illegal, anti-social, self-incriminating or demeaning behavior.</li> <li>5. Critical appraisals of other individuals with whom respondents have close family relationships.</li> <li>6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.</li> <li>7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.</li> <li>8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.</li> </ol>
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<p>3. Authority</p>	<p>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.</p>
<p>4. Guidelines Title 22 Sec. 12.41</p>	<p>All surveys and instruments used to collect information from students shall relate to the district's educational objectives.</p>
<p>20 U.S.C. Sec. 1232h</p>	<p><u>U.S. Department Of Education Funded Surveys</u></p> <p>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.</p>
<p>20 U.S.C. Sec. 1232h Pol. 105.1</p>	<p>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.</p>
<p>Title 22 Sec. 12.41 20 U.S.C. Sec. 1232h</p>	<p><u>Surveys Funded By Other Sources</u></p> <p>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.</p>
<p>Title 22 Sec. 4.4, 12.41 20 U.S.C. Sec. 1232h</p>	<p>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.</p>
<p>20 U.S.C. Sec. 1232h</p>	<p><u>Collection Of Information For Marketing, Sales Or Other Distribution Purposes</u></p> <p>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.</p>

<p>20 U.S.C. Sec. 1232h</p>	<p>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.</p>
<p>20 U.S.C. Sec. 1232h</p>	<p>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, books 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.</p>
<p>20 U.S.C. Sec. 1232h</p>	<p><u>Privacy</u></p> <p>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.</p>
<p>Title 22 Sec. 4.4, 12.41 20 U.S.C. Sec. 1232h</p>	<p><u>Student And Parent/Guardian Rights</u></p> <p>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.</p>
<p>5. Delegation of Responsibility 20 U.S.C. Sec. 1232h</p>	<p>The Superintendent or designee shall notify parents/guardians and students of:</p> <ol style="list-style-type: none"> <li>1. This policy and its availability.</li> <li>2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.</li> <li>3. How to opt their child out of participation in activities as provided in this policy.</li> <li>4. How to request access to any survey or other material described in this policy.</li> </ol> <p>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.</p>

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 purposes.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.41

No Child Left Behind Act – 20 U.S.C. Sec. 1232h

Board Policy – 000, 105.1

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ASSISTANCE  
PROGRAM

ADOPTED: December 4, 2006

REVISED:

236. STUDENT ASSISTANCE PROGRAM	
1. Purpose	The Board is committed to assisting all students to achieve to their fullest potential.
2. Definition Title 22 Sec. 12.16	<b>Student Assistance Program (SAP)</b> – a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.
3. Authority Title 22 Sec. 12.16, 12.42	The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.
4. Delegation of Responsibility	The Superintendent or designee shall develop, implement and monitor a Student Assistance Program (SAP) that complies with state regulations.
5. Guidelines	<p>The Student Assistance Program (SAP) shall provide assistance in:</p> <ol style="list-style-type: none"> <li>1. Identifying issues that pose a barrier to a student’s learning and/or academic achievement.</li> <li>2. Determining whether or not the identified problem lies within the responsibility of the school.</li> <li>3. Informing the parent/guardian of a problem affecting the student’s learning and/or achievement.</li> <li>4. Making recommendations to assist the student and the parent/guardian.</li> <li>5. Providing information on community resources and options to deal with the problem.</li> <li>6. Establishing links with resources to help resolve the problem.</li> </ol>

7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

References:

State Board of Education Regulations – 22 PA Code Sec. 12.16, 12.41, 12.42

PA Civil Immunity of School Officers/Employees Relating to Drug and Alcohol Abuse – 42 Pa. C.S.A. 8337

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Title 34, Code of Federal Regulations – 34 CFR Part 98, Part 99

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: July 11, 2003

REVISED: February 9, 2005  
November 9, 2009  
July 18, 2011

	<p style="text-align: center;">237. ELECTRONIC DEVICES</p> <p>1. Purpose The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.</p> <p>2. Definition <b>Electronic devices</b> 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.</p> <p>3. Authority SC 1317.1 The Board prohibits <b>possession of</b> laser pointers, attachments and telephone paging devices by students on school grounds, on buses and other vehicles provided by the district and at school-sponsored activities.</p> <p>SC 510 The Board prohibits <b>use of</b> electronic devices by students during the school day in district buildings, on district property, during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time, and while students are attending school-sponsored activities, unless expressly authorized in advance by the building principal.</p> <p>The district shall not be liable for the loss, damage or misuse of any electronic device.</p> <p><u>Electronic Images And Photographs</u></p> <p>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 e-mailing.</p> <p>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.</p>
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<p>Pol. 122, 123</p> <p>Pol. 218</p>	<p>Such prohibited activity 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:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.</li> <li>6. The conduct involves the theft or vandalism of school property.</li> </ol>
<p>4. Delegation of Responsibility</p> <p>5. Guidelines Pol. 218, 226, 233</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district’s electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.</p> <p>Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.</p> <p><u>Exceptions</u></p> <p>The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Health, safety or emergency reasons.</li> <li>2. An individualized education program (IEP).</li> <li>3. Classroom or instructional-related activities.</li> </ol>
<p>Pol. 113</p>	<p>1. Health, safety or emergency reasons.</p> <p>2. An individualized education program (IEP).</p> <p>3. Classroom or instructional-related activities.</p>

<p>SC 1317.1</p>	<p>4. Other reasons determined appropriate by the building principal.</p> <p><u>Telephone Pagers/Beepers</u></p> <p>With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:</p> <ol style="list-style-type: none"><li>1. A student who is a member of a volunteer fire company, ambulance or rescue squad.</li><li>2. A student who has a need for such a device due to the medical condition of an immediate family member.</li><li>3. Other reasons determined appropriate by the building principal.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317.1</p> <p>Board Policy – 113, 122, 123, 218, 226, 233, 815</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: FOREIGN EXCHANGE  
STUDENTS

ADOPTED: July 11, 2003

REVISED:

239. FOREIGN EXCHANGE STUDENTS	
1. Purpose	In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.
2. Authority 8 U.S.C. Sec. 1101	<p>The Board shall accept foreign exchange students who meet the established guidelines for admission to district schools.</p> <p>The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.</p> <p>The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.</p> <p>The Board reserves the right to limit the number of foreign exchange students admitted to the schools.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.</p> <p>All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.</p>
4. Guidelines Pol. 203	Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

<p>Pa. Code Title 22 Sec. 4.74</p> <p>8 U.S.C. Sec. 1101</p> <p>Board Policy 203</p>	<p>Admission of foreign exchange students shall be subject to the following guidelines:</p> <ol style="list-style-type: none"><li>1. Students shall be at least sixteen (16) years of age and shall be sufficiently fluent in English.</li><li>2. Students may not be a graduate of their native school system.</li><li>3. Students will be considered for admittance on a space available basis.</li><li>4. Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.</li><li>5. Exchange students shall be encouraged to participate in all student activities and athletics, provided eligibility criteria are met.</li><li>6. Exchange students are not eligible to receive a high school diploma but may be awarded an honorary diploma.</li></ol>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: RECOGNITION OF  
ACHIEVEMENT

ADOPTED: July 11, 2003

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">240. RECOGNITION OF ACHIEVEMENT</p> <p>A system of awards for achievement by students in any curricular, extracurricular program, or for the recognition of citizenship, or other significant personal service or contribution to the school or community shall be encouraged.</p> <p>Such awards shall be publicly announced and made at appropriate award assemblies or at graduation ceremonies.</p> <p>Nominations for awards may be made by students and teachers. Final selection shall be made by faculty and administration in accordance with specific award guidelines.</p> <p><u>Scholastic Achievement</u></p> <p>Proper recognition shall be given for excellence in scholastic achievement by means of an honor roll and by opportunity for membership in the National Honor Society.</p> <p><u>Athletic Awards</u></p> <p>A system of awards for participation in athletics shall be maintained consistent with good educational practice.</p> <p>Use of tax funds to provide special dinners or to purchase merchandise or wearing apparel for winners of awards is prohibited.</p> <p>Cooperation of school administrators with booster clubs for this purpose is encouraged.</p>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: EARLY ADMISSIONS TO  
COLLEGE

ADOPTED: July 11, 2003

REVISED:

<p>1. Authority Title 22 Sec. 11.4</p> <p>2. Guidelines</p>	<p style="text-align: center;">241. EARLY ADMISSIONS TO COLLEGE</p> <p>Students of the Montrose Area Junior/Senior High School may enter post High School institutions prior to graduating from the Montrose Area Junior/Senior High School. This may be done on a full-time or part-time basis at the expense of the parent/guardian.</p> <p>The established guidelines must be followed in order for a student to complete such a program.</p> <p><u>Full-Time Basis: (College Course Work)</u></p> <ol style="list-style-type: none"> <li>1. The parent/guardian of the student must make a formal request of the principal prior to April 1<sup>st</sup> of the student's senior year. That request must be in writing and signed by both the parent/guardian and the student.</li> <li>2. The principal will contact the institution in question and provide that institution with the requirements that will be necessary in order for the student to receive their high school diploma. The institution in question must have a certified program that meets with the approval of the high school administration.</li> <li>3. The student must submit to the principal letters of recommendation from his/her guidance counselor and at least two (2) subject area teachers that have had him/her in class.</li> <li>4. The principal must concur with those opinions and write a letter of recommendation in support of the student in order for the request to be granted.</li> <li>5. It is the responsibility of the student and institution to provide verification of the completion of the required course work in order for the student to receive his/her diploma.</li> <li>6. All early admission students are eligible for the graduation ceremony and student social events that would be afforded to them had they remained at the high school for their senior year.</li> </ol>
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<p>Pol. 223</p>	<p><u>Part-Time Basis: (College Course Work &amp; Continuing Education)</u></p> <ol style="list-style-type: none"><li>1. The parent/guardian of the student must make a formal request of the principal prior to July 1<sup>st</sup> of the students' academic or school year. That request must be in writing and signed by both the parent/guardian and the student.</li><li>2. The principal will contact the institution in question in order to provide verification that the institution and program offered are certified.</li><li>3. Since the student will be remaining in the high school for a portion of the day it is the responsibility of the parent, student, guidance counselor and principal to construct a program that will ensure the eligibility of the student for a high school diploma at the completion of the program.</li><li>4. The student must submit to the principal letters of recommendation from his/her guidance counselor and at least two (2) subject area teachers that have had him/her in class.</li><li>5. The principal must concur with those opinions and write a letter of recommendation in support of the student in order for the request to be granted.</li><li>6. It is the responsibility of the student and the institution to provide verification of the completion of the course work taken at that institution on a part-time basis.</li><li>7. The student will have permission to drive to school in order to facilitate his/her travel from one site to another. S/He will be subject to all of the rules for driving that are required of full-time students and may have his/her privilege revoked should they violate Board policy.</li></ol>
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT WELLNESS

ADOPTED: March 13, 2006

REVISED: December 3, 2007  
April 14, 2014  
September 8, 2014

246. STUDENT WELLNESS	
<p>1. Purpose</p>	<p>The Montrose School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.</p>
<p>2. Authority SC 1422.1 42 U.S.C. Sec. 1758b</p>	<p>The Board adopts the Student Wellness Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws.</p> <p>To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:</p> <ol style="list-style-type: none"> <li>1. A comprehensive nutrition program consistent with federal and state requirements.</li> <li>2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.</li> <li>3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.</li> <li>4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.</li> </ol>
<p>3. Delegation of Responsibility 42 U.S.C. Sec. 1758b</p>	<p>The Superintendent or designee shall be responsible to monitor each of the district’s schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.</p>

<p>42 U.S.C. Sec. 1758b</p> <p>42 U.S.C. Sec. 1758b</p> <p>4. Guidelines</p>	<p>Each building principal or designee shall report to the Superintendent regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to student wellness shall report to the Superintendent regarding the status of such programs.</p> <p>The Superintendent shall annually report to the Board on the district’s compliance with law and policies related to student wellness. The report may include:</p> <ol style="list-style-type: none"> <li>1. Assessment of school environment regarding student wellness issues.</li> <li>2. Evaluation of food services program.</li> <li>3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.</li> <li>4. Listing of activities and programs conducted to promote nutrition and physical activity.</li> <li>5. Recommendations for policy and/or program revisions.</li> <li>6. Suggestions for improvement in specific areas.</li> <li>7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.</li> </ol> <p>The Superintendent or designee and the appointed Wellness Committee shall periodically conduct an assessment on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. The assessment shall include the extent to which district schools are in compliance with law and policies related to student wellness, and shall describe the progress made by the district in attaining the goals of this policy. The assessment shall be made available to the public.</p> <p>The district shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy.</p> <p><u>Wellness Committee</u></p> <p>The Board shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, and a member of the public. Other members of the Wellness Committee may include a teacher, school nurse, school counselor,</p>
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<p>42 U.S.C. Sec. 1758b</p>	<p>coach, support staff, and health professional.</p> <p>The district shall be required to permit physical education teachers and school health professionals to participate on the Wellness Committee</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a Student Wellness Policy that complies with law to recommend to the Board for adoption.</p>
<p>SC 1422</p>	<p><u>Advisory Health Council</u></p> <p>An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.</p> <p>The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. It may make policy recommendations to the Board related to other health issues necessary to promote student wellness. The Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes. The Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.</p>
<p>SC 1422</p>	<p>Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.</p> <p><u>Nutrition Education</u></p> <p>The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.</p>
<p>SC 1513 Pol. 102, 105</p>	<p>Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.</p> <p>Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.</p> <p>Nutrition education lessons and activities shall be age-appropriate.</p>



	<p>Nutrition curriculum shall be behavior focused.</p> <p>Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.</p> <p>Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.</p> <p>The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. Criteria shall be developed to measure “properly” and “appropriate.”</p> <p>Nutrition education shall extend beyond the school environment by engaging and involving families and communities.</p> <p><u>Nutrition Promotion</u></p> <p>The District aims to teach, encourage, and support healthful eating by students. District schools shall promote nutrition by providing appropriate nutrition education in accordance with the Student Wellness Policy.</p> <p>District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.</p> <p>Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.</p> <p><u>Physical Activity</u></p> <p>District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.</p> <p>District schools shall determine how they will contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity on all or most days of the week. That time will include physical activity outside the school environment, such as outdoor play at home, sports, etc.</p> <p>Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intramurals; and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.</p> <p>A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.</p>
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<p>SC 1512.1 Pol. 102, 105</p>	<p>After-school programs shall provide developmentally appropriate physical activity for participating children.</p> <p>District schools shall partner with parents/guardians and community members to institute programs that support physical activity.</p> <p>Physical activity shall not be used as a form of punishment.</p> <p>Students and the community shall have access to physical activity facilities outside school hours.</p> <p>Students shall be encouraged to participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.</p> <p><u>Physical Education</u></p> <p>Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.</p> <p>Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.</p> <p>A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented. All district students must participate in physical education.</p> <p>A sequential physical education program consistent with the State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.</p> <p>Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.</p> <p>Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.</p> <p>Safe and adequate equipment, facilities and resources shall be provided for physical education courses.</p>
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<p>7 CFR Sec. 210.10, 220.8</p>	<p>Physical education shall be taught by certified health and physical education teachers.</p> <p>Appropriate professional development shall be provided for physical education staff.</p> <p>Physical education classes shall have a teacher-student ratio comparable to those of other courses.</p> <p>Physical activity shall not be used as a form of punishment.</p> <p>A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.</p> <p><u>Other School Based Activities</u></p> <p>Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day. Bottled water may be sold</p> <p>District schools shall provide adequate space, as defined by the district, for eating and serving school meals.</p> <p>Students shall be provided a clean and safe meal environment.</p> <p>Students shall be provided adequate time to eat: a minimum of ten (10) minutes sit down time for breakfast; a minimum of twenty (20) minutes sit down time for lunch.</p> <p>Meal periods shall be scheduled at appropriate hours as defined by the district.</p> <p>Students shall have access to hand washing or sanitizing before meals and snacks.</p> <p>Qualified nutrition professionals who meet criteria established by the district shall administer the school meals program.</p> <p>Professional development shall be provided for district nutrition staff.</p> <p>Access to the food service operation shall be limited to authorized staff.</p> <p>Nutrition content of school meals shall be available to students and parents/guardians.</p> <p>Students and parents/guardians may be involved in menu selections through various means.</p>
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<p>42 U.S.C. Sec. 1751 et seq, 1773</p> <p>7 CFR Sec. 210.10, 220.8</p> <p>7 CFR Sec. 210.11, 220.12a</p> <p>7CFR Sec. 210.11</p> <p>SC 504.1</p>	<p>To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.</p> <p>Foods shall not be used in the schools as a reward or punishment.</p> <p>The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.</p> <p>Goals of the Student Wellness Policy shall be considered in planning all school based activities.</p> <p>Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.</p> <p>Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.</p> <p>The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.</p> <p><u>Nutrition Standards/Guidelines</u></p> <p>All foods available in district schools during the school day shall be offered to students with consideration for promoting health and reducing childhood obesity.</p> <p>Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.</p> <p>Competitive foods available to students in district schools outside of school meal programs shall comply with established federal nutrition standards and the Nutrition Standards for Competitive Foods in Pennsylvania Schools, as applicable.</p> <p>The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.</p> <p>Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law.</p>
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SC 504.1

Management Of Food Allergies In District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes To School

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

The district shall cooperate with local municipalities, public safety agency, police departments, and community organizations to maintain safe routes to school.

References:

School Code – 24 P.S. Sec. 504.1, 1337.1, 1422, 1422.1, 1422.3, 1512.1, 1513

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

National Food Service Programs, Title 7, Code of Federal Regulations –  
7 CFR Part 210, Part 220

Board Policy – 000, 102, 103, 103.1, 105, 209.1, 808

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: July 11, 2003

REVISED: August 13, 2004  
February 14, 2011

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Authority SC 510, 511 Pol. 122, 123</p>	<p style="text-align: center;">247. HAZING</p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.</p> <p>For purposes of this policy <b>hazing</b> is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p><b>Endanger the physical health</b> shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p><b>Endanger the mental health</b> shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p> <p>The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p>
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<p>4. Delegation of Responsibility</p>	<p>The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p> <p>The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.</p> <p>The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication of handbooks, presentation at an assembly, or verbal instructions by the coach or sponsor at the start of the season or program.</p>
<p>5. Guidelines</p>	<p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> <li>1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.</li> <li>2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.</li> <li>3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complainant.</li> <li>4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.</li> </ol> <p>If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.</p>

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

References:

School Code – 24 P. S. Sec. 510, 511

Board Policy – 122, 123



# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: July 11, 2003

REVISED: October 11, 2010  
February 14, 2011

<p>248. UNLAWFUL HARASSMENT</p>	
<p>1. Authority</p> <p>43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)</p>	<p>The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>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.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>2. Definitions</p> <p>42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion, or genetic information when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.</li> <li>3. Otherwise adversely affects an individual's employment opportunities.</li> </ol>

<p>29 CFR Sec. 1604.11(a)</p>	<p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.</li> <li>2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.</li> <li>3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.</li> </ol> <p>Examples of conduct that may constitute <b>sexual harassment</b> include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.</p>
<p>3. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>The Superintendent or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> <li>1. Inform the employee or third party of the right to file a complaint and the complaint procedure.</li> </ol>

4. Guidelines	<p>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</p> <p>3. Refer the complainant to the Compliance Officer if the Superintendent is the subject of the complaint.</p> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>An employee 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 Superintendent.</p> <p>If the Superintendent is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant is encouraged to use the report form available from the Superintendent, but oral complaints shall be acceptable.</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of unlawful harassment, the Superintendent shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the Superintendent is the subject of the complaint or is unable to conduct the investigation.</p> <p>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.</p> <p>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.</p> <p><b>Step 3 – Investigative Report</b></p> <p>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.</p>
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<p>Pol. 317, 417, 517</p>	<p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p><b>Step 4 – District Action</b></p> <p>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.</p> <p>Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li><li>2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</li><li>3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Superintendent who conducted the initial investigation.</li></ol> <p>References:</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>Harassment Regulations and Guidelines</p> <p>Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)</p> <p>Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties</p> <p>Board Policy – 103, 103.1, 806</p>
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**REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incident(s): \_\_\_\_\_

Alleged harassment was based on: (circle those that apply)

- |          |                    |                 |
|----------|--------------------|-----------------|
| Race     | Color              | National Origin |
| Gender   | Age                | Disability      |
| Religion | Sexual Orientation |                 |

Name of person you believe violated the district's unlawful harassment policy:  
\_\_\_\_\_

If the alleged harassment was directed against another person, identify the other person:  
\_\_\_\_\_

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/  
CYBERBULLYING

ADOPTED: October 13, 2008

REVISED:

249. BULLYING/CYBERBULLYING	
1. Purpose	<p>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.</p>
2. Definitions SC 1303.1-A	<p><b>Bullying</b> 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, that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Substantial interference with a student’s education.</li> <li>2. Creation of a threatening environment.</li> <li>3. Substantial disruption of the orderly operation of the school.</li> </ol> <p><b>Bullying</b>, as defined in this policy, includes cyberbullying.</p>
SC 1303.1-A	<p><b>School setting</b> 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.</p>
3. Authority SC 1303.1-A	<p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

<p>4. Delegation of Responsibility</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p>	<p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.</p> <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> <li>1. Board’s Bullying Policy.</li> <li>2. Reports of bullying incidents.</li> <li>3. Information on the development and implementation of any bullying prevention, intervention or education programs.</li> </ol>
<p>5. Guidelines</p> <p>SC 1303.1-A</p> <p>Title 22</p> <p>Sec. 12.3</p> <p>Pol. 218</p> <p>SC 1302-A,</p> <p>1303.1-A</p> <p>Pol. 236</p>	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.</p> <p><u>Education</u></p> <p>The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p>





# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECRUITMENT

ADOPTED: July 11, 2003

REVISED: November 13, 2006  
July 12, 2010

250. STUDENT RECRUITMENT	
<p>1. Authority 51 P.S. Sec. 20221 et seq 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908</p>	<p>In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.</p> <p>Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.</p>
<p>2. Guidelines 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908</p>	<p>Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.</p>
<p>51 P.S. Sec. 20222 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908</p>	<p>The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.</p>
<p>51 P.S. Sec. 20222</p>	<p>The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.</p>
<p>24 P. S. Sec. 2402</p>	<p><u>Military Personnel</u></p> <p>Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on district property.</p>
<p>3. Delegation of Responsibility</p>	<p>The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p>

51 P.S.  
Sec. 20222

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

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

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

References:

State Board of Education Regulations – 22 PA Code Sec. 403.1

Military Visitors – 24 P.S. Sec. 2402

Military Affairs – 51 P.S. 20221 et seq.

National Defense Authorization Act for Fiscal Year 2002 – 10 U.S.C. Sec. 503

No Child Left Behind Act – 20 U.S.C. Sec. 7908

**NOTIFICATION TO PARENTS**  
**Release of Certain Information Under the No Child Left Behind Act**

\_\_\_\_\_  
*(Date)*

Dear Parent/Guardian:

Pursuant to the federal No Child Left Behind Act (20 U.S.C. §7908), the Montrose Area School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent.

Parents/Guardians wishing to exercise their option to withhold their consent of the release of the above information to military recruiters or to institutions of higher learning must sign this form below and return it to the building principal by \_\_\_\_\_.  
*(Date)*

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**Reservation of Consent for the Release of Certain Student**  
**Information Under the No Child Left Behind Act**

Please do not release the name, address and telephone number of \_\_\_\_\_  
*(Name of Student)*

to military recruiters       institutions of higher learning.

\_\_\_\_\_  
*(Print Name of Student)*

\_\_\_\_\_  
*(School)*

\_\_\_\_\_  
*(Grade)*

\_\_\_\_\_  
*(Parent's/Guardian's Signature)*

\_\_\_\_\_  
*(Date)*

# MONTROSE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HOMELESS STUDENTS

ADOPTED: August 15, 2003

REVISED:

<p>1. Authority 42 U.S.C. Sec. 11431 et seq SC 1306 Title 22 Sec. 11.18</p> <p>2. Definitions 42 U.S.C. Sec. 11434a</p>	<p style="text-align: center;">251. HOMELESS STUDENTS</p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.</p> <p><b>Homeless students</b> are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:</p> <ol style="list-style-type: none"> <li>1. Sharing the housing of other persons due to loss of housing or economic hardship.</li> <li>2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.</li> <li>3. Living in emergency, transitional or domestic violence shelters.</li> <li>4. Abandoned in hospitals.</li> <li>5. Awaiting foster care placement.</li> <li>6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.</li> <li>7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.</li> <li>8. Living as migratory children in conditions described in previous examples.</li> </ol>
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<p>3. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 11432</p> <p>Pol. 906</p>	<p>9. Living as run-away children.</p> <p>10. Abandoned or forced out of homes by parents or caretakers.</p> <p>11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.</p> <p><b>School of origin</b> is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.</p> <p>The Board designates the Superintendent to serve as the district's liaison for homeless students and families.</p> <p>The district's liaison shall coordinate with:</p> <ol style="list-style-type: none"> <li>1. Local service agencies that provide services to homeless children and youth and families.</li> <li>2. Other school districts on issues of records transfer and transportation.</li> <li>3. State and local housing agencies responsible for comprehensive housing affordability strategies.</li> </ol> <p>The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.</p>
<p>4. Guidelines</p> <p>42 U.S.C. Sec. 11431</p> <p>42 U.S.C. Sec. 11432</p>	<p>Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.</p> <p><u>Enrollment/Placement</u></p> <p>To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.</p>
<p>Pol. 201, 203, 204, 209, 216</p>	<p>The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit</p>

<p>42 U.S.C. Sec. 11432 SC 1306</p> <p>42 U.S.C. Sec. 11432 SC 1306</p> <p>School Code 1306</p> <p>PA Code Title 22 Sec. 11.18</p> <p>20 U.S.C. Sec. 6301</p>	<p>contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.</p> <p>If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.</p> <p>If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.</p> <p><u>Services</u></p> <p>Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.</p> <p><u>Transportation</u></p> <p>The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.</p> <p>If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.</p>
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42 U.S.C.  
Sec. 11432 et seq

34 CFR  
Part 99

67 Fed. Reg.  
10698

PA Education for  
Homeless Children  
and Youth State Plan

Board Policy  
201, 203, 204,  
209, 216, 810,  
906