

QUESTIONS MOST COMMONLY ASKED BY STUDENTS

WHAT SHOULD I DO IF

➔ **I have been absent...** Upon your return, submit a signed note from home (including the date of the absence, reason for the absence, and parent signature) **OR** pick up a school excuse blank at the office. **You have three days in which to submit an excuse following an absence. Failure to submit an excuse after five days results in an illegal absence.**

🕒 **I am tardy...** Report to the attendance secretary before going to homeroom or class. An excuse is required for tardiness just as for an absence.

➔ **I expect to be absent ...** Bring a written note requesting permission at least one day in advance. This note must be approved by the administration. An excuse blank is required. It is the student's responsibility to see teachers individually and ask for schoolwork that will be missed during the absence.

➔ **I expect to go on a family trip while school is in session...** Obtain a Trip Form in the office and submit it a minimum of five days prior to the trip. It is the student's responsibility to see teachers individually and ask for schoolwork that will be missed during the absence.

🕒 **I am late to class...** If a teacher has detained you, secure a pass from that teacher. A detention or other disciplinary action may be assigned.

📞 **I change my address/telephone number ...** Notify the office of the new information as soon as possible.

➔ **I need to leave a classroom...** Ask the teacher for permission and get a written pass from that teacher. The pass should include your name, time, where you are from and where you are going.

➔ **I'm having a problem (social, personal, academic)...** Seek help. A trusted teacher, guidance counselor, nurse or administrator is available to talk with students.

➔ **Are personal electronics permitted?** Personal electronics (walkman, disc players, iPod, MP3 players) are not permitted in any classroom. Also, the school cannot assume any responsibility for damage or theft of these electronic devices.

➔ **What about cell phones?** Cell phones must be turned off and placed in locker during the school day.

➔ **Pagers/beepers are prohibited by State Law in ALL schools in the Commonwealth of Pennsylvania.**

➔ **Can I wear anything I like to school?** Students are expected to dress appropriately for school. Clothing representing tobacco products and drugs and/or alcohol or contains sexually suggestive language or depicts violence is not permitted. In addition, short shorts, spandex clothing, bare midriffs, tank tops and coats are not allowed. Hats, bandanas, and sweatbands may not be worn in school. Dress code is in effect for all school functions. Clothes may not be torn and must fit appropriately.

➔ **May I change my schedule?** Changes to student schedules must be handled through the guidance office. A schedule can be changed only for a valid reason and only after a conference with the school counselor and with parental and administrative permission.

➔ **What do I need to know about my locker?** Students are assigned a locker for use during the school year. Locker combinations are changed each summer. This is a new combination, which no one else knows. **Do not share the combination with anyone at anytime.** It is your responsibility to keep your locker neat. Periodically, locker cleanouts and inspections are held. Locker space is borrowed from the school district. Your locker may be searched with reasonable cause.

➔ **Riding a different bus.** If you want to go home with a friend on another bus, **each of you must bring signed notes from home requesting the change.** These notes should be brought to the office before homeroom period. Please have parents notify the office in writing of any requested change in your regular bus assignment.

➔ **Skateboards are not permitted on the bus for any reason.**

➔ **Energy drinks are not permitted on school grounds. This includes extracurricular events as well as on the bus.**

➔ **May I carry a book bag/back pack to class?** Book bags and backpacks may NOT be carried to classes.

➔ **What should I do about missed work if I am absent?** It is the student's responsibility to make arrangements for completing work missed due to absence

A GUIDE TO PARENTS AND STUDENTS

STUDENT SERVICES

Guidance Services

The school counselor's main objective is to help students reach their fullest potential, academically and socially.

The guidance counselor is able to meet with students individually or in small groups. Concerns related to school, family or friends may be discussed and remain confidential.

Occasionally, the counselor will refer parents to an appropriate outside counseling agency or to the Student Assistance Team. The student will be informed when parents or other agencies must be notified.

Medical Services

The school health program is designed to help parents maintain their child's health.

Always report an accident to the nurse the day it occurs!

Students should notify the nurse of any dentist appointments or visits to the doctor for "shots" of any kind. **Provide** the nurse with a telephone number where parent(s) can be reached in an emergency.

Prescribed drugs and medicines brought to school must be in a labeled container, registered with the school nurse and taken in her presence. If the nurse is not available, report to the office before taking medicine. Please contact the school to obtain a Medication During School Form. Students may not have medication in their possession unless they have written permission from the school nurse.

GENERAL RULES AND PROCEDURES

Absence

Parents are asked to call the attendance office to report that their child is absent. However, a written excuse is required.

Legal absences may include illness, quarantine, death in the family, impassable roads, educational trips and religious holidays. All other absences are illegal. Work missed due to absence must be made up. If you are absent during the morning, you are to report to the attendance office before going to your locker. In the case of extended absence, call the school nurse.

Parents may be fined for illegal/unexcused absences.

Bicycle Rules

All bicycles must be kept in the racks provided. Please secure bikes to the rack with a lock.

Extreme care must be taken to watch out for cars and busses. Every safety precaution must be taken to avoid any possible accident. There is to be no bicycle riding on any of the parking lots other than to and from bicycle racks.

Bus Safety Guidelines

The school laws of Pennsylvania state that the Board of School Directors may provide transportation for any resident student. It is our hope that all parents or guardians will cooperate with us in controlling the behavior of their child or children. This is very important if all children are to enjoy a safe trip to and from school. Students may be suspended from taking school transportation.

To promote safety on buses, students may be monitored by a video and audio surveillance system.

Complaint Procedures

Any student with a complaint shall first contact an assistant or head principal to discuss the complaint and seek an informal resolution of the matter. If the complaint is not resolved, the principal can recommend further courses of action.

Cheating

Students may not give or receive academic information from other students. Students may not implore the use of any assistive technique in order to falsely enhance their achievement level. Students who are caught cheating assume the risk of not receiving credit for the given assignment or test.

Detention

As a result of a variety of infractions against school rules and procedure, students are assigned detention by the office or a teacher.

Students are given at least one day notice before the detention is to be served. Participation by a student in an activity or sport does not excuse the student from meeting this obligation on the day the detention is scheduled. Students may be removed from sports activities due to a rule infraction.

Early Dismissal From School

When a student needs to be excused from school early, a note should be given to the office with the pertinent information. The note should contain the student's name and time to be excused so the information can go on the absentee list. The office will issue the student an Early Dismissal card. At the beginning of the period, the students should show the classroom teacher the Early Dismissal card.

Upon returning to school, the student should check in at the office, get a hall pass, and return to class. During the school year, the opportunity may arise for a child to go on a trip. The Principal or Assistant Principal should be contacted well in advance of the trip to discuss the trip, family trip procedures and how it will impact school. A Trip Approval Form must be completed and approved or the absences will be unexcused/illegal.

Hall Passes

If a student wishes to leave the room for any reason other than the lavatory, the student must:

1. Secure teacher permission.
2. Obtain a hall pass from the teacher, which includes the student's name, destination, and time.
3. Sign and record the time out on the sign out slip.
4. Go where the pass states by the most direct route.
5. When the business is completed, have the teacher place the time on the hall pass, return by the most direct route, and return the pass to the teacher.

Insurance

In order for a pupil to be eligible to participate in activities that extend beyond the school day such as school trips, outdoor school, or intramural activities sponsored by the Quakertown Community School District, parents must provide evidence that the student is covered by accident insurance. A form for this purpose may be obtained in the office.

A directive from the Board of Education requires that every parent provide evidence of dependent coverage under a family health insurance policy or coverage under the student accident insurance program in order for their child to be eligible to participate in activities that extend beyond the school day. Accordingly, participating in the student accident insurance program is voluntary.

All pupils who participate in school sponsored interscholastic athletics shall not be required to purchase student accident insurance since the district provides coverage for these athletes. This insurance policy is, however, a primary excess policy and parents should make their own decision as to whether they need additional coverage. Dental insurance is also available through the school. It is recommended that all students involved in athletics and/or intramurals purchase this coverage.

Progress Reports

Teachers will advise parents of student progress midway through each marking period.

Skateboards and Roller blades

Students should not use skateboards or roller blades to travel to and from school. Skateboards and roller blades are prohibited on school property.

Schedule Changes

Schedule changes must be handled through the guidance office. A schedule can be changed only for a valid reason and only after a conference with the guidance counselor and with parental and administrative permission.

School Property

During the school year students are loaned a variety of school supplies. The teacher who issues the supplies records identification numbers. In the case of books, students are required to complete a book card for each book. The card records the book number and the condition of the book when issued. All school supplies loaned to students should be returned in the same

condition (except for reasonable wear) as when loaned to the student. If a book or other equipment is returned damaged due to misuse or abuse, the student is required to pay for its repair. When the damage is too extensive for repair or the item has been lost, the student must pay for its replacement. If a lost item is found, the money is refunded.

Report Cards are not issued to an individual student who has a financial obligation or who has not returned books or other school supplies.

Student Responsibility

Students should adhere to six basic rules of responsibility as shown below:

1. Mutual respect and common courtesy must be shown toward others at all times.
2. Be prepared for every class with necessary materials.
3. Actively participate in each class.
4. Assume responsibility for all class assignments, homework and makeup work.
5. Respect the property of others.
6. Do not speak when someone else is speaking.

Student Withdrawals – Change of Address

Students who move within the district during the school year must report the change of address to the office.

Notify the office of plans to move out of the district. We will then direct you to the District Registrar located at Milford Commons on Route 663.

Students receive a clearance sheet on which to record the signatures of all teachers. The complete clearance sheet must be returned to the office.

Upon a request from the new school, a transcript of school record and report cards will be sent.

Visitors

Visitors are welcome and must register at the office upon entering the building. All visitors must wear a visitor's identification badge.

Working Papers

All students below the age of eighteen must secure an employment certificate before they may be employed. Certificates are issued in the Quakertown Community Senior High School office between the school hours of 7:30 a.m. and 4:00 p.m.

A parent or guardian must accompany a student securing working papers.

EXCELLENCE

Honors and Awards

Subject Area Awards

Subject Area Awards are based upon academic achievement, enthusiasm, participation, cooperation and leadership.

Team Awards

Team awards recognize the top boy and girl on each team.

Distinguished Honor Roll

To qualify for the Distinguished Honor Roll, a student must have an "A" in every major subject on the report card and a grade of a "B" or better in related arts. (4.0 on a 4.0 scale)

Honor Roll

To obtain Honor Roll status, a student must achieve a grade of "A" in the majority of all major subjects and no less than a "B" in the remaining major subjects. A student must also have a grade of "B", or higher, in all minor subjects. (3.6 on a 4.0 scale)

National Junior Honor Society

The National Junior Honor Society is the local chapter of the national organization that honors outstanding students in the middle school. Each year the faculty elects students as members of the Honor Society. Members are selected on the basis of scholarship, character, service, leadership, and citizenship.

Panther Award

To qualify for the Panther Award, a student must have an A in every subject.

Scholastic Awards

If the student attains Honor Roll status for five consecutive marking periods in a given year, the following awards shall be given:

First year attainment:	4" chenille scholastic "Q"
Second year attainment:	Scholastic and achievement plaque
Third year attainment:	Year added to plaque

INTERSCHOLASTIC ATHLETICS

Athletic Philosophy

The athletic program affords students a variety of athletic opportunities with an emphasis on participation, skill development, responsibility and the achievement of individual and team goals. The Quakertown middle schools participate in the Upper Bux-Mont Interscholastic Athletic League and adhere to the League's athletic philosophy, which states in part "that all athletes should be afforded the opportunity to play in each interscholastic contest. Such participation encourages student interest and involvement and is consistent with the middle level approach to athletics."

Athletics Offered (Available to grade 7 & 8 students)

- ❖ Fall Sports Football, Soccer, Field Hockey
- ❖ Winter Sports Boys' Basketball, Girls' Basketball, Wrestling
- ❖ Spring Sports Baseball, Track, Girls' Softball

Eligibility

Students who participate in interscholastic sports must maintain scholastic eligibility. Failing two or more major subjects (or their equivalent) constitutes ineligibility. Ineligible athletes may not practice or participate in games until a passing average has been earned.

If a student is scheduled for remediation or detention on the day of a practice or game, the student must attend the remediation session or detention.

Students who are suspended may not participate in practices or games for the duration of the suspension.

STUDENTS RIGHTS AND RESPONSIBILITIES

SCHOOL JURISDICTION

Student rights, responsibilities and regulations shall be effective:

1. On the school grounds during and immediately before or after school hours.
2. On the school grounds as either a spectator or participant at any time when school is being used by a school group.
3. Off the school grounds at any school activity function, or event as a participant or spectator.
4. During the time required in going to and from home, including time spent at bus stops and on school bus transportation.

STUDENT RESPONSIBILITIES

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

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

Students should express their ideas and opinions in a respectful manner as not to offend or slander others.

The student's responsibilities are to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in relation to such cases.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff, should the student have pertinent information to such cases.
3. Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
4. Assume that until a rule is waived, altered, or repealed, it is in full effect.
5. Assist the school staff in running a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment. Students will bear the cost of property damage as a result of vandalism.
8. Attend school daily, except when excused, and be on time to all classes and other school functions.
9. Make all necessary arrangements for making up work missed when absent from school.
10. Pursue and attempt to complete the course of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

ADMINISTRATIVE RESPONSIBILITIES

The administrator's responsibilities are to:

1. Guarantee student rights and privileges to those who demonstrate their willingness to accept accompanying responsibilities.
2. Insure consistent and equitable application of the school's discipline policy.

It is recognized that extenuating circumstances might arise regarding the interpretation of the application of the school's discipline policy. When it is found to be in the best interest of an individual or the total school community, administrative prerogative will be utilized.

TEACHER RESPONSIBILITIES

Each teacher is responsible for handling discipline problems, which are of a common or minor nature.

The teacher should do the following:

1. Discuss the problem with the student.
2. Contact the student's parents when deemed necessary.
3. Document the problem and indicate steps taken to address problem.

STUDENT GOVERNMENT

The Student Council represents an important part of the governing body of our school. All students have the right and the responsibility to be aware of all and be involved in the preparation of school policies and regulations concerning their scholastic activities, extracurricular activities, and school environment.

Students should express their individual and group concerns, suggestions and complaints to their Student Council representatives. If appropriate, the Student Council will then discuss the suggestion with the administration and the student will receive a response from the representative.

FREEDOM OF EXPRESSION

Students have the right to express themselves unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourage unlawful activity or interferes with another individual's rights.

BULLETIN BOARDS

1. School authorities may limit the use of certain bulletin boards to school announcements. Bulletin board space should be provided for the use of students and student organizations.
2. The following general limitations on posting may be applied.
 - a. School officials shall prohibit materials which is obscene according to current legal definitions, which is libelous, or which inflames or incites students so as to create a clear and present danger or the commission of unlawful acts or physical disruption of the orderly operation of the school.
 - b. Identification on any posted notice is required of all students or student group, including the name of all students or student group, including the name of at least one person of the group posting such notice.
 - c. School officials may require that notices or other communications be officially dated before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

SCHOOL NEWSPAPERS AND PUBLICATIONS

1. Students must refrain from false, malicious statements or obscenity and to observe the rules for responsible journalism. Within these bounds, students have similar rights as editors of other newspapers to report the news and to editorialize.
2. School officials should supervise student-run newspapers published with school equipment and remove obscene or libelous materials, as well as edit material that would cause substantial disruption or materials interference with school activities.
3. The above is subject to the following:
 - a. School officials may not censor or restrict materials simply because it is critical of the school or its administration.
 - b. Rules established to review material for content That may be considered obscene, libelous or advocating illegal actions should be reasonable and not calculated to delay distribution.
 - c. If prior procedures are established, they should identify to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation on the time within which a decision must be made. If the prescribed time for approval elapses without a decision, the literature shall be considered as authorized for distribution.

DISPLAY OF POSTERS

No person shall display any poster, notice, bulletin, or advertisement not directly related to school activities in the school or on school grounds except as may be approved by the principal or designee.

ATHLETICS

➔ Extracurricular Code of Conduct

1. Participation in sports and activities is a privilege requiring maturity and responsibility. Participants are representatives of the student body as well as the school. Therefore, participants are expected to represent themselves, their activity or sport, their school, parents, and community favorably at all times.
2. Each student is expected to comply with school policy enumerated in the Student Handbook: Student Rights and Responsibilities. In addition, a coach or advisor may develop and enforce a written extracurricular code of conduct relating to their activity. It should be clear that a student's participation in sports and activities is dependent on positive behavior in all phases of school and community life.
3. The coach or advisor has the responsibility to monitor and supervise team or activity behavior. Tardiness to practice, cutting practice, unsportsmanlike conduct, and disrespect to coaches and/or district employees are examples of misconduct that are dealt with by the coach or advisor. Any student who intentionally or habitually violates school policies and regulations while a representative member of a school activity, organization, or athletic team may be referred to the school office. A participant whose behavior is considered unacceptable may not be allowed to represent the school in any activity presented before the public. The coach and administration will determine the length of the

performance suspension. The nature of the infractions will determine the degree of discipline.

➔ Extracurricular Activities

1. Any student involved in extracurricular activities must report to school on time or prior to 11:00 AM in order to participate in a practice or performance or game.
2. A student must report to the office prior to 11:00 AM of the preceding day of school in order to participate on Saturday.
3. Any student absent all day may not participate in the activity that day.
4. The Principal may waive the attendance requirements if the reason of absence is reasonable and acceptable. The student must request permission at least 24 hours prior to the absence.

➔ Pennsylvania Interscholastic Athletic Association (P.I.A.A.)

Regulations

Milford and Strayer are members of this organization that governs interscholastic sports. The athletic program subscribes to the regulations enumerated in the P.I.A.A. by-laws.

DISCIPLINARY ACTION

Suspensions

1. The principal or teacher in charge of a public school may suspend any pupil for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible.
2. When the suspension exceeds three (3) school days, the student and parent(s)/guardian will be given the opportunity for informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension.
3. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event, for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
4. Students shall be permitted to make up, without penalty, exams and work missed while being disciplined. It is the student's responsibility to make all arrangements necessary for the completion of schoolwork missed as a result of disciplinary action.

Expulsion Policy

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

3. Parents or guardians who are unable to provide an education for their child shall submit a written statement within (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty days (30) pass without satisfactory evidence that the required education is being provided to the student, the district shall re-contact the parent and make provisions for the student's education.
 4. If the approved educational program is not complied with, the school district may take action to ensure that the student will receive proper education.
 5. The Board requires that each hearing shall be closed to the public; but should the student and parents likely to be affected by its outcome agree, the hearing might be held publicly.
 6. Each suspended student involved in a formal hearing shall be restored to a regular educational program pending the outcome of the hearing, except when in the opinion of the Superintendent; the presence of the student in school poses a danger to him/herself or others as to warrant continued absence.
 7. The formal hearing shall observe the due process requirements of notification of the charges in writing to the student or the student's parents or guardian; notice of the time and place of the hearing; that the hearing shall be private unless the student or parent requests a public hearing; the right to representation by counsel; the disclosure of the names of witnesses and the testimony they have made; the right to testify and present witnesses on the student's behalf; the hearing shall be held with all reasonable speed; recordation of the proceedings and a copy of the transcript at the student's expense.
- e. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
 - g. The student's right to testify and produce witnesses on his/her behalf.
 - h. A record must be kept of the hearing, either by a stenographer, or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - i. The proceeding must be held with all reasonable speed.
4. If requested by the student or the student's parents, the hearing shall be held in private.
 5. Where the student or student's parents are dissatisfied with the results of the hearing, recourse can be made to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file claim for relief in the appropriate federal district court.

PREGNANCY

According to School Administrative Memorandum #432, no girl can be denied the right to attend school because of pregnancy.

LOCKERS

1. Each student is loaned a separate locker for clothing, books, and other personal belongings. The homeroom teacher supplies combination numbers. Students are responsible for the security and condition of their lockers at all times. A student must only use the locker that he or she has been assigned.
2. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

SCHOOL REGULATIONS AND PROCEDURES

Attendance

Regular school attendance is essential to the successful completion of the educational objectives of the school system. Too often, students assume that the educational process involves only the passing of tests and the completion of assignments. However, the philosophy and objectives of the school district (as mandated by the State) list required learning outcomes in such areas as self-understanding, understanding others, citizenship, creativity, etc., as well as simple skill development and basic subject matter understanding. The socialization requirements of the educational process certainly cannot be attained by a student who does not participate consistently in the overall school program

The school laws of Pennsylvania require all school age children to be in attendance on all days the school is open. **Normally acceptable reasons for absence, according to the law, are physical and mental disability, religious holidays, and other urgent reasons.** The term "urgent reasons" shall be strictly construed and shall not permit irregular attendance.

The school attendance laws also require the school to hold students and their parents accountable for valid documentation of reasons for absence.

Extended Suspension or Expulsion

The student body should realize that the Board of School Directors of the Quakertown Community School District may suspend or expel, for an extended period of time, students who consistently violate school rules and regulations or commit acts, which endanger the health and safety of other students and staff members. This policy refers to, but is not limited to, all actions discussed in the approved discipline guidelines and procedures.

Expulsion Hearings

1. Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing may be held before a duly authorized committee of the Board of School Directors, preferably composed of no fewer than three members of the School Board. A majority vote of the entire School Board is required to expel a student.
3. At the formal hearing, the following due process requirements are to be observed:
 - a. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
 - b. Sufficient notice of the time and place of the hearing.
 - c. The right to an impartial tribunal.
 - d. The right to be represented by counsel.

SCHOOL ATTENDANCE REGULATIONS

Parental documentation is required for each day their child is absent from school. Once a student exceeds twenty (20) days of absence, the parents will be notified that a doctor's excuse will be required to document future absences. In the event of extenuating circumstances, a meeting will be held with the parents to discuss the attendance issues.

Excused Absence

1. A student returning from an absence must present a note signed by a parent. The note must include the date(s) and the specific reason for the absence.
2. A trip request form must be submitted prior to a family trip for the date(s) to be excused.
3. Absences not documented as required within five school days of the return to school will be considered unexcused/unlawful.

Unlawful Absence

An unexcused absence by a student under seventeen years of age is considered unlawful. According to Pennsylvania School law, parents and/or their child may be subject to the following attendance regulations.

1. **First Offense (School Code 1354)**

"A first offense consists of three or more days of absence without a lawful excuse."

- a. **First Legal Notice...**The school district's official notice to parents shall be served in person, or by mail by the Attendance Office, Social Worker, Administrator, or secretary of the School Board as soon as a student has at least three days or the equivalent unlawful absences.
- b. **Closing of First Offense...**The first offense is closed at the end of three calendar days after the serving of the "Notice," or upon the return of the pupil to school within the three days following the serving of the "Notice."

2. **Second Offense (School Code 1333)**

After the first offense is closed, the next session during the school year that the child is unlawfully absent becomes a second offense and requires the serving of a warrant on the parent through the office of an alderman, magistrate, or Justice of the Peace. The serving of the warrant closes the second offense. Each succeeding session of unlawful absence by the same pupil becomes another second offense and the same procedure is outlined and this paragraph is repeated. The school district's official notice of absence to parents is not served in second offense cases. The notice served after the first three days of unlawful absences is adequate for the school year.

Tardiness to School

1. Students arriving to school after the start of first period are considered late to school.
2. Students must submit an excuse signed by a parent indicating the reason for lateness.
3. Tardies to school are considered unexcused for reasons such as oversleeping, car problems, missing the bus and late to homeroom.

4. When tardiness becomes habitual, parents are notified that future unexcused tardies may result in detention or other appropriate disciplinary measure.

Class Attendance

1. It is the student's responsibility to attend all classes for which the student is scheduled. Family, staff and administration assume responsibility for the supervision of all students during the school day.
2. A student who fails to report to an assigned location receives detention and/or loss of privileges. Subsequent violations may result in a suspension.

Unauthorized Exit From School

1. Parents rightfully assume that their child is following their assigned schedule and is remaining on school property unless dismissed for valid reasons. For this reason leaving school property without permission is viewed as a serious offense.
2. Parents are notified about the violation. Students are assigned detention and/or lose privileges.
3. Future violation may result in a suspension.

Use and/or Possession of Tobacco Products

The Quakertown Community School District has disciplinary procedures for students found to be **using or possessing tobacco products** on District property, in District facilities or on a school bus. This policy is a consequence of a state law making it illegal for students to use or possess tobacco products in public schools, on school property or on school busses. Violations of the state law are punishable by a fine not to exceed \$50.00 plus court costs.

Disciplinary Procedures

First Offense:

1. The student will be assigned five (5) hours of detention at the middle school.
2. A citation will be filed with the District Court.
3. The student's parents will be notified of impending or further violations.

Second Offense:

1. The student will be suspended for a three (3) day period.
2. A citation will be filed with the District Court.

Third Offense (and each offense thereafter):

1. The student will be suspended for a five (5) day period and will be referred to the Superintendent of Schools for disciplinary action.
2. A citation will be filed with the District Court.

Tardiness to Class

It is the student's responsibility to report to class on time. A student who is late to class must have a pass from a teacher or the office. The teacher and/or the office handle lateness to class. Students may be assigned detention or other disciplinary measures.

Student Affection

Immodest or indiscreet signs of affection between students are not acceptable. Parents may be contacted if actions are repeated.

Student Driving

Middle school students may not drive to school regardless of age.

Insubordination

Insubordination is defined as an act of disrespect or disobedience of authority. Lines of authority are absolutely necessary to the successful operation of a community. Teachers, administration, and staff are the authority to which students are responsible in the school community. Students have a right to appeal a decision concerning the authority, but are not to disobey authority until such an appeal is made and a decision rendered. Insubordination on the part of a student should be referred to the administration immediately. Insubordination results in severe disciplinary action as well as removal from the situation in which it occurred.

Students involved in continual acts of insubordination may be referred to the Superintendent of Schools for disciplinary action.

Threat or Assault on School Employees, Students or Visitors

A student shall not intentionally do bodily injury to any person or threaten any person, or be involved in intimidation, harassment, or extortion, or knowingly possess, handle, or transmit any object that can reasonably be considered a weapon.

Any acts of violence directed toward a teacher, administrator, student or staff member of the school by a student results in an immediate suspension from school. This includes attempted defamation of character and slander. The student is then referred to the Superintendent of Schools for disciplinary action.

Damage or Destruction of School Property and Endangering Acts

Damage or Destruction of School Property – A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.

Damage or Destruction of Private Property – A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds, or during a school activity, function, or school event off school grounds. A student caught vandalizing shall be suspended for a three (3) to ten (10) day period, regardless of the cost of the repair or replacement. A student committing an act that endangers the welfare or safety of the students and faculty of the school shall be suspended and not reinstated until the student and his/her parents have had a hearing with the Superintendent of Schools. The police may be contacted regarding the vandalism.

Any incident involving possession or use of firecrackers, smoke bombs, small fires set in trashcans, or any other type of device incendiary which might cause noise, explosion, or smoke which might contribute to panic, catastrophe, or endangering the physical well being of individuals or the school plant shall be reported to the police as well as the local fire departments, since this action on the part of any individual can be interpreted as a felony according to the State Penal Code.

Bus Safety Advisory

Please be advised that for the safety of all passengers and driver, audio and video recording equipment may be in use on any school bus serving the Quakertown Community School District.

Bus Behavior

The School Laws of Pennsylvania State that the Board of School Directors may provide free transportation for the resident pupil. **Transportation for students on a school bus is a privilege that may be revoked.** No behavior by a student or group of students which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of

all passengers by interfering with the bus driver's ability to maintain control of his vehicle, will be tolerated. Such actions are to be brought to the attention of the principal of the building that the pupil attends, who shall take immediate steps to correct the situation. Parents are informed by the principal or his designee of any misbehavior by a student while a passenger on a bus. The Board desires that parents or guardians cooperate with the district and the administration in controlling the behavior of their children while on a school bus. Misbehavior may result in a suspension of bus riding privileges.

Unlawful Harassment

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

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

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

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

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

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

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

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

Examples of conduct that may constitute sexual harassment 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 a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Director of Human Resources as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, and employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

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

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

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

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

Step 2 – Investigation

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

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to

the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

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

Step 3 – Investigative Report

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

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

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

Appeal Procedure

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 Office within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

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 building principal who conducted the initial investigation.

Drug and Alcohol

Regulation Statement

1. The Board of School Directors of the Quakertown Community School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner.
2. It is therefore this district's policy to prevent and prohibit the possession and/or use, mimic of use, sale, and/or mimic of sale, distribution, and/or intent of distribution of any illegal or controlled mood-altering chemical medication or abused chemical, on school property, at school sponsored events, on school buses and en route to and from school by any mode of travel.
3. Such prevention and/or prohibition shall occur through a four-faceted program including: (1) education, (2) prevention (school climate), (3) intervention, and (4) support services.

4. Violations of this policy include the possession, use, sale, and distribution or mimicking the possession, use sale or distribution of chemicals, counterfeit, chemicals and paraphernalia as defined and described within the parameters of this regulation. The consequences of such violations may result in expulsion from school by the Board of School Directors.
5. This regulation will be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, bus drivers and community agencies of the Quakertown Community School District.

Terms

Drugs and mood-altering chemicals, as stated above, may be used interchangeably and shall include any alcohol or malt beverage, controlled substance, or illegal and abused substance or medication not approved and registered by the health office, and any substance that is intended to alter mood. Medications prescribed for an individual student are not included in this list unless abused or distributed to other students.

Examples of the above are: marijuana, hashish, chemical solvents, glue, anabolic steroids, and any look-alike (counterfeit) chemical.

Counterfeit means a controlled substance, other drug, device or cosmetic which, or the container or labeling of which, without authorization, bears the trademark, trade name, or other identifying mark, imprint, number, or device, or any likeness thereof, of a manufacturer, distributor, or dispenses such substance and which thereby is falsely purported or represented to be the product of, or to have distributed by, such other manufacturer, distributor, or dispenser.

Paraphernalia means all equipment, products, and materials of any kind which are used, or designed for use in planting, propagating, cultivating, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introduction into the human body a controlled substance in violation of the Controlled Substance, Drug, Device, and Cosmetic Act.

School Property shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any facility being used for a school function.

Core Team is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this regulation. The Core Team is an integral part of the Student Assistance Program.

Cooperative Behavior shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendation of said staff.

Uncooperative Behavior shall be defined as any resistance of refusal, verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendation of a staff member at the time that the student is apprehended using or in possession of drugs or mood-altering chemicals. Defiance, assault, and deceit shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also be defined as a student's lack of cooperation during the intervention process following a policy violation.

Enabling is allowing irresponsible and destructive behavior patterns to continue by taking responsibility for others and not

allowing them to face the consequences of their own actions (helping, fixing, placating, ignoring). This includes failure to take appropriate action when aware of a difficulty.

Confiscation – when there is a probable cause to believe that a student is in possession of drugs or mood-altering chemicals, there is an obligation to search for and seize chemicals or substances by all school employees or any employer of contracted groups who work with the students. This will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts should be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search.

Student Intervention Group – a multiple session, educational and confrontational group to which chemical abuse offenders would be assigned as a function of the disciplinary procedures. The purpose is to educate about and confront the use of mood-altering chemicals, while directing students toward a drug assessment and treatment.

Confidentiality between students and guidance counselors, teaching staff, Student Assistance Team members, administrators, school nurses, school psychologists, and clerical worker shall be respected, and no confidential communication made relative thereto without the consent of the student by his/her parent/guardian unless the best interests of the student can be served only by doing so.

Intervention – the collection of behavioral data in a student case for presentation to the student and/or family. The goal of an intervention is to confront behavior and express support. The desired outcome of an intervention may be parent permission for a professional assessment and a willingness to consider and implement the assessor's recommendations.

Contract – an agreement between the student and the school to address drug and/or alcohol concerns or behavioral concerns of the student. If the contract results from a policy violation, the contract is valid until the student graduates from Quakertown Community Senior High School. A member of the Student Assistance Team shall review the terms of the contract at least annually with the student.

Superintendent's Review Council – shall be comprised of designees of the Superintendent of Schools. The Council may convene to consider cases of uncooperative behavior during the intervention process. The Council may also conduct its own intervention meeting with the student and/or parents. The Council may recommend that the Superintendent convene an expulsion hearing in cases of flagrant, uncooperative behavior following first or second offenses. The Council may also address unusual circumstances arising from the implementation of his policy.

Steroid Use

Regulation Statement

1. The use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics is prohibited.
2. Bodybuilding, muscle enhancement, increasing muscle bulk or strength and the enhancement of athletic ability are not valid medical purposes.
3. Human Growth Hormone (HGH) is not included as an anabolic steroid under the provisions of this regulation.

Consequences for Violations

1. The following minimum penalties apply to students in violation of this regulation:

- a. For a first violation, suspension from school athletics for the remainder of the season.
 - b. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
 - c. For a third violation, permanent suspension from school athletics.
2. No student shall be eligible to resume participation in school athletics until there has been a medical determination that no residual evidence of steroids exists.
 3. The Quakertown Community School District may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school athletic program.

SAFETY/WEAPONS

On September 28, 1995, the School Code of Pennsylvania, which governs the operation and conduct of all public schools in our state, was amended. Act 26 of the code was changed to reflect provisions found in the federal Gun-Free Schools Act.

Section 1317.2 of the Public School Code states that:

“A school district or area vocational/technical school shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity.

“As used in this section, the term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck sticks, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.”

Given the severity of the penalties incorporated in this new section to Act 26, it is imperative that students and parents recognize their responsibility to help monitor and enforce this important mandate. As a school community, we all agree that our schools must be safe environments in which students can learn. Therefore, we must understand the seriousness of this new law and do all we can to insure that there are no violations in the Quakertown Community School District. To that end, we ask that all students and parents be vigilant and take all necessary precautions so that we can void any infractions of this provision. Working cooperatively, we can continue to offer an outstanding education to all students in an environment free of disruption

ADVISORY

Threats to do bodily harm to teacher, administrator or any other staff member will be treated as a very serious offense. Such behavior will result in an immediate suspension from school and referral to the Superintendent’s office for further action. Police will be contacted. A psychological assessment may be required as a condition for re-entry to school.

ACCEPTABLE USE OF INTERNET AND DISTRICT COMPUTER SYSTEM

Board Revised: June 22, 2006

The Board supports the use of the Internet and other computer networks in the district’s instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

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

The electronic information available to students does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users.

The Board establishes that use of the Internet and the school’s computer network is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

The district will endeavor to ensure that this educational resource is used responsibly by students.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Network accounts may be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy rights of other users on the system.

Prohibitions

Students are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law.

By way of example, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.

3. Use of the network for personal, non-work or nonschool-related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files.

To protect the integrity of the system, the following guidelines shall be followed:

Students shall not reveal their passwords to another individual. Unless authorized by a teacher, users are not to use a computer that has been logged in under another student or teacher's name.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Student users shall not reveal personal addresses or telephone numbers to other users on the District network, or to other individuals, companies or organizations on the Internet.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rule for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but it is not limited to the uploading or creation of computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject of "fair use" guidelines.