



DuBois Area Middle School

A "Schools to Watch" Recipient

4th Re-authorization &

Governor's Award for Excellence in Academics

2019 - 2020

STUDENT HANDBOOK

404 Liberty Boulevard
DuBois, Pennsylvania 15801
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Fax: (814) 375-8775
Website: www.dasd.k12.pa.us

OUR MISSION

"Teaching today's learners to be tomorrow's leaders."

Name _____

Grade _____ Homeroom _____ Locker # _____ Bus _____
Wave _____

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DuBois Area School District														
CALENDAR FOR 2019-2020														
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
July 2019					August					September				
1	2	3	4	5	5	6	7	8	9	2	3	4	5	6
8	9	10	11	12	12	13	14	15	16	9	10	11	12	13
15	16	17	18	19	19	20	21	22	23	16	17	18	19	20
22	23	24	25	26	26	27	28	29	30	23	24	25	26	27
29	30	31								30				
									6/180					26/180
October					November					December				
	1	2	3	4	4	5	6	7	8	2	3	4	5	6
7	8	9	10	11	11	12	13	14	15	9	10	11	12	13
14	15	16	17	18	18	19	20	21	22	16	17	18	19	20
21	22	23	24	25	25	26	27	28	29	23	24	25	26	27
28	29	30	31							30	31			
				48/180					65/180					81/180
January 2020					February					March				
		1	2	3	3	4	5	6	7	2	3	4	5	6
6	7	8	9	10	10	11	12	13	14	9	10	11	12	13
13	14	15	16	17	17	18	19	20	21	16	17	18	19	20
20	21	22	23	24	24	25	26	27	28	23	24	25	26	27
27	28	29	30	31						30	31			
				102/180					121/180					143/180
April					May					June				
		1	2	3	4	5	6	7	8	1	2	3	4	5
6	7	8	9	10	11	12	13	14	15	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	22	23	24	25	26
27	28	29	30							29	30			
				163/180					180/180					

<p>Full-day Teacher In-service August 19-22, 2019</p> <p>First Student/Teacher Day August 23, 2019</p> <p>Labor Day September 2, 2019</p> <p>Flex Day (Act 80) October 24, 2019</p> <p>Full-day Teacher In-service October 25, 2019</p> <p>End of 1st Quarter October 28, 2019</p> <p>Veterans' Day November 11, 2019</p> <p>Thanksgiving Vacation November 28-29, 2019</p> <p>First Day/Buck Season December 2, 2019</p> <p>Winter Break Dec. 24, 2019-Jan. 1, 2020</p> <p>End of 2nd Quarter January 14, 2020</p> <p>Full-day Teacher In-service January 20, 2020</p> <p>Flex Day (Act 80) February 20, 2020</p> <p>Full-day Teacher In-service February 21, 2020</p> <p>End of 3rd Quarter March 19, 2020</p> <p>Flex Day March 20, 2020</p> <p>Spring Break * April 10-13, 2020</p> <p>* Spring Break or Snow/Make-Up Day April 13, 2020</p> <p>Memorial Day May 25, 2020</p> <p>Last Student Day/Flex Day May 26, 2020</p> <p>End of 4th Quarter May 26, 2020</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">First Student Day</td> <td style="width: 50%; text-align: center;"></td> </tr> <tr> <td>No School</td> <td style="text-align: center;"></td> </tr> <tr> <td>Non-student Day</td> <td style="text-align: center;"></td> </tr> <tr> <td>District-wide Flex Day/Last Student Day</td> <td style="text-align: center;"></td> </tr> <tr> <td>Flex Day</td> <td style="text-align: center;"></td> </tr> <tr> <td>One hour early dismissal</td> <td style="text-align: center;"></td> </tr> <tr> <td>Spring Break or Snow/Make-Up Day</td> <td style="text-align: center;"></td> </tr> </table>	First Student Day		No School		Non-student Day		District-wide Flex Day/Last Student Day		Flex Day		One hour early dismissal		Spring Break or Snow/Make-Up Day	
First Student Day															
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Non-student Day															
District-wide Flex Day/Last Student Day															
Flex Day															
One hour early dismissal															
Spring Break or Snow/Make-Up Day															

Snow/Non-PDE Approved Emergency Days will be added to the end of the school year.

Graduation will be held on the last student day.

Local Holidays (Section 1502): December 26, 27, 30 and 31, 2020

ADOPTED: February 28, 2019

REGULAR A.M. ELO BELL SCHEDULE

PERIOD	BEGIN	END
HOMEROOM/ELO	7:42	8:18
Period 1	8:20	9:00
Period 2	9:02	9:42
Period 3	9:44	10:24
Lunch #1 (5th Grade)	10:26	10:56
Period 4	10:58	11:38
Period 5	11:40	12:20
Period 6	12:22	1:02
Period 4	10:26	11:06
Lunch #2 (6th Grade)	11:08	11:38
Period 5	11:40	12:20
Period 6	12:22	1:02
Period 4	10:26	11:06
Period 5	11:08	11:48
Lunch #3 (7th Grade)	11:50	12:20
Period 6	12:22	1:02
Period 4	10:26	11:06
Period 5	11:08	11:48
Period 6	11:50	12:30
Lunch #4 (8th Grade)	12:32	1:02
Period 7	1:04	1:44
Period 8/Announcements	1:46	2:28
Wave Room/Dismissal	2:30	2:45

2 HOUR DELAY BELL SCHEDULE

PERIOD	BEGIN	END
HOMEROOM/ELO	9:42	9:46
Period 1	9:48	10:17
Period 2	10:19	10:48
Lunch #1 (5th Grade)	10:50	11:20
Period 3	11:22	11:52
Period 4	11:54	12:24
Period 5	12:26	12:56
Period 3	10:50	11:20
Lunch #2 (6th Grade)	11:22	11:52
Period 4	11:54	12:24
Period 5	12:26	12:56
Period 3	10:50	11:20
Period 4	11:22	11:52
Lunch #3 (7th Grade)	11:54	12:24
Period 5	12:26	12:56
Period 3	10:50	11:20
Period 4	11:22	11:52
Period 5	11:54	12:24
Lunch #4 (8th Grade)	12:26	12:56
Period 6	12:58	1:27
Period 7	1:29	1:58
Period 8/Announcements	2:00	2:29
Wave Room/Dismissal	2:31	2:45

EARLY DISMISSAL BELL SCHEDULE

PERIOD	BEGIN	END
HOMEROOM/ELO	7:42	7:46
Period 1	7:48	8:25
Period 2	8:27	9:04
Period 3	9:06	9:43
Period 4	9:45	10:22
Lunch #1 (5th Grade)	10:24	10:54
Period 5	10:56	11:33
Period 6	11:35	12:12
Period 7	12:14	12:51
Period 5	10:24	11:01
Lunch #2 (6th Grade)	11:03	11:33
Period 6	11:35	12:12
Period 7	12:14	12:51

WEDNESDAY P.M. CLUB BELL SCHEDULE

PERIOD	BEGIN	END
HOMEROOM/ELO	7:42	7:46
Period 1	7:48	8:26
Period 2	8:28	9:06
Period 3	9:08	9:46
Period 4	9:48	10:26
Lunch #1 (5th Grade)	10:28	10:58
Period 5	11:00	11:38
Period 6	11:40	12:18
Period 7	12:20	12:58
Period 5	10:28	11:06
Lunch #2 (6th Grade)	11:08	11:38
Period 6	11:40	12:18
Period 7	12:20	12:58
Period 5	10:28	11:06
Period 6	11:08	11:46
Lunch #3 (7th Grade)	11:48	12:18
Period 7	12:20	12:58
Period 5	10:28	11:06
Period 6	11:08	11:46
Period 7	11:48	12:26
Lunch #4 (8th Grade)	12:28	12:58
CLUBS	1:00	1:42
Period 8/Announcements	1:44	2:28
Wave Room/Dismissal	2:30	2:45

FLEX DAY BELL SCHEDULE

PERIOD	BEGIN	END
HOMEROOM/ELO	7:42	7:46
Period 1	7:48	8:11
Period 2	8:13	8:38
Period 3	8:40	9:05
Period 4	9:07	9:32
Lunch #1 (5th Grade)	9:34	10:04
Period 5	10:06	10:31
Period 6	10:33	10:58
Period 7	11:00	11:25
Period 8	11:27	11:52
Period 5	9:34	9:59
Period 6	10:01	10:26
Lunch #2 (7th Grade)	10:28	10:58
Period 7	11:00	11:25
Period 8	11:27	11:52
Period 5	9:34	9:59
Period 6	10:01	10:26
Period 7	10:28	10:53
Period 8	10:55	11:20
Lunch #3 (6th & 8th Grades)	11:22	11:52
Wave Room/Announcements	11:54	12:00
DISMISSAL	12:00	12:10

EARLY DISMISSAL BELL SCHEDULE (CONTINUED)

Period 5	10:24	11:01
Period 6	11:03	11:40
Lunch #3 (7th Grade)	11:42	12:12
Period 7	12:14	12:51
Period 5	10:24	11:01
Period 6	11:03	11:40
Period 7	11:42	12:19
Lunch #4 (8th Grade)	12:21	12:51
Period 8/Announcements	12:53	1:28
Wave Room/DISSMISSAL	1:30	1:45

ENROLLMENT/PLACEMENT OF STUDENTS:

Please contact the guidance office to enroll an eligible student. Proof of the student's age, residence, and immunizations are required. The principal will assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student.

DIRECTORY INFORMATION:

It is extremely important that parents/guardians provide the school with current phone and cell numbers for contact in case of emergencies. An emergency card is issued at the start of each school year for parents/guardians to complete. It is the responsibility of the parents/guardians to keep the school informed of any address or phone/cell changes, and provide emergency contact information. If changes are necessary during the school year, they must be submitted to the main office in writing.

STUDENT ARRIVAL AND DISMISSAL:

Once students arrive on school grounds (by bus, walking, or drop-off), they are to remain on school grounds. Students are expected to remain in designated areas until the school opens at 7:35. The designated waiting areas for students arriving by bus are the grade level entrances or Cafeteria. The designated waiting area for students arriving by walking or being dropped off is the front lobby. Breakfast is available in Cafeteria 2 for any student. Upon arrival, students will participate in safety screenings of their person and belongings. Students are encouraged to bring only required items to school. Students will be trained on the metal detector process during class meetings the first week of school. Illegal and unsafe items will be confiscated from students. Examples: scissors, tobacco products, knives, etc. (Please see Metal Detector Procedure on page 8)

At P.M. dismissal from wave rooms, all students will wait in their wave rooms until their bus wave is called over the PA system, and then proceed directly to their bus loading area. When walkers are called, walkers and students riding with their parents should exit the building by the Main Office entrance (NO LOITERING). Students participating in after school activities will wait until after the last wave is called and then report directly to their proper destination.

SCHOOL CLOSING DELAYS:

On the days of inclement weather conditions, students and parents/guardians will be notified of school closings, delayed openings, or early closings via the DuBois Area School District Skylert system. Additional information will be available on local radio/TV stations or through the DuBois Area School District website.

PLEASE DO NOT CALL THE SCHOOL.

BUS TRANSPORTATION:

Bus transportation to and from school is considered a privilege. Bus transportation is provided for those students who live 1 ½ miles or more from school. Regular stops will be established and students have the responsibility to be at their bus pick-up areas on time. For safety reasons, the need for proper behavior on the school bus is expected. All school rules apply on the bus. Discipline problems are referred to the assistant principal, and students who misbehave may lose the privilege of riding to and from school and/or be subject to other school disciplinary action. If a student loses this privilege it is the responsibility of the parent to transport the student to and from school.

Some of the rules include:

1. Observe same rules of conduct as in the classroom.
2. Be courteous; keep the noise level down.
3. Do not use profanity, obscene language, or obscene gestures.
4. Do not eat or drink on the bus. Keep the bus clean.
5. The bus driver is authorized to assign seats and students must sit where assigned.

6. Use/Possession of tobacco products is prohibited.
7. A student is responsible for any damage caused.
8. Keep head, hands and feet inside the bus.
9. A bus pass is needed to ride any bus or de-board at a stop other than the one assigned.

TRANSPORTATION NOTICE:

The DuBois Area School District has adopted a policy for monitoring activity on school buses. All school buses in the DuBois Area School District may be equipped with surveillance equipment that will make video and audio recording of events that occur on the school bus ride to and from school. The surveillance equipment is intended to capture all activity on the school bus. Notice is given to both students and parents that the conversations and behavior of any person riding a school bus may be recorded. The DuBois Area School District may base any disciplinary decisions on a review of the audio and video recordings.

STUDENT BICYCLE USE:

Use of bicycles for travel to and from school by students is the responsibility of the student and parent(s). The school will not be responsible for bicycles which are lost, stolen, or damaged. It is encouraged that owners of bicycles park and lock their property to the bike rack that is provided upon arrival at school and until it is removed from the property. Bicycles must be walked from the bike rack within the crosswalk extending to the Boulevard sidewalk by students during the arrival and departure from school property.

VISITORS:

All visitors must have business at DAMS. Visitors will **only** be admitted through the main office where they will be signed in utilizing the Vsoft tracking system. A valid state issued identification is required. Also, visitors may be required to go through metal detectors and be subject to search. To gain entry you must:

1. Press the button, as indicated by the posted sign.
2. State your name and purpose for your visit.
3. Wait for a staff member (inside) to unlock the door.
4. Report directly to the main office located just inside the main doors to your left.
5. Present a photo I.D. to obtain a visitor pass.

CELL PHONES AND ELECTRONIC DEVICES:

Cell phones and other electronic devices have become a distraction to the educational process and a concern to all. DASD Policy 237 prohibits the use of electronic devices by students during the time that they are under the supervision of the district. Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit, or receive messages or images; or provide a wireless, unfiltered connection to the internet.

In the implementation of Policy 237, it is directed that any electronic device that is seen or heard by any staff member during the time that students are under the supervision of the district will be confiscated from the student and sent to the principal's office. The device will be labeled with the student's name and safely stored until a parent or guardian picks it up. Additional offenses will result in disciplinary action.

Students may request to use the office telephone to call their parents for legitimate purposes and at the discretion of administration. Likewise, parents can call or visit the school office if they need to get an

important message to their child. Only in extreme emergencies will a student be called out of class immediately.

PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING THE SCHOOL DAY, OR EXPECT TO RECEIVE SUCH COMMUNICATIONS FROM YOUR STUDENT. No student will be excused for violating this policy because the use of the prohibited device was to communicate with their parent or guardian. If the student's parent or guardian deems an electronic device to be necessary for contact before or after the school's supervision of the student, then that device must be powered off, kept out of sight, and it is advised to be secured in the student's locker during the entire time of the school's supervision. Cell phones are permitted to be turned on for student use at 2:50 P.M. unless a student has been assigned to stay after school. When a student is in violation of this policy, failure to hand over the phone will result in a suspension.

Penalties for student use of cell phones during school day are as follows:

1 st offense	warning issued/parent picks up phone
2 nd and subsequent offense(s)	detention assigned/parent picks up phone/ suspension for insubordination

LOCKERS AND LOCKS:

Student lockers are school district property. Lockers may not be used to store anything that is prohibited by law or school district policies. Students are never permitted to share lockers. Every student is assigned a locker and a lock. These remain the property of the school and are provided to the students without charge. For security reasons, it is required that students faithfully use the provided lock to secure their lockers. No other locks may be used, and replacement locks will cost of \$5. Lockers are to be kept clean and neat. Writing or marking on lockers, including stickers, is prohibited. Times for visiting the lockers are at the team's discretion. The school is not responsible for lost or stolen property. Therefore, students should avoid bringing items of value to school. Electronic devices, laser pointers, collectable cards, games, radios, money, or other possessions not essential to the education process are better left at home.

SECURITY CAMERAS:

Video surveillance systems (Policy 816) are used to monitor activity in and around school buildings and on buses. The use of video recording from surveillance systems shall be subject to other board policies, including policies concerning the confidentiality of student and staff records.

SEARCH/SEIZURE:

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population. An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property (back pack, etc.), clothed body or areas designated for a student's use (lockers, etc.) if the search is proper and reasonable. A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

SCHOOL SAFETY:

All students have a vital role in ensuring safety at school. If a student is aware of a safety concern, it must be reported to a school official immediately.

To help ensure school safety:

1. Students must store outerwear/jackets in lockers. Students are not permitted to wear outerwear/jacket during the school day.

2. Backpacks must be stored in a locker during the school day. Gym bags may only be carried to and from the gymnasium. Gym bags may be carried into the cafeteria but must be stored in the designated location.
3. Open containers, other than water, are not permitted in the building unless required by a doctor to accommodate a medical condition.

Safe2Say Something

<https://www.safe2saypa.org>

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to **“say something”** BEFORE it is too late.



Teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property (per Chapter 12).

Staff members may place “hands on” a child, with no intent to harm, in the following situations:

1. To separate students who are fighting or in staff member’s judgment are about to fight.
2. To defend oneself.
3. To come to the aid of a student.
4. A staff member gives a direct order to a student and the student refuses to follow through. The order will be repeated and if the student still refuses, the staff member may place his/her hand between the student’s shoulder and elbow and escort him/her to the office.

Staff members are not required to put themselves in harm’s way and physically intervene in a fight. The exception would be where the staff member had the responsibility for intervening in a fight as part of his/her job description and first received training in restraint techniques. Upon “seeing a fight:”

1. A staff member will yell, shout, order, or blow a whistle to have the student(s) who is (are) fighting stop. In the simplest language possible, order the student(s) to stop fighting immediately.
2. If possible, a staff member will send someone to the office for help.
3. If available, a staff member will work to get the crowd to disperse.
4. The staff member's intent is always to protect the health, welfare, and safety of students and staff.

METAL DETECTORS

The DuBois Area Middle School utilizes metal detectors to screen students and visitors as they enter the school. This is a very important safety measure. To ensure that the monitors can screen the students thoroughly with limited delay the administration has developed the following procedures:

1. Students and visitors are to be ready as soon as it is their turn to pass through the detector.
 - Metal items (three-ring binders, spiral note books, cellular phones, keys, etc.) should be taken out of bags and placed on the table adjacent to the detectors.
2. Unnecessary items (electronic games, tablets, I-Pads, etc.) should be left home
3. Book bags and gym bags should be examined by both students and parents/guardians daily to ensure unnecessary refuse is not accumulating. Note: Food and gym rappers are made of metal and could set off the detector.
4. Steel-toed boots, scissors, and metal water bottles are prohibited.

FIRE DRILLS/LOCK DOWN DRILLS:

Security Drills will be conducted throughout the school year.

The DuBois Area Middle School is equipped with a modern fire alarm system. The alarm consists of a high pitch, continuous alarm and a flashing strobe light. Students will follow the instructions of their teachers when the alarm is sounded. An orderly evacuation is essential for saving lives and property. Students are to remain outside, clear of the fire lanes, until a recall signal is given. Students guilty of tampering with the fire alarm system will be subject to prosecution by the Fire Marshall's Office.

Locks down drills are conducted quarterly. Students are not permitted to leave the building at this time nor are visitors permitted to enter.

CRISIS RESPONSE FOR SCHOOLS:

The DuBois Area School District strives to provide a safe and secure learning environment for all students, faculty, and staff members. If an emergency arises, the Emergency Operations Manual provides detailed steps for staff and administration to follow, for the safety of all students and staff. This manual is located in each school's office.

In case of an emergency requiring evacuation, parents and guardians will be notified of their child's evacuation location via our automated parent notification system.

Attention Parents: In the event of a building level evacuation that requires the implementation of the district's Parent-Student Reunification Plan, if you desire to grant permission for your son/daughter to be released from school to any adult with whom he/she feels comfortable, a signed, written note must be provided to the main office on an annual basis by September 30th. School staff must do this for the safety and protection of your child and school staff wants to be able to comply with your intentions. Without a note provided in advance, your child will only be released to those currently listed as Family or

Emergency Contacts in Skyward.

Students, staff, volunteers, and agency personnel in the school community have the responsibility to report immediately all threats of violence or harm. Any student, parent, or school staff member, upon receiving information that a person is threatening shall assume the threat is serious and immediately report the threat to a school administrator or school police officer.

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy (#819) which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a trained school professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
 - The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy #819, please see the district's full suicide awareness, prevention, and response policy.

TRANSPORTATION VIDEO/AUDIO RECORDINGS:

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

The School Board authorizes the use of video and audio recording on school buses and school vehicles and prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Please See School Board Policy 810.2 – Transportation Video/Audio Recording for additional information.

TEXTBOOKS:

There is no rental fee for textbooks. If, however, a textbook is lost, a student may be issued a replacement only after paying for the original book in the main office. At the end of the year, an assessment will be made for lost or damaged books.

LIBRARY MEDIA CENTER (LMC):

The LMC contains a wide variety of books, magazines, newspapers and pamphlets, as well as various forms of media and electronic resources. A computer research lab is also located in the library. The LMC will be open from 7:35 A.M. until 3:05 P.M. Each student will have the opportunity to visit the library, on an individual basis, during homeroom or enrichment time. Students may use the LMC computers and reference materials during academic detention.

CAFETERIA:

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered, at no cost, to the student.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (800) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D. C. 20250-9410
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Breakfast is available daily in Cafeteria 2 (7:15 — 7:35).

As a convenience for parents, the district offers an on-line payment service. Information is available on the school district website under the school dining services tab.

Students will be responsible for maintaining a clean cafeteria at all times. When requested to lend a hand,

cooperation is expected in order to maintain a clean cafeteria. It is recommended that students memorize their student ID number or be able to present their student ID card with them each day.

Cafeteria Rules:

1. Wait your turn patiently.
2. First come – first served.
3. Monitor your lunch account balance.
4. Clean up after yourself.
5. Help clean up all messes.
6. Be flexible with seating arrangements.
7. Be welcoming to all classmates.
8. Stack trays appropriately.
9. Use appropriate voice level.
10. Be courteous to lunch monitors and cafeteria staff.
11. Touch only your own food.
12. Seat jumping is prohibited.
13. Eating in the cafeteria is a privilege. Anyone in violation of cafeteria or school rules will be issued lunch detention or given an alternative location to eat.

The USDA is an equal opportunity provider and employer.

FOOD SALES DURING SCHOOL HOURS:

Food sales or deliveries of any type of products, for sale by students, and meant for immediate consumption, are prohibited during the school day by any private or school related group. Sales and/or deliveries must occur after the dismissal bell. (Examples include candy of all types, sandwiches, hoagies, pizza, and soft drinks.)

PHYSICAL EDUCATION:

The DuBois Area School District will require all students to wear a gym uniform, (which may consist of shorts, sweats, and t-shirt that are red, black, gray or white in color), to Physical Education classes. T-shirt, shorts and athletic shoes are required for participation. Students are advised to bring a sweatshirt to participate outdoors on cool days. Pierced body parts must conform to PIAA standards for Physical Education purposes. For safety purposes, all jewelry must be removed. A safety lock box is available in the physical education office for secure storage of these items.

SPORTS AND ELIGIBILITY:

7th and 8th graders participate in PIAA inter-scholastic sports. Students must abide by the PIAA rules for eligibility to participate in extra-curricular activities.

Any student involved in interscholastic sports must have a yearly physical examination prior to participation. Exams must be performed, and are in effect, between June 1 and the following May 31. The Comprehensive Initial Pre-participation Physical Evaluation or CIPPE form must be completed and signed by the parent/guardian and physician. This private physician physical examination (at your own cost) remains effective for all sports you participate in for that school year. A recertification form must be completed by a parent/guardian prior to each sport season. Athletes suffering a serious injury or illness will also be required to complete a physician's recertification form. All forms can be obtained in the Athletic Office and should be returned to the Athletic Office upon completion. In addition, all athletes will be required to complete an ImPACT test (Immediate Post Concussion Assessment and Cognitive Testing) one time during the student's athletic career. Retesting will be performed on any athlete suffering a blow to the head.

Please Note: Students leaving school due to illness will not be permitted to participate in extra-curricular activities that day. This includes practices and events. Also, late students must arrive by 10:30 A.M. (which is the halfway point of the student day) to participate in extra-curricular activities.

PARENT – TEACHER – SCHOOL COMMUNICATIONS:

Good communication between parents and teachers is very important to student success. Parents are encouraged to contact their child's teachers with any questions or concerns regarding classroom or team activities. Teachers are not permitted to accept phone calls during instructional periods. However, a message can be left with the main office and teachers will return calls during their preparation period or at the end of the school day. Administrators and school counselors are available to help as well for various other kinds of matters.

For those who prefer to use email, a staff listing is found on the DuBois Area Middle School web page, which can be accessed through the DuBois Area School District website, at www.dasd.k12.pa.us.

At any time during the school year, parent conferences at the school may be scheduled by contacting the student's school counselor. If a meeting with the child's teacher(s) is needed, these can be scheduled most days at 2:45 P.M.

LOST AND FOUND:

All "lost and found" items are to be sent to the designated area across from the Library entry. Lost items may be claimed by contacting your homeroom teacher and by supplying the proper description and identification.

NATURAL PARENT AGENT AFFIDAVIT:

When a step-parent, paramour, or any person who is not the child's natural parent is involved with accessing a child's educational record, or requesting/providing school related information, it is necessary for the natural parent to submit a Natural Parent Agent Affidavit form at the school so that communication between the home and school is in alignment with FERPA (Family Education Rights and Privacy Act) regulations.

DISTRIBUTION OF MATERIALS BY STUDENTS:

Distribution and posting of nonschool related materials on school property must be submitted to the building principal at least one school day in advance of planned distribution or posting.

FUNDRAISING:

The DASD recognizes the numerous requests to raise funds to support the many needs of our schools and community.

The decision to raise funds and the activities that are associated are building specific and receive support from the Office of the Superintendent.

DRESS CODE:

The school requires that students dress in a manner that is conducive to their safety, health, general welfare, and the educational atmosphere. Any form of dress that is detrimental to the health, safety, or welfare of any student, or disruptive to the educational process, will not be permitted. A few common dress code concerns are as follows:

1. No skin should be visible from the mid-thigh to the level of the armpits, including through any holes (intentional or incidental). Undergarments should never be visible.

2. Tops (including sleeveless) must be a minimum of 2 inches at the narrowest point, must cover the back, and must overlap with the bottoms to keep the midriff covered when standing, sitting or bending.
3. Skirts, shorts, and skorts must extend to “fingertip length” when arms are hung loosely at the sides.
4. Boxer shorts, and pajama bottoms are not allowed.
5. Clothing must not be skin-tight to the point where it exposes the anatomy, nor excessively oversized
6. T-shirts or other garments advocating or insinuating drugs, sex, alcohol, tobacco, profanity, violence, or offensive words or gestures will not be allowed.
7. Hats, bandanas, and hoods up may not be worn in school.
8. Spiked jewelry, wallet chains, and any gang-affiliated garb are not allowed.
9. No steel-toed boots.

The above list is not all-inclusive, but rather meant to serve as a guideline for students and parents. All final decisions regarding application of the school dress code will be made at the discretion of the school building administrators, who have the authority to make any necessary changes, additions, or exceptions throughout the school year.

Penalty options for student violation of the dress code are as follows:

1 st offense	warning/parent contact/change of clothing
2 nd offense	1 detention/parent contact/change of clothing
3 rd offense	1 detention/parent contact/change of clothing (and so on)

Changes of clothing may either be brought in by a parent or guardian or obtained from the school’s clothing closet. In either event, students will not be allowed to continue their school day when in violation of the dress code. Refusal to comply with the dress code will be considered as insubordination, and will result in disciplinary consequences.

ENGLISH AS A SECOND LANGUAGE:

The DuBois Area School District provides an English as a Second Language program for those students who are Limited English Proficient as identified from information provided by the parent/guardian and from the Home Language Survey on the student registration form upon entering the DuBois Area School District for the first time. Instruction is on a daily basis and can be from a minimum of one hour to a maximum of two hours per day. This instruction replaces the regular English instruction in the classroom and is taught by a teacher certified in English as a Second Language. For additional information, contact Mrs Wendy Benton, Superintendent, at (814) 371-2700.

SPECIAL EDUCATION SERVICES:

Under federal and state laws, all students are entitled to a free and appropriate public education designed to meet the student's unique learning needs. This includes specially designed instruction and the related services needed to benefit from the school program. The district provides programs for students with disabilities in thirteen different exceptionalities. For more information on Special Education Services provided by the district, you may contact your School Counselor, Building Principal, or the Special Education office at 814-375-8776.

PROTECTED HANDICAPPED STUDENTS SERVICES:

In compliance with state and federal law, the DuBois Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age, with a

physical or mental disability which substantially limits or prohibits participation in, or access to, any aspect of the school program. These services for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information you may contact your School Counselor, Building Principal, or the office of Assessment and Student Services at 814 375-8782.

GIFTED EDUCATION:

As required by Chapter 16 of Pennsylvania law, Gifted Support Education is available to eligible students K-12. Procedural Safeguards for Gifted Students are extensive. Through the district's Child Find System, children who are thought to be gifted and in need of specially designed instruction are then evaluated. If the student is found eligible, an individual gifted plan is developed and the program implemented for the individual. For more information on Gifted Education and the provision of these services, you may contact your School Counselor or the Special Education Office at 814 375-8776.

TITLE I:

Title I is designed to help students achieve proficiency on challenging state academic achievement standards. This program targets students who have an academic concern based on local assessment. The Title I teacher providing service will be pushed in to the regular educational setting 75% of the time.

We, the DuBois Area School District community, establish this Compact for reading and mathematics in order to foster the improvement of academic success for our students. We believe this agreement can be done with the planned partnership of parents, families, students, teachers, principals, and community members. Successful partnership between the school and home is the number one indicator of student success.

School Staff's Responsibilities:

We, the school staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Pennsylvania's student academic achievement standards through in class and/or pull out lessons that supports academic standards and district curriculum.
- Provide homework in accordance with the developmental level of students Monday through Thursday (up to 10 minutes per grade level).
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held as a district level meeting where this compact is reviewed, at building level meetings held annually, as well as at building level parent open house and/or workshops.
- Provide parents with frequent reports on their children's progress. These reports (i.e. report cards) will be available each quarter (three times a year from Title I teachers).
- Provide parents reasonable access to staff. Building staff are available to meet with parents as well as by telephone for a conference.

- Provide parents opportunities to volunteer and participate in their child's class. Parents need to contact the teacher and/or the building principal so they can arrange to volunteer or participate in classroom activities.

Student's Responsibilities:

- Come to school on time and ready to learn.
- Pay attention to my family, teachers, and others who help me learn.
 - Complete my homework on time and in a thorough and legible way.
 - Read at home on a regular basis.
 - Respect myself and the rights of others.

Parent's and Family's Responsibilities:

The school recognizes that parents provide these supports for their children and this continued assistance from home is greatly appreciated. We, as parents, will encourage our children's learning in the following ways:

- Make sure our child attends school regularly, is on time, and is prepared to learn, with homework completed.
- Make sure that our child has a routine for homework and that it is always completed in accordance with the school homework policy.
- If our child doesn't have homework on any given day, we will have our child do independent reading (or read together if in Kindergarten or First Grade), review math facts, practice word sorts, and/or review for upcoming tests or quizzes.
- Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
 - Know what is expected of my child in reading, math, and other subject areas.
 - Read to or with our child on a regular basis.
 - Encourage our child to do his or her best in school, and to ask for help when needed.
 - Understand that my involvement in my child's education is the number one determining factor to my child's academic success.

At DuBois Area School District we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - o subject matter tested,
 - o purpose of the test,
 - o source of the requirement (if applicable),
 - o amount of time it takes students to complete the test, and
 - o time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact DuBois Area Middle School at (814) 375-8770.

HEALTH SERVICES:

The school health program provides multiple services to promote the achievement of optimal health in each individual. The school nurse plans and implements the school health program.

Please inform the school nurse if your child is diagnosed with any serious condition such as concussion, or has required surgery or hospitalization at any time during the school year. Please also inform the school nurse if your child develops any food allergies or requires any modification to the regular food service program. You should also inform the food service director at 371-1016.

Health services provided for students in grades K-12 are as follows:

1. All students have a vision screening done yearly.
2. All students are weighed and measured yearly. A BMI (Body Mass Index) is required by the PA Department of Health for students in all grades. BMI letters will be emailed to parents/guardians during the school year.
3. All students in 7th grade are required to have a hearing screening. Students in 6th and 8th grade with a known hearing loss will also have a hearing screening done yearly. If the student has a history of ear infections, or have had tubes in their ears and has ongoing issues through elementary school they also will continue to be screened.
4. All students in 7th grade are required to have a Scoliosis Screening. Parents will be notified with a letter sent home with the student that they may opt out of the screening if desired.
5. Students entering Kindergarten as well as those entering 6th grade and 11th grade are required to have a physical examination. This examination can be done at school by the school physician or by a private physician at your own cost.
6. Students entering Kindergarten as well as those advancing into 3rd grade and 7th grade are required to have a dental exam. This examination can be done at school by the school dentist or by a private dentist at your own cost.

If a concern arises as a result of any screenings or testing, parents or guardians will receive a notice

regarding follow-up care.

Information concerning the CHIP (Children's Health Insurance Program) is available in the Nurse's office.

MOBILITY CONCERNS:

When a student has surgery or is injured or ill in a way that affects mobility, class participation, or participation in physical education, a note from the attending doctor must be kept on record in the nurse's office. With a physician's note, arrangements can be made to ensure safety when moving from class to class. Use of the elevator or using crutches in school requires a physician's note documenting need. A note from the physician is also required to discontinue the use of the elevator or discontinue using crutches in school. If your child requires any devices such as a splint, cast, etc., your child will not be permitted to participate in any activity in school, such as recess or physical education, for both your child's safety and the safety of others. If your child will be returning to school in a wheelchair please notify the grade level principal, counselor, and nurse as soon as you are able prior to your child's returning to school.

WHEN IS MY CHILD TOO SICK TO COME TO SCHOOL?

A problem parents commonly face is when to keep a child home from school if he/she complains of not feeling well. Use the following guidelines until your health care provider can be contacted.

Children should be kept at home if any of the following conditions are present:

- Fever of 100 degrees Fahrenheit or greater within the past 24 hours
- Vomiting within the past 24 hours
- Undiagnosed diarrhea within the past 24 hours
- Undiagnosed skin rashes /skin infections
- A communicable disease
- Head lice
- Persistent sore throat along with loss of voice, difficulty swallowing and/or rash
- Severe headache, toothache, or ear pain
- Stiff neck or headache with fever
- Abdominal pain with low grade fever
- Eyes that are painful, red, and matted

A child may return to school after a contagious disease or infection when:

- Chicken pox – 6 days from the last crop of vesicles (6 days from the last day the child breaks out)
- Conjunctivitis – 24 hours from the institution of appropriate physician prescribed therapy
- Scabies – until judged non-infective by the nurse or child's physician. (Usually 24 hours after start of treatment prescribed by physician)
- Strep throat or scarlet fever – 7 days from onset if no physician is in attendance, or 24 hours after antibiotic therapy prescribed by physician
- Impetigo, ringworm – until judged non-infective by the nurse or child's physician. (Usually 24 hour following the onset of treatment by a physician)

- Head lice - When head is treated by Pediculicide and the child is free of live lice. Child must report directly to the Nurse upon reentry to the building after treatment and be assessed/cleared for return to the classroom.

Sometimes children may decide they feel sick on the morning of a big test or following a fight with a friend. You should always take your child's complaints seriously. But if you notice a continuing pattern it is always helpful to speak with your child's teachers, counselor, and the school nurse. Often these staff members can offer valuable insights.

SICKNESS AT SCHOOL:

If a student becomes ill on the way to school, he or she should report to the Nurse's office immediately upon arrival. If a student becomes ill during the school day, he or she should ask the teacher for a pass to go to the Nurse's office. If the Nurse determines that the student needs to go home, the nurse will contact the parent/guardian. Parent/Guardian permission must occur before a student can be released. Only those individuals listed in Skyward can be contacted. Students are permitted to be sent home through the Nurse's Office six times per school year. The seventh and subsequent times will require a Doctor's Excuse. This medical excuse is to be submitted to the Attendance Office within 3 school days.

Please Note: Students leaving school due to illness will not be permitted to participate in extra-curricular activities that day. This includes practices and events. Also, late students must arrive by 10:30 A.M. (which is the halfway point of the student day) to participate in extra-curricular activities.

MEDICATION:

Any medicine that *can* be taken at home *should* be taken at home. All medicine must be registered with the nurse upon arrival to the school. A medication consent form must be completed by the parent/guardian. All medications must include the signature of the prescribing physician. All medicine must be in the original container. If an inhaler or Epi Pen is to be carried by the student, the physician must indicate this on an individually signed statement which is the Self-Administration Form. Students are not permitted to carry any medication at any time without a doctor's permission.

All medicine must be registered with the nurse. Arrangements for taking medication during school hours must also be made with the nurse and a medication consent form must also be completed.

If it is necessary for your child to take medication during school hours, you must follow the guidelines listed below:

1. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. The student will not be permitted to transport any medication to and from school, unless it is an inhaler or Epi-pen needed for emergency use by the student and a self-carry form is filed with the school. A written note will be kept on file with the medication starting date, child's name, name of medication, dosage and time of administration.
2. All student medication must be in the properly labeled bottle or container, as purchased from the pharmacy. Pharmacies will provide an extra properly labeled bottle for school when asked.
3. Medications are not to be kept in pockets, lunch boxes, desks, etc.
4. No more than a thirty (30) school day supply for any one medication should be stored at school.
5. A medication form should be completed and signed by the physician if the medication is to be taken on a long term basis.
6. At the end of the school year, all medications must be picked up at the school by the parent/guardian or a responsible adult designated by the parent/guardian. Medications will not be sent home with students. Please do not pick up any emergency medication such as inhalers, Benadryl, Epi-pens or Diastat until the last day of school, so that in the event your child needs this medication, it will be available to him/her. Any medication remaining in the school after the last day of school will be disposed of according to school district procedure.

7. You must notify the school if there is a change in the medication, dosage, the time of administration or if the medication is discontinued.
8. The policies and procedures governing the administration of medications and use of Asthma Inhalers are located in the School Office and the Nurse's Office and are available for parents and students to review.
9. The above information applies for all prescription and non-prescription medications. These guidelines are to assure that your child will receive the optimum benefit of the medication he/she is taking and to assure his/her safety as well as the safety of all other children in school.
10. Middle school students are permitted to bring cough drops from home and use them at the student's discretion. The nurse's office will no longer be providing them to students.

EMERGENCY AND CRITICAL MEDICATION:

If your child has emergency medication or is prescribed emergency medication at any time during the school year, please inform the nurse at your child's school immediately. Emergency and critical medications include but are not limited to epinephrine auto injectors such as Epi-Pen, Auvi-Q, Adrenacllick, and generic epinephrine injector; Diastat; Glucagon; and rescue inhalers. If your child is prescribed emergency medication, you must provide the medication to the nurse at your child's school.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

Narcan: Emergency Medication for treatment of Opiod overdose is available for use by approved/trained staff at DAMS/DAHS.

IMMUNIZATIONS:

Please notify your school nurse if your student has a medical or religious/philosophical exemption or if they have received any recent immunizations. Please refer to our school website or your school nurse with any questions regarding immunizations.

CONCUSSION MANAGEMENT POLICY 123.1:

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

Definitions

Appropriate medical professional shall mean all of the following:

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.

3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

Guidelines

The school shall hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.

Removal From Play:

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[4]

Return to Play:

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[4]

Training:

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National

Federation of State High School Associations or another provider approved by the Department of Health.[4]

Penalties:

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[4]

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

ATTENDANCE:

The Board of Education requires that school-aged pupils enrolled in the schools of this district attend school regularly, in accordance with the laws of the State.

Regular attendance is essential for educating the children of the DuBois Area School District. Curricula are planned and courses are taught as a progression of learning activities and ideas, with each day's work building on work previously done. When a child is absent, he or she will miss one or more steps in the learning process. This interruption will affect a student's educational progress and may lead to failure. Absent children cannot be taught.

Compulsory school age refers to a period of a child's life from the time the child enters school as a beginner, which shall be no later than at the age of six years, until the age of eighteen years, or graduation from a regularly accredited senior high school, whichever occurs first.

The DuBois Area School District has developed this attendance policy to encourage and promote regular attendance by the pupils in the school district so that they may reach their fullest academic potential and insure sound social and emotional growth.

Guidelines: Specific reasons for which a child may be excused from school for all or part of a school day include: Observance of Religious Holidays, Religious Instruction, Pre-arranged Educational Trips, Health Care, Tutorial Work, Illness, and Other Urgent Reasons. Any other absence is considered unexcused. It is the student's responsibility to make arrangements for any make-up work, including tests. Parents are asked to call the office, 375-8770, between the hours of 7:00 and 9:00 A.M. to report either an absence or late arrival. However, a medical excuse or a parent note is also required within three days of the student's absence from school. Parents may bring in the excuse, mail/email or fax it to the school, or send it in with the student. As a courtesy to students, the attendance secretary is located outside of the guidance office daily from 7:20 – 7:40 A.M. to accept student excuses and requests for early dismissals. The attendance secretary is available in the attendance office from 7:40 A.M. – 3:30 P.M. to accept attendance excuses.

Enforcement Policy: Failure to submit a written excuse to the attendance office within three school days of the student's absence from school will result in the days of absence being recorded as “unlawful.”

When a student has accumulated three days (or the equivalent partial days) of unlawful absence, the

parent or guardian will receive a "first offense" notice via certified and regular mail. A parent conference to review attendance will be scheduled after the 5th illegal day. After issuance of the first notice, accumulation of the 7th illegal absence (or the equivalent) may result in a citation issued through the magistrate's office and a referral to Children & Youth Services in the county of residence.

The time a student is unlawfully absent for a portion of the school day is to be accumulated and translated into equivalent unlawful days. Unlawful absences for a portion of the school day shall include unlawful late to school and skipping classes.

When a student accumulates a total of ten days (or the equivalent) of absences that have not been excused by physician, a notice (referred to commonly as a "Medical Letter") will be sent to the parents stating that a physician's excuse will be required for each and every additional absence. Failure to submit a physician's excuse will then result in the absence being recorded as unlawful. After the notice is sent, late to school due to illness must be accompanied by a medical excuse or they will be recorded as unlawful. Therefore, it is advisable to get a physician's note following each visit, even at the beginning of the school year.

When a student accumulates a total of five times being late to school, a notice will be sent to the parents and a physician's excuse will be required to accompany each additional late to school. Failure to submit a medical excuse will result in the late to school being recorded as unlawful. A written excuse from the parent /guardian and medical excuses for being late to school must be provided within three school days. After every six times late to school a detention will be assigned.

Late Arrivals: Students arriving to school prior to 7:42 must report to homeroom. After 7:42, students must check in at the main office, until 8:00. After 8:00, students should report to the attendance office before reporting to class.

Pre-arranged Absence: A pre-arranged absence requires a note from the parent/guardian at least five days in advance of the absence. This note should be submitted to the attendance office and will be reviewed by the appropriate administrator. Students must obtain assignments from each teacher prior to leaving on a pre-arranged absence. All assignments must be completed within 5 school days of the student's return. Parents will be notified if a teacher advises against the absence. Any pre-arranged absences in excess of 10 days per school year must be approved by the Superintendent. Absences during state assessments and final assessments should not be scheduled, except for emergencies. In addition, trip requests may be denied if a student is currently failing 2 or more classes, or if the student has accumulated excessive absences.

REPORTING STUDENT ABSENCES:

A parent/guardian will call the school, at 375-8770, by 9:00 A.M. to report the student absence.

Unreported absences may be investigated by the truancy officer.

1. The student will give a written excuse to the attendance secretary within three days of his or her absence, explaining the reason for the absence.
2. The excuse must be signed by a parent/guardian/health professional. This applies even though the parent/guardian has called and reported the student absent from school.
3. A legal absence states the following reason(s) pending approval of the school administrator: sickness; doctor, dentist, etc. appointments; extreme family emergency; religious holidays; pre-approved educational trips.
4. Illegal absences or being late to school include, but are not limited to: failure to get up; missing the bus (when it is reasonably on schedule); babysitting; running errands, getting a haircut; shopping;

participating in hobbies (hunting, fishing, etc.), forged excuses; skipping class or school; failure to bring in an excuse to cover reasons for absence within three school days of absence.

5. The DuBois Middle School will not call parents to remind them that an excuse must be turned in.

HOMEWORK:

Each student shall be responsible for completing homework assignments as directed. Homework will not be assigned as a form of punishment.

REQUEST FOR HOMEWORK:

Parents are encouraged to contact their child's teachers by email or through the teacher's website to obtain missed assignments. If your child has missed 3 or more consecutive days, please contact the main office to make arrangements to obtain homework. Homework requests made before 9:00 A.M. will be prepared and may be picked up at 3:00 P.M. each day in the nurse's office. Requests made after 9:00 A.M. will be prepared and may be picked up at 3:00 P.M. on the next school day in the nurse's office.

FIELD TRIPS:

All school sponsored field trips must be pre-approved by the school board and/or superintendent. Students on field trips remain under the supervision and responsibility of school officials and are subject to its rules and regulations.

WORK PERMITS/CERTIFICATES:

Applications for work permits/certificates may be picked up in the main office at the High School. There are Child Labor Laws that govern the employment of minors, hours of employment, and rules for performances by minors.

CODE OF STUDENT CONDUCT:

In compliance with Policy 218, the Code of Student Conduct contains the rules and regulations for student behavior and the sanctions that may be imposed for violations of those rules and a listing of student's rights and responsibilities. A copy of the Code of Student conduct shall be available in each school library, school office, and on the district website.

STUDENT RIGHTS AND RESPONSIBILITIES (POLICY 235):

Student rights include "Free Education and Attendance." All persons residing in this commonwealth between the ages of six (6) and twenty-one (21) years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of six (6) and eighteen (18) are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached eighteen (18) years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

1. The student is married.
2. The student is pregnant.
3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

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.

A student who has reached the age of eighteen (18) years possesses the full rights of an adult and

may authorize those school matters previously handled by parent/guardian. Each student who has reached the age of eighteen (18) years shall assume full responsibility for his/her performance in school, attendance, and compliance with school rules and regulations. The parent/guardian of each student reaching the age of eighteen (18) shall be informed of the student's rights.

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

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Assume that until a rule is waived, altered or repealed in writing, it is in full effect.
2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom themselves so as to meet fair standards of safety and health, and so not to cause disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily, except when excused, and be on time for all classes and other school functions.
8. Make all necessary arrangements for making up work when absent from school.
9. Pursue and attempt to complete satisfactorily the course of study prescribed by state and local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school premises.

PROTECTION OF INFRASTRUCTURE:

The DuBois Area Middle School was constructed in 1995. All students and staff must help protect the building and its structure. Slapping, punching, or any actions that show signs of physical aggression against the building will not be tolerated. This is inclusive of the horseplay of jumping up to touch or hang from the overhead door jams, ceilings, stairwell overhang, metal gates, and cameras, etc. Locker and classroom doors shall not be misused by intentionally throwing open or slamming shut with force. Any damages as a result of this type of action could be construed as criminal mischief (vandalism) which could result in restitution and repair of damaged property. Additionally, criminal charges may result.

SCHOOL RESPONSIBILITY:

1. During the instructional hours of the school day in school.
2. During the instructional hours of the school day on school district property.
3. On school district vehicles (owned, rented, leased or contracted).
Bus stop activity will depend on the situation.
4. At school district events held before, during, or after school that are directly observed and supervised by school district staff.

CHILD/STUDENT ABUSE:

All school employees are mandated to report suspected child/student abuse and make referrals to the appropriate authorities.

Pursuant to the Child Protective Services Law (Act 24), as amended, and the Juvenile Act (Act 33), as amended, when Children & Youth officials find it necessary to conduct an in-school interview with a child enrolled in the DuBois Area School District who is alleged to be a dependent child, the laws of the Commonwealth requires the school to allow the interview.

DUE PROCESS:

School district officials use the following sources to guarantee the due process rights for students: the Pennsylvania Public School Code, the Regulations of the Pennsylvania State Board of Education, school board rules and regulations, case law requirements, PA School Board Association (PSBA) recommendations, and student handbooks.

DUBOIS AREA MIDDLE SCHOOL DISCIPLINE:

Our school disciplinary policy, at minimum, has three objectives in mind:

1. Preserving the kind of environment needed for effective teaching and learning.
2. Dealing with disorderly conduct in a consistent way that corrects students' behavior while keeping them in school.
3. Using out-of-school suspension or expulsion only as a last resort and only when the other students' education is significantly affected.

For these objectives to be met in school, the student must learn basic discipline guidelines from both the school and the home. Discipline must be looked upon as important and necessary by the student, the parent, and the school.

The school district is responsible for students:

1. During the instructional hours of the school day in the school.
2. During the instructional hours of the school day on school district property.
3. On school district vehicles (owned, rented, leased, or contracted). Bus stop activity will depend on the situation.
4. At school district events held before, during, or after school that are directly observed and supervised by school district staff.

The following is an overview of the DuBois Area Middle School discipline procedures. Discipline offenses are categorized into four (4) levels:

Level 1 Offenses:

Level 1 discipline is relatively minor and is controlled at the teacher level. Some of the more typical Level 1 offenses may be, but are not limited to:

Disrespect (minor)	Out of assigned area
Disrupting class	Failure to dress for Phys. Ed.
Failure to complete assignments	Lavatory misconduct
Failure to follow instructions	Minor violation of building rules
Horseplay/hallway misconduct	Lateness to class
Littering	Lying/cheating

Penalties for Level 1 misbehavior are at the discretion of the teacher and administration.

*Note: Depending on the severity, any level 1 or 2 offenses can shift to a higher level.

Level 2 Offenses:

Level 2 discipline occurs when the behavior is of a more serious nature, or occurs in a common area, such as the hall, or when Level 1 offenses continue despite the teacher's efforts to address them. The parent or guardian will be notified by mail regarding the offense/punishment.

Bullying	Repeated Level 1 Offenses
Threatening another student	Obscene gestures
Abuse of school equipment	Profanity/abusive language
Disrespect	Talking back
Excessive lateness	Lunch/lavatory/hall misconduct
Forging a pass or excuse	Unnecessary roughness

Recommended discipline for Level 2 offenses will be at the discretion of the administration; may include detention, suspension, community services, or other alternatives.

Level 3 Offenses:

Level 3 discipline includes situations of a very serious nature, or a student's failure to modify continued Level 2 misbehavior. Students are sent immediately to the main office. A discipline form is completed as soon as possible and sent to the office. Level 3 offenses normally result in one or more days of suspension from school, may result in SAP referral, and referral to an appropriate law enforcement agency.

Fighting	*Vandalism
Bullying (major)	Threats to others
Harassment	Cutting class
Assault on a student	Theft
Truancy	Leaving school grounds
Disrespect to staff member (major)	Classroom disturbance (major)
Defiance of school rules	Insubordination
Use/possession of tobacco product	Endangering the safety of self and/or others
Failure to modify Level 2 behavior	Misuse of computer or internet
Failure to attend detention	

Use/Possession/Sale of controlled "look alike" or "mood altering" substance

Use/Possession/Sale of tobacco products

Use/Possession/Sale of unauthorized substances

Please see the explanation under Controlled Substances/Paraphernalia and Tobacco policies

*Note: Vandalism may require restitution.

Level 4 Offenses:

Level 4 discipline situations are cause for up to 10 days suspension, possible expulsion or change of assignment, and involvement of appropriate law enforcement agencies.

Extortion	Bomb threat
Assault on staff member	Institutional vandalism
Arson	Terroristic threats
Disorderly conduct	Reckless endangerment

Threatening school employee	Explosive device
Pulling a false fire alarm	Theft/possession/sale of stolen property
Possession of a weapon	Possession/sale/use of controlled substances
	Possession/sale/use of non-prescription drugs not authorized by the Health Office

*Discipline for Level 3 and 4 offenses will be conducted according to the District guidelines.

If a student accumulates six days of suspension a preventative expulsion conference will be held with the principal, school counselor, student, and parent or guardian. At this meeting the parent/guardian will be informed that on the ninth day of suspension the student will be referred to the Office of the Superintendent for possible expulsion by the DuBois Area Board of School Directors.

At the six-day suspension conference the student is also told, for every twenty school days that pass without a discipline referral to the office, one suspension day is removed from the total.

NOTE: The Administration retains the right to assign more severe punishment and to use its discretion in all disciplinary matters.

BULLYING/CYBER BULLYING POLICY:

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 violence that is more serious. Therefore, the Board prohibits bullying by district students.

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The board prohibits all forms of bullying by district students. The board encourages students who have been bullied to promptly report such incidents to the building principal or designee. 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. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The superintendent or designee shall develop administrative regulations to implement this policy. The superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The superintendent or designee, in cooperation with other administrators, shall review this policy every three years and recommend necessary revisions to the board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. 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.

As of September 2015, *cyber harassment of a child* is an offense subject to the Code of Student Conduct.

Education: 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.

Consequences for Violations: A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling within the school; parental conference; loss of school privileges; transfer to another school building, classroom, or school bus; exclusion from school-sponsored activities; detention; suspension; expulsion; referral to law enforcement officials.

STUDENT WELLNESS POLICY AND INFORMATION:

The DuBois Area 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.

CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY:

The Board of School Directors of the DuBois Area School District recognizes that the abuse of substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the school shall strive to prevent abuse of control substances.

The District's policy prohibits on school grounds, school transportation, and at all school activities, the possession and/or use, sale, and/or mimic of sale, distributing, and/or intent of distribution of any alcoholic beverage, illegal or controlled or mood-altering substance, look-alike substances, over-the-counter medicines, anabolic steroids, inhalants, herbal incense, or other products containing synthetic cannabinoids, or paraphernalia. Possession of herbs or vitamins is not permitted. Prescription medications are not permitted unless the proper procedures have been followed, as set forth under the heading "HEALTH SERVICES" in this handbook.

The penalty may be up to ten days of suspension, referral to the Superintendent for expulsion, and/or notification of the appropriate law enforcement agency. In addition to disciplinary action, the student is also referred to the Student Assistance Program for formal intervention. For more detailed information you may contact the Middle School Office.

TOBACCO PRODUCTS:

Any student who uses and/or possesses tobacco products on school property, or at school related activities would be subject to the following disciplinary measures:

First Offense The student will receive a one day out-of-school suspension. Additionally the school district may initiate prosecution or the student may be assigned to the Tobacco Cessation Program (a tobacco education class after the regular school day) in lieu of prosecution.

Second Offense The student will receive a two day out-of-school suspension and there will be a parent conference. The school district will initiate prosecution.

Third Offense The student will receive a three day out-of-school suspension and there will be a parent conference. The school district will initiate prosecution.

Tobacco related devices, imitation tobacco products, lighters/matches, and electronic cigarettes are prohibited.

HAZING/UNLAWFUL HARASSMENT/DATING VIOLENCE:

Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student (forced conduct, which could result in extreme embarrassment). Unlawful harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, written, graphic or physical conduct of sexual nature. Dating violence is behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner. Students who engage in hazing, harassment, or dating violence should be reported to the principal or school counselor and will be dealt with through the Code of Student Conduct.

The DuBois Area School District 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. 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 school. Students and third parties are encouraged to promptly report incidents of harassment to designated employees. Complaints of harassment shall be investigated promptly and corrective action shall be taken when allegations are sustained. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

WEAPONS:

Any student who has, in his/her possession, a weapon on school grounds or school transportation, or any school sponsored activity or sporting event, can be expelled from school for a period up to one year.

A weapon shall include, but not be limited to, any knife, cutting instrument, nunchakus, firearms, shotgun, rifle, or any implement, tool, or instrument that could inflict serious bodily harm.

DISCLOSURE OF STUDENT SAFETY CONCERN:

Any student produced work that discloses abuse, harm to self, or harm to others will be reported to school officials.

STUDENT ASSISTANCE PROGRAM (SAP):

The Student Assistance Program (SAP) provides students and families with assistance in accessing school and community services/resources to help with mental health issues, drug and alcohol issues, depression, attendance, or any other problems a student may be experiencing.

Regularly throughout the school year, "groups" are formed by the school counselors or members of the SAP Team to assist students with various social or behavioral issues. If for any reason a parent would not

like their child to participate in such a group, please notify a building administrator at the beginning of the school year.

SAP does not diagnose, treat, or refer students for treatment. However, through an assessment process, SAP may provide families with information and resources in order to secure the proper services. SAP's goal is to help eliminate barriers so students will succeed in school.

How to Contact the Student Assistance Program: Contact your School Counselor.

SCHOOL POLICE OFFICERS:

School police officers (SPOs) are officers employed by the DuBois Area School District who are responsible for working closely with school administration to providing a safe and secure environment for our students and staff. They respond to calls for service, and document incidents that occur on school premises. School police officers also mentor and conduct presentations on youth-related issues and are visible in the school community. School police officers play an integral role in our school district and have many positive impacts on the students and staff that they are involved with.

There should be no expectation of privacy by the students or parents in regards to the protective actions taken by SPOs.

Any DuBois Area School District Police Officer specifically assigned to the district as an SPO, School Police Officer, shall function in cooperation with the building principal's office to assist in maintaining administrative order and discipline. When a building administrator has determined that the SPO has a legitimate purpose in interviewing a student within the school building, the administrator or his/her designee shall be present throughout the interview. If the student is suspected of having committed an illegal act, the administrator shall be present throughout the proceedings.

ELECTRONIC GRADE BOOK:

An electronic grade book is available to parents. You may access it through the school district website (www.dasd.k12.pa.us) and check your child's grades at any time during the school year. Information for enrolling in this service will be provided at the beginning of the school year. You may also contact your grade level school counselor to set up a parent/teacher team conference if you have any concerns.

GRADING SYSTEM PERCENTAGE GRADING:

A = 93% - 100%
 B = 85% - 92%
 C = 76% - 84%
 D = 70% - 75%
 F = 69% & Below

1. For the first nine-week grading period, the minimum grade is a 60%. For the 2nd & 3rd grading period the minimum grade is a 50%. A full-scale percentage range (0% – 100%) will be used for the 4th grading period.
2. Report cards will contain the course number and name, instructor's name, letter grade, percentage grade, and coded comments.
3. Grades will be assigned through a variety of performance measures.
4. For conversion purposes, when students transfer to DuBois with other grades than percentage grades, the grades are converted as follows:
 A = 93% B = 89% C = 80% D = 73% F = 69%
5. Progress reports will be completed 23 days into the marking period and available through Skyward for any student who is failing, in danger of failing, or whose grade has changed significantly (a drop

of 15 or more percentage points). A Skylert call will be made to inform parents.

6. Final tests will be given in all academic areas the last week(s) of school. The grade will be counted as any other chapter test.

HONOR ROLL:

“A Honor Roll” Grade average of percentage grades must be 93.0% or higher with no individual grade less than 85%.

“B Honor Roll” Grade average of percentage grades must be 85.0% or higher with no individual grade less than 76%.

Grades that disqualify a student from the honor roll: D & F

DAMS HONOR SOCIETY:

The DAMS Honor Society is an organization that recognizes and encourages academic achievement. Through DAMS Honor Society activities, students develop and maintain the ideals of scholarship, character, service, citizenship, and leadership. Eligible 6th, 7th and 8th graders meet regularly and are involved in academics and service oriented projects which benefit our school and community.

For many students, selection as a member of the DAMS Honor Society is the pinnacle of their achievements in middle school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that conforms to the student guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to DAMS Honor Society is a privilege, not a right. Students do not apply for membership in the DAMS Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. DAMS Honor Society is more than just an honor roll and the extent to which the local chapter emphasizes the other components of the selection process (leadership, service, and character) should be carefully included in the selection process guidelines.

NON-SELECTION:

Not selecting a student who has already been identified as being academically eligible can present a difficult situation for the chapter advisor and Faculty Council. The situation is bound to arise, however, given the necessarily subjective nature of some of the requirements for membership.

Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society.

Since the chapter advisor receives and files the results of the selection process, it is this individual who is best prepared to provide immediate feedback. Should students or parents still not be satisfied, the next level of discussion should take place with the Principal. The Principal should, of course, listen to the concerns of students not selected, or the parents of such students. Following such discussions, if the Principal believes that some kind of technical or procedural mistake has been made, the Principal may ask the Faculty Council to reconvene to review the situation. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades or failure to follow prescribed procedures.

Parents and students must understand that no student has a right to be selected for membership in the DAMS Honor Society. Requests or demands that members of the Faculty Council should be present for interrogation on how each member evaluated the complaining student will be firmly but politely refused.

ASSESSMENTS:

2020 State Assessments:

English/Language Arts PSSA: April 21-23

Math PSSA: April 28 – 29

Science PSSA: April 30

Make Ups: May 6 – 10

Keystone Algebra: May 12 – 13

The School Board recognizes its responsibility to develop and implement an assessment plan that will determine the degree to which students are achieving academic standards and provide information for improving the educational program. The district shall provide assistance to students not attaining academic standards at the proficient level. The district shall inform students and parent/guardian about how to access such assistance.

EXEMPTION FROM INSTRUCTION:

Parents/Guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs. See School Board Policy 105.2 for more information.

POLICY:

The DuBois Area School District policies are located on the district website, <https://www.dasd.k12.pa.us>, for parents and students to review.

NON-DISCRIMINATION:

The DuBois Area School District does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity, marital status, pregnancy, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title VI, Title IX, Americans Disabilities Act, Age Discrimination Act

Mr. Edd Brady, Director of Human Resources and School Safety

500 Liberty Boulevard

DuBois, PA 15801

(814) 371-2700

504 Protected Handicap

Mrs. Kathleen Ginther, Elementary [Principal](#)

300 Wasson Avenue

DuBois, PA 15801

(814) 375-8782

STUDENT RECORDS:

The DuBois Area School District creates and maintains several categories of student records, some of which are reviewed and updated from year to year while others are purged and destroyed yearly, at predetermined intervals or upon graduation. The school keeps directory information, transcripts and special education information for 99+ years. For a thorough and detailed explanation of these processes, refer to DASD Policy 216.2 STUDENT RECORDS – COLLECTION, MAINTENANCE, AND DISSEMINATION.

DUBOIS AREA SCHOOL DISTRICT – 235.A

<p>The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:</p> <ol style="list-style-type: none"> 1. <i>Consent</i> 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) - <ol style="list-style-type: none"> a. Political affiliations or beliefs of the student or student’s parent; b. Mental or psychological problems of the student or student’s family; c. Sex behavior or attitudes; d. Illegal, anti-social, self-incriminating, or demeaning behavior; e. Critical appraisals of others with whom respondents have close family relationships; f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; g. Religious practices, affiliations, or beliefs of the student or parents; or h. Income, other than as required by law to determine program eligibility. 2. <i>Receive notice and an opportunity to opt a student out of</i> – <ol style="list-style-type: none"> a. Any other protected information survey, regardless of funding; b. 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 c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. 3. <i>Inspect</i>, upon request and before administration or use – <ol style="list-style-type: none"> a. Protected information surveys of students; 	<ol style="list-style-type: none"> b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and c. Instructional material used as part of the educational curriculum. <p>These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. DuBois Area School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. DuBois Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. DuBois Area School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. DuBois Area School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:</p> <ol style="list-style-type: none"> 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution. 2. Administration of any protected information survey not funded in whole or in part by ED. 3. Any non-emergency, invasive physical examination or screening as described above. <p><i>Parents who believe their rights have been violated may file a complaint with:</i></p> <p style="text-align: center;">Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-8520</p> <p style="text-align: right;">1/2010</p>
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**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

DUBOIS AREA SCHOOL DISTRICT – 216.2B
NOTIFICATION OF RIGHTS UNDER THE
FAMILY EDUCATION RIGHTS AND PRIVACY ACT
(FERPA)

<p>The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:</p> <ol style="list-style-type: none"> 1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access. <p>Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.</p> <ol style="list-style-type: none"> 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. <p>Parents or eligible students who wish to ask the school to amend their child’s or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their 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.</p> <ol style="list-style-type: none"> 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. <p>One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may</p>	<p>include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, AmeriCorps worker or juvenile probation officer; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. These records will be forwarded upon request.</p> <ol style="list-style-type: none"> 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: <p>Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202</p>
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<p>FERPA permits disclosure of PII from students' education, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –</p> <ul style="list-style-type: none"> • To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§99.31(a)(1)) • To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) • To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§99.31(a)(3) and 99.35) • In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid (§99.31(a)(4)) 	<ul style="list-style-type: none"> • To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)) • To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§99.31(a)(6)) • To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)) • To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) • To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§99.31(a)(9)) • To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) • Information the school has designated as "directory information" if applicable requirements are met. (§99.31(a)(11)) • To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protections of the student in foster care placement. (20 U.S.C. §1232g(b)(1)(L)) • To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurement of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. §1232g(b)(1)(K)) <p style="text-align: right;">June 2015</p>
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Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that our school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, our school may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c). If you do not want the school to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify our school in writing by September 30th of each school year. Our school has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph

- Date and place of birth
- Major field of study
- Dates of enrollment
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate 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 PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, 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 PIN, password, or other factor known or possessed only by the authorized user.

June 2015

DUBOIS AREA SCHOOL DISTRICT

PARENT GUIDE TO ATTENDANCE

The DuBois Area School District 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.

Compulsory school age refers to a period of a child's life from the time the child enters school as a beginner, which may be no later than six (6) years of age, until the age of eighteen (18) or graduation from a high school, whichever occurs first.

In November 2013, the PA Supreme Court upheld the 2012 Court of Common Pleas ruling in that the Mid-West School District could hold the parent of a kindergartener accountable to the Compulsory Attendance Laws. Once the parent "opts-in" to public education, the parent is obligated to follow the attendance rules.

Students are entitled to a free public education until the age of 21 years of age or until they receive a high school diploma, whichever occurs first.

The parent/guardian shall be responsible for the following.

1. Reporting:
Parent(s)/Guardian(s) should call the school attendance office daily reporting the student's name and reason for absence or delay. Unreported or reported absences may be investigated by the truant officer.
2. Documenting:
Parent(s)/Guardian(s) should provide the attendance secretary or homeroom teacher with a written excuse explaining the absence within three (3) days of the absence. The excuse should be written in ink, dated and signed by a parent/guardian, medical professional or court official. The excuse may be mailed, faxed, emailed or sent to the school with the child. Failure to submit a written excuse within three (3) school days of the absence will result in the days of absence being recorded as unexcused/unlawful.
3. Requesting:
Parent(s)/Guardian(s) should submit written excuses for medical/dental appointments to the

attendance secretary the day before the appointment or before school on the day of the appointment.

Students must sign in or sign out of the building with the attendance secretary when leaving or returning from their appointment.

The school district should be responsible for the following:

1. Issuing written notice to a parent/guardian whose child has either met or exceeded ten (10) days of cumulative, lawful absences verified by parental notification. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. A listing of Community Resources is enclosed with this notice.
2. Issuing written notice to a parent/guardian whose child has gone home ill through the nurse's office more than six (6) times during the school year indicating that additional absences shall require an excuse from a licensed physician.
3. Attempting to contact the parents/guardians by phone if a first or second unexcused absence is recorded.
4. Issuing written notice to a parent/guardian who fails to comply with the compulsory attendance statute that such infraction of the law will be prosecuted. This Official Notice of Third Illegal Absence under section 1354 is to be served when a student below the age of eighteen (18) has been absent three (3) days, or their equivalent, without lawful excuse. The rationale of such reporting is to actively engage in cases of habitual truancy appropriately. A copy of this notice is sent to Children and Youth Services.
5. Issuing written notice to a parent/guardian of a student who is age eighteen (18) or older who accumulates excessive, unexcused absences.
6. Making provisions for accumulation of class cuts or excessive tardiness into equivalent days of absence.
7. Scheduling a truancy conference upon the fifth (5) "Illegal absence" with the parent/guardian and student to write a Student Attendance Improvement Plan to address truant behaviors.

8. Citing before the District Justice's office as required by the School Laws of PA if the student accumulates seven (7) unlawful absences during the school year. A Truancy Referral Form will be submitted to the County Children and Youth Services. Written notice will be issued to the parent/guardian regarding the Children and Youth Services referral.

Please Note: CYS has the authority to file for dependency in the Court of Common Pleas for violators of Compulsory School Attendance Laws.

9. Offering students of compulsory school age, who have not complied with compulsory attendance requirements, may be offered alternative education services or other provisions of education.
10. Dropping a student who misses ten (10) consecutive school days from the active membership roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

EXCUSED ABSENCES

The following are specific reasons for which a student may be excused from school. It is the student's responsibility to make arrangements for any make-up work, including tests.

1. Religious Holidays and Religious Instruction - Upon written parental request, and in accordance with the policies of the district's board of school directors, students may be excused from school for religious holidays observed by bona fide religious groups. Upon written parental request, a student shall be excused from school to attend classes for religious instruction under section 1548 of the Public School Code of 1949. The excusal shall be limited to a total of not more than 36 hours per school year. A student's absence from school for religious holidays or for religious instruction shall be recorded as an excused absence. A penalty may not be attached to an absence for religious holidays or instruction.
2. Tutorial Work – Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district's curricula only if the following requirements are met: the excusal does not interfere with the regular program of studies; the qualifications of the instructor are approved by the district superintendent; and any instruction or transportation costs associated

with receiving tutorial instruction shall be the responsibility of the parent/guardian involved.

3. Health Care – Upon written parental request, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met; the health or therapeutic services are to be rendered by Commonwealth licensed practitioners; it is not practical or possible for the student to receive the service outside of school hours; and the time of necessary absence from school involves a minimum of interference with the student's regular program of studies.

4. Non-school district sponsored educational tours and trips – These are included in the 10 cumulative days of absence verified by parental notification.

The student's parent/guardian submits a written request to participate in a non-district sponsored educational tour or trip at least five (5) days prior to the absence for confirmation.

Days of absence for parental excusal normally should not exceed ten (10) school days a year. Any days requested in excess of the ten (10) cumulative days by parent excusal will be subject to review by the principal and may be declared unexcused/unlawful.

The student must obtain assignments from their respective teachers prior to the trip. Assignments must be completed and turned in on the first day of the student's return to school.

The parent/guardian will be notified by the building principal if the student's teacher(s) advise against the absence.

5. Reasonable Cause for Absence from School
 - A. Illness
 - B. Quarantine
 - C. Recovery from accident
 - D. Required court attendance
 - E. Death in family
 - F. Family educational trip
 - G. Educational tours and trips
6. Other justifiable absences for part of the school day
 - A. Medical or dental appointments
 - B. Court appearance
 - C. Family emergency
 - D. Other urgent reasons

UNEXCUSED ABSENCES

Some examples of unexcused absences may include but are not limited to:

1. Failure to get up
2. Missing the bus (when it is reasonably on schedule)
3. Babysitting
4. Running errands
5. Shopping
6. Participating in private lessons
7. Participating in hobbies (hunting, fishing, etc.)
8. Illegally employed
9. Visiting relatives
10. Forged excuse
11. Failure to bring in excuse to cover reason for absence within three (3) days of absence
12. Late to school
13. Skipping class
14. Other situations as deemed by the principal

PARTIAL-DAY ABSENCES**Elementary Schools:**

- a. A student will be charged with a late to school only until 12:15 p.m. Late to school unexcused /unlawful minutes will be accumulated and converted to equivalent days of unexcused /unlawful absence.
- b. A student will be charged one-half day absence if the student arrives after 12:15 p.m. or is signed out between 12:15 p.m. and 1:30 p.m.
- c. A student will be charged a full day absence if the student misses the entire school day.

Secondary Schools:

- a. If a student is absent 4 periods or less, the student is charged with a late to school. Late to school unexcused/unlawful minutes will be accumulated and converted to equivalent days of unexcused/unlawful absence.
- b. A student will be charged one-half day absence if the student misses 5 or 6 class periods.
- c. A student will be charged a full day absence if the student misses 7 or 8 class periods.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Students leaving school due to illness will not be permitted to participate in extra-curricular activities on that day. This includes practices and events. Secondary students must be in attendance by 10:30 a.m. to participate in extra-curricular activities.

LATE TO SCHOOL

When a high school student accumulates five (5) late to schools, the principal will send a letter reminding the parent that:

1. a written excuse from the parent/guardian must be provided within three (3) school days,
2. unexcused late to school minutes will be accumulated toward unlawful/unexcused days,
3. disciplinary action is possible if the student continues to be late to school.

When a student accumulates (10) late to schools, the principal will send a notice informing the parent that:

1. for the remainder of the current school year, a medical excuse is required whenever the student is late to school,
2. failure to submit a medical excuse within three (3) school days will result in the late to school being recorded as unlawful/unexcused,
3. unexcused late to school minutes will be accumulated toward unlawful/unexcused days,
4. excessive late to schools will result in disciplinary action.

When a high school student accumulates fifteen (15) late to schools, the principal will send a notice informing the parent that:

1. for the remainder of the current school year, a medical excuse is required whenever your child is late to school,
2. failure to submit a medical excuse within three (3) school days will result in the late to school being recorded as unlawful, unexcused,
3. unexcused late to school minutes will be accumulated toward unlawful/unexcused days,
4. the parent is requested to schedule with the principal and attend a parent conference within seven (7) calendar days at the receipt of the notice. At the parent conference, plans will be formulated to correct the late to school absentee behavior.