

# **Kutztown Area Senior High School Handbook** **2023-2024**

50 Trexler Avenue  
Kutztown, PA 19530  
Office: 610-683-7346 - Fax: 610-894-4801  
[www.kasd.org](http://www.kasd.org)

## **High School Administration**

<b>Principal:</b>	<b>Dr. Barry Flicker</b>
<b>Secondary Assistant Principal:</b>	<b>Mrs. Victoria Brown</b>
<b>Guidance Counselors:</b>	<b>Mr. Andrew Brett</b>
	<b>Mrs. Lauren Cicale Smith</b>

<b>Administrative Assistants:</b>	<b>Mrs. Stephanie Schumaker</b>
	<b>Mrs. Jane Rohrbach</b>
	<b>Mrs. Leila Yob</b>

## **Kutztown Area School District**



## **BOARD OF SCHOOL DIRECTORS**

*Randy T. Burch, President*  
*Caecilia M. Holt, Vice President*  
*Michelle R. Batz*  
*Dr. Alan J. Darion*  
*Erin M. Engel*  
*Michael J. Hess*  
*Jason B. Koch*  
*Jeremiah F. Light*  
*Rev. Dr. Dennis S. Ritter*

*Christian T. Temchatin, Superintendent*  
*Rikki L. DeVough, Secretary*  
*Beth Ann Siteman, Treasurer*

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## KUTZTOWN AREA HIGH SCHOOL TIME SCHEDULE

A-C-E DAY + Connections	B-D-F DAY
<p>BCTC returns at 10:46am</p> <p><b>FIRST LUNCH</b></p> <p>7:40 Homeroom Opens</p> <p>7:45-7:50 Homeroom/ Attendance</p> <p>7:54-8:34 Period 1 - 40 min</p> <p>8:38-9:18 Period 2 - 40 min</p> <p>9:22-10:02 Period 3 - 40 min</p> <p>10:06-10:46 Period 4 - 40 min</p> <p><b>10:46-11:16 LUNCH 5</b></p> <p>11:20-12:00 Period 6/7 - 40 min</p> <p>12:04-12:44 Period 8/9 - 40 min</p> <p>12:48-1:28 Period 10 - 40 min</p> <p>1:32-2:12 Period 11 - 40 min</p> <p>2:16-2:50 Connections- 34 min</p> <p><b>SECOND LUNCH</b></p> <p>7:40 Homeroom Opens</p> <p>7:45-7:50 Homeroom/ Attendance</p> <p>7:54-8:34 Period 1 - 40 min</p> <p>8:38-9:18 Period 2 - 40 min</p> <p>9:22-10:02 Period 3 - 40 min</p> <p>10:06-10:46 Period 4 - 40 min</p> <p>10:50-11:30 Period 5/6 - 40 min</p> <p><b>11:30-12:00 LUNCH 7</b></p> <p>12:04-12:44 Period 8/9 - 40 min</p> <p>12:48-1:28 Period 10 - 40 min</p> <p>1:32-2:12 Period 11 - 40 min</p> <p>2:16-2:50 Connections - 34 min</p> <p><b>THIRD LUNCH</b></p> <p>7:40 Homeroom Opens</p> <p>7:45-7:50 Homeroom/ Attendance</p> <p>7:54-8:34 Period 1 - 40 min</p> <p>8:38-9:18 Period 2 - 40 min</p> <p>9:22-10:02 Period 3 - 40 min</p> <p>10:06-10:46 Period 4 - 40 min</p> <p>10:50-11:30 Period 5/6 - 40 min</p> <p>11:34-12:14 Period 7/8 - 40 min</p> <p><b>12:14-12:44 LUNCH 9</b></p> <p>12:48-1:28 Period 10</p> <p>1:32-2:12 Period 11 - 40 min</p> <p>2:16-2:50 Connections - 34 min</p>	<p>BCTC returns at 11:06am</p> <p><b>FIRST LUNCH</b></p> <p>7:40 Homeroom Opens</p> <p>7:45-7:49 Homeroom/ Attendance</p> <p>7:53-8:38 Period 1 - 45 min</p> <p>8:42-9:27 Period 2 - 45 min</p> <p>9:31-10:16 Period 3 - 45 min</p> <p>10:20-11:05 Period 4 - 45 min</p> <p><b>11:05-11:35 LUNCH 5</b></p> <p>11:39-12:24 Period 6/7 - 45 min</p> <p>12:28-1:13 Period 8/9 - 45 min</p> <p>1:17-2:02 Period 10 - 45 min</p> <p>2:06-2:50 Period 11 - 44 min</p> <p><b>SECOND LUNCH</b></p> <p>7:40 Homeroom Opens</p> <p>7:45-7:49 Homeroom/ Attendance</p> <p>7:53-8:38 Period 1 - 45 min</p> <p>8:42-9:27 Period 2 - 45 min</p> <p>9:31-10:16 Period 3 - 45 min</p> <p>10:20-11:05 Period 4 - 45 min</p> <p>11:09-11:54 Period 5/6 - 45 min</p> <p><b>11:54-12:24 LUNCH 7</b></p> <p>12:28-1:13 Period 8/9 - 45 min</p> <p>1:17-2:02 Period 10 - 45 min</p> <p>2:06-2:50 Period 11 - 44 min</p> <p><b>THIRD LUNCH</b></p> <p>7:40 Homeroom Opens</p> <p>7:45-7:49 Homeroom/ Attendance</p> <p>7:53-8:38 Period 1 - 45 min</p> <p>8:42-9:27 Period 2 - 45 min</p> <p>9:31-10:16 Period 3 - 45 min</p> <p>10:20-11:05 Period 4 - 45 min</p> <p>11:09-11:54 Period 5/6 - 45 min</p> <p>11:57-12:42 Period 7/8 - 45 min</p> <p><b>12:42-1:13 LUNCH 9</b></p> <p>1:17-2:02 Period 10 - 45 min</p> <p>2:06-2:50 Period 11 - 44 min</p>

## **TWO HOUR DELAY**

**BCTC expected to be in attendance by 11:06am**

9:40 Homeroom Opens

9:45-9:50 Homeroom

9:54-10:14 Period 1

10:18-10:38 Period 2

10:42-11:02 Period 3

11:06-11:26 Period 4

### **FIRST LUNCH**

11:26-11:56 Lunch 5

12:00-12:30 Period 6/7

12:34 - 1:04 Period 8/9

1:08 - 1:38 Period 10

1:42-2:12 Period 11

2:16-2:50 Connections

### **SECOND LUNCH**

11:30-12:00 Period 6/7

12:00-12:30 Lunch 7

12:34-1:04 Period 8/9

1:08 - 1:38 Period 10

1:42-2:12 Period 11

2:16-2:50 Connections

### **THIRD LUNCH**

11:30-12:00 Period 6/7

12:04-12:34 Period 8/9

12:44-1:04 Lunch 9

1:08 - 1:38 Period 10

1:42-2:12 Period 11

2:16-2:50 Connections

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## **ACT 80 - EARLY DISMISSAL DAYS:**

### **ALL PERIODS No Connections**

**BCTC expected to be in attendance at 9:09am in the event BCTC is NOT in session**

7:40 Homeroom Opens

7:45-7:50 Homeroom

7:54-8:17 Period 1

8:21-8:41 Period 2

8:45-9:05 Period 3

9:09-9:29 Period 4

### **FIRST LUNCH**

9:33 - 9:53 Period 6/7

9:57 - 10:17 Period 8/9

10:21 - 10:41 Period 10

10:45 - 11:05 Period 11

### **SECOND LUNCH**

9:33 - 9:53 Period 5/6

9:57 - 10:17 Period 8/9

10:21 - 10:41 Period 10

10:45 - 11:05 Period 11

### **THIRD LUNCH**

9:33 - 9:53 Period 5/6

9:57 - 10:17 Period 7/8

10:21 - 10:41 Period 10

10:45 - 11:05 Period 11

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### **PERIODS 1ST - 4TH AND Connections**

7:40 Homeroom Opens

7:45-7:50 Homeroom

7:54-8:34 Period 1

8:38-9:18 Period 2

9:22-10:02 Period 3

10:06-10:46 Period 4

10:50-11:05 Connections

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### **PERIODS 5TH - Connections**

7:40 Homeroom Opens

7:45-7:50 Homeroom

7:54-8:34 Period 5/6

### **FIRST LUNCH**

8:38-9:18 Period 7/8

9:22-10:02 Period 9/10

10:06-10:46 Period 11

10:50-11:05 Connections

### **SECOND LUNCH**

8:38-9:18 Period 6/7

9:22-10:02 Period 9/10

10:06-10:46 Period 11

10:50-11:05 Connections

### **THIRD LUNCH**

8:38-9:18 Period 6/7

9:22-10:02 Period 8/9

10:06-10:46 Period 11

10:50-11:05 Connections

## FACULTY & STAFF LIST

### Agriculture, Career & Technology

C2

Ms. Ayla Blatt

C1

Mr. Michael Aboulhoda

### Alternative Education

B13

Mrs. Karen Bruno

### Athletics/ Extra-Curricular Department

Director

Mr. Edward Yapsuga

Asst. to A.D.

Mrs. Melissa Nolte

### Business & Technology Faculty

B12

Mr. Chris Simmons

### Custodian

Mr. Mike Vazquez

### ELS

E21

Mrs. Katharine Mannai

### Family & Consumer Science Faculty

D2

Mrs. Heather Russo

### Fine & Performing Arts Faculty

D13

Mr. Benjamin Hoffman

E24

Ms. Cecily Ryan

D6

Mr. Dustin Shirk

### Health & Physical Education Faculty

Gym

Mr. Ty Smith

Gym

Mr. Adam Berrigan

Gym

Mrs. Angelo DiCello

### Guidance Counseling

Counselor

Mr. Andrew Brett

Counselor

Mrs. Lauren Cicale-Smith

Secretary

Mrs. Stephanie Schumaker

### Language Arts Faculty

E23

Mr. Josh Chambers

E17

Mrs. Sarah Williams

E22

Mr. Thomas Miller

E19

Ms. Lisa Saby

### Librarian

Library

Mrs. Alison Kocis-Westgate

### Mathematics Department

B10

Mrs. Suzanne Mixa

B23

Mrs. Shaylon Krautwald

B6

Mr. Stephen Pizzuto

B24

Mrs. Sallie Sandler

### Nurse

Mrs. Brenda Loeb

### Office

Principal

Dr. Barry Flicker

Asst. Principal

Mrs. Victoria Brown

Secretary

Mrs. Jane Rohrbach

Secretary

Mrs. Leila Yob

### Science Department

C6

Mr. Luke Bricker

C5

Ms. Jessica Plisko

B25

Ms. Kelly Mahoney

B21

Mrs. Jennifer Biglin

B20

Mrs. Ashley Pastor

### Social Studies Department

E21

Mrs. Amy Howard

E20

Mr. John Noll

E14

Ms. Francesca Lausch

E13

Mr. Chris Schumacher

### Special Education

D15

Mr. Alan Angstadt

E11

Mrs. Lori Christ

E10B

Mrs. Jessica Ortiz-Eichert

D14

Mrs. Lisa White

### World Language

B22

Ms. Michenelle Groller

E21

Mr. Richard Hadley

E8

Ms. Antionette Sprinkle

## STUDENT CODE OF CONDUCT

The Kutztown Area Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school. The Student Code of Conduct was developed by the administration, students, and staff to ensure a structured environment where all students can learn. A high standard of conduct and discipline needs to be maintained in order to facilitate classroom learning, promote a positive atmosphere, and build school pride. Therefore, students are prohibited from engaging in behaviors that endanger the safety of others or themselves, damage property, or interfere with the school program. KAHS has two levels of behavioral infractions and disciplinary consequences for these behaviors. Each staff member is required to enforce this code.

***ALL current, approved School Board Policies can be found on the district website ([www.kasd.org](http://www.kasd.org)). Relevant policies may be referenced within this document. Policy 218 refers, generally, to Student Discipline.***

### AFFECTION POLICY

We recognize that caring for others and showing affection are important. Public displays of affection are not wrong; they simply are inappropriate in a school setting. A simple show of affection such as holding hands is acceptable; however, prolonged kissing and close physical contact in school is inappropriate. Be respectful and confine displays of affection to hand holding while on school property. Violations of this policy may result in detentions and/or guidance/parent conferences.

### ATTENDANCE POLICY

The Board requires that school-age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal, nurse, or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- |                              |  |
|------------------------------|--|
| 1. Personal illness          | 5. Death in immediate family                               |
| 2. Quarantine                | 6. Pre-Approved family educational trips                   |
| 3. Recovery from accident    | 7. Educational tours & trips                               |
| 4. Required court attendance | 8. Inclement weather that will endanger the child's health |

## **Absences**

- \* Absences shall be treated as unlawful until the High School receives a written excuse explaining the absence, which must be submitted within three (3) days of the absence.
- \* The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18). The Board shall issue notice to those parents/guardians/students who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.
- \* Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.
- \* Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.
- \* Students who are healthy and active should not miss more than ten days of school during the school year.
- On the day a student is absent, a parent/guardian should telephone the school at 610-683-7346 by 9:00 AM to report the absence. A note from a parent/guardian is still required upon the student's return to school.
- Following an absence, a student is to report to the office immediately upon return to school with a signed note (school form available from office or homeroom teacher) stating the reason for the absence. This form may also be faxed to the high school office at 610-894-4801.
- \* Failure to produce a parental/doctor note within three (3) days will cause the absence to be defined as unlawful (under 18 years of age) or unexcused (18 years or older).
- \* If a school nurse sends a student home, a note will be given to the attendance secretary by the school nurse, and a parent note is not needed. However, the time out of school will be cumulated with other absences.
- \* After ten (10) absences from school, the parent/guardian will be notified that all subsequent absences must be supported with medical documentation or they will be declared unlawful/unexcused. All other absences from school will be considered unlawful or unexcused. Students must work with their teachers on a mutually agreed upon timeline for any missed work during an excused absence.
- \* Students who are absent on any particular day(s) will be allotted one day to make up work, for each day that he or she is absent.

## **Unexcused/Unlawful absences:**

- \*Frequent unexcused/unlawful absences may result in the natural consequence of low or failing grades. In addition, students may not participate in any extracurricular activities until regular school attendance has been resumed. Field trip and other school event privileges will be determined by school administration, and may be revoked due to attendance issues.
- \*Following a third unlawful absence, the parent/guardian of a student under 18 years of age will be sent a notice stating that subsequent unlawful absences will result in a school improvement plan meeting. The sixth unlawful absence will result in a truancy citation, which will be sent to the District Magistrate. If the student is 18 years of age or older, a conference with the parent and student will be held and the school's administration will determine the consequences.



\*The following reasons for absences and/or tardiness are not valid and will be classified as unexcused/unlawful:

- Willful non-attendance – cut school
- Overslept or missed the bus
- Car trouble or traffic
- Employment
- Any other excuse that the principal deems inappropriate

### **BULLYING/INTIMIDATION/HARASSMENT**

The goal of the Kutztown School District is that all students will come to school free from fear of harassment or degradation, and that all parents will be free from worry that such things will happen. We will eliminate bullying incidents in our schools, thereby creating a safer, more comfortable place for children to learn. All reports of bullying must be communicated to the high school administration. For additional information, reference School Board Policies 248 and 249.

### **CHEATING/PLAGIARISM**

Kutztown Area High School is an academically oriented school. The school administration, faculty and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating negatively affects the individual student, the class and the overall academic climate of our school. Any student encountering academic difficulty should see his/her guidance counselor to develop a plan to solve the problem. Many types of assistance are available, and school personnel are committed to helping every student succeed. Students who choose to cheat to solve their problems will be disciplined. The penalties for this behavior include, but are not limited to: loss of grade, detention, and/or suspension. All students should be aware that plagiarism, whether intentional or not, is a form of cheating. Using the words of another, be it a friend, relative, or published writer, without giving credit to that person, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, and homework. Additionally, work that is created by artificial intelligence applications (such as ChatGPT) is not original student work, and therefore, is a form of cheating / plagiarism.

When it has been determined that plagiarism has been committed, a teacher shall have the option of downgrading the assignment or not giving credit. In addition, any student who has plagiarized will be subject to the penalty for cheating as outlined above. These penalties will also apply to students who give their work to another student. Repeat offenders may have to face a panel of their teachers to discuss this behavior and possible consequences. In order to continue our tradition of supporting academic integrity and fostering intrinsic desire to succeed in coursework, Kutztown Area High School does not offer extra credit to students who have a history of failed tests and quizzes, incomplete/missing assignments, or academic dishonesty such as plagiarism or cheating.

### **COMPUTERS AND TECHNOLOGY EQUIPMENT**

The laptop and carrying case are the property of the Kutztown Area School District. Laptops will be assigned to full-time high school students and must be returned at the school year's conclusion. The laptop must be returned in its original working condition.

The following guidelines apply to laptop use:

- Students will carry their laptops in their school-issued case throughout the school day. Students are responsible for the laptop at all times. The laptops are NOT to be left unattended. Multiple episodes of irresponsible behavior with the laptop will result in consequences, such as detention

and/or loss of computer privileges.

- The laptops must remain in the carrying case when not in use.
- \* Laptops are not permitted in backpacks.
- Students must start each day with a fully charged laptop. Students will have the opportunity throughout the day to charge their laptop in a few specified classrooms.
- The laptops may not be marked in any way; no stickers or other decorations are permitted.
- Students may take their laptop to the server room for cleaning.
- School identification tags/stickers may not be removed from the laptops.
- Food and drink should not be used near the laptops.
- \* Student ID badges must be displayed in the laptop case.
- Students are not authorized to use other students' laptops.
- Students may not use the laptops on busses.
- If unable to carry the laptop, each student is to lock it in his/her assigned locker. Each student must notify the high school office if his/her locker is not working properly.
- Students must keep their passwords confidential.
- Students are responsible for backing up school documents on the central server.
- Students may not copy music, pictures, or video to the server unless given permission by a teacher or administrator.
- Headphones are prohibited in class unless a faculty member grants permission.
- Students are responsible for reporting any technical issues affecting the performance of the laptop to a member of the Apple Corp, technical staff or administration.
- Students shall not load games on their laptop as stated in the Acceptable Use of Computer Hardware, Software, Network Usage Policy #815.
- Obscene language and/or materials deemed inappropriate by the school administration, including screensavers, backdrops and/or pictures are strictly prohibited.
- Under NO CIRCUMSTANCES may students use their laptops, or any other device, to video or audio record a teacher without that teacher's permission.
- \* Students are prohibited from using personal tablets and/or laptops during the school day, unless granted permission by the school administration.
- \* Additions, modifications or deletions of files on the laptop are prohibited except for academic purposes in the student laptop home folder. Should the laptop need to be re-imaged for disciplinary reasons, the student will lose their personal data (music, pictures, videos, etc.).
- \* The Kutztown Area School District shall rigorously uphold laws pertaining to the use of technological equipment and the information it contains or generates. Anyone found to be violating such laws shall be subject to prosecution by the District as well as further disciplinary action, including criminal prosecution. Please refer to Board Policy #815 – Computer Hardware/Software/Network Usage, for more detailed information. This policy is posted on the KASD website ([www.kasd.org](http://www.kasd.org)).

### **DISRESPECTFUL BEHAVIOR**

Disrespect includes any conduct (written, verbal, gesture, action, intonation, or look) that demonstrates inappropriate behavior directed towards any staff member acting within the scope of their authority. Disrespect to staff members, visitors, and other students will not be tolerated and will result in disciplinary action.

## **DRESS CODE**

The following guidelines have been established by the Kutztown School Board (Policy 221). The Kutztown faculty and principal will enforce them to ensure that every student's dress does not disrupt the educational process for others or constitute a health or safety hazard. The application of this policy shall be consistent with the rights of all students and religious observances. Enforceable guidelines may include, but not be limited to:

- The faculty and administration will assist students in understanding the importance of proper hygiene. Being prepared for school and class includes daily hygiene and appropriate attire.

- Students may not wear destructive or dangerous clothing, jewelry, footwear, or other apparel; i.e. rivets, cleats, ornamental belts, etc., that may cause damage to school property or present a threat to the health, safety or welfare of the school community. No heavy gauge chains or choke collars may be worn or carried at any time, including wallet chains, etc.

- Garments exposing too much anatomy, and which may be offensive/distracting to others, may not be worn. Garments exposing the stomach may not be worn. Clothing with indecent, suggestive or unsavory symbols may not be worn. Drug, alcohol and tobacco symbols are prohibited. Any clothing/jewelry symbolizing or promoting drug use, gang activity or gang membership is prohibited. Offensive tattoos and body art will be required to be covered at all times.

- \* Hats, caps, bandanas, head coverings, hoodies, trench coats, and sunglasses may not be worn or displayed in the school building, unless approved by the school nurse and/or school administration for health reasons.

- Exposure of any undergarment is not acceptable in school and may be subject to disciplinary actions. No "boxer" shorts or garment designed as underwear will be allowed as the outer garment.

- Students may wear shorts of appropriate length; the shorts must appropriately cover one's anatomy.

- Any attire, which the administration considers to be an impediment to the quality of instruction or welfare of the students or school, shall not be permitted. Laundered over shirts will be available; if the student is not willing to wear such attire, a parent may be requested to bring suitable clothing before the student may return to class.

- Students will be required to wear a belt, or reasonable facsimile, if it is necessary in preventing exposure of underwear/boxer.

- Students taking art classes, family and consumer science, technology education, or science should be concerned about length of hair, loose clothing, and foot and eye protection. Teachers will discuss the appropriate safety procedures in each class. The teacher will require proper student attire for these classes and physical education. A school-mandated physical education uniform must be worn while participating in physical education classes.

- For safety purposes, students must have appropriate footwear on at all times while going to and from school and on school property.

- Students may not carry, wear, or use backpacks in any way during the school day, between 7:45am and 2:50pm.

## **EDUCATIONAL TOURS AND TRIPS**

Requests by parents to have their children excused from school for educational trips will be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 Educational Tours and Trips, Not School Sponsored. For a full explanation of the attendance policy see Policy 204 in the Board of School Directors Policy Manual on the website ([kasd.org](http://kasd.org)). In order to ensure proper review, requests for educational trips

must be submitted to the office at least **one month** prior to the day of the trip and must be submitted on the appropriate form, which can be obtained from the high school office. Students are responsible for any missed work when they return to school.

### **ELECTRONIC DEVICES**

A student may not display or use a personal radio, scanner, camera, portable television, video camera, tape recorder, electronic game, beeper, laser pointer, MP3/CD player/iPod, or cell phone during the school day, without the expressed permission of the classroom teacher or administration. Cell phones may not be used in classrooms, unless used for academic purposes, under the direction and supervision of the classroom teacher. Cell phones may not be used in the hallways, cafeteria, or locker room areas. Cell phones may not be used for audio or video recordings within the school, unless done for academic purposes, under the direction and supervision of the classroom teacher. All cell phone communications, beyond those conducted for academic purposes, must be conducted from the high school office, with the permission of a teacher and/or school administrator. The school will not be responsible for the theft or damage of any electronic device. These items may be confiscated if they cause a disruption to the learning environment. After-school detention will be assigned to students who fail to abide by the code of conduct for electronic devices.

### **FIGHTING / THREATENING BEHAVIOR**

Students who engage in fighting or threatening others will face school district issued discipline, along with the possibility of referral to local law enforcement. Should fighting and/or threatening behavior cause considerable disruption to the learning environment, administration has the option of requesting police presence and the issuance of a citation for said disturbance. Upon conviction, a fine may be levied or community service assigned in accordance with the law.

### **FOOD AND DRINK**

Student health and welfare is important to a successful learning experience. Poor hydration and nutrition can have a negative effect on concentration and knowledge retention. Students are allowed to carry containers for water. Glass containers are prohibited. Snacks in the classroom is at the teacher's discretion. All cafeteria and library purchases must be consumed and discarded in the cafeteria/library. Open packages of food and beverages, other than water, are not permitted in the hallway unless approved by the administration or school nurse.

### **HALL CONDUCT**

In the halls, students are expected to act appropriately. Students must sign out of any assigned area of the building by identifying the time of departure and the destination. In order to move about the building during class time, the Pass Book must be signed with the appropriate information included. When returning, students must sign in by providing the identifying time of return on the sign-in/out sheet. All information must be clearly presented. Violation of the hall pass policy constitutes a level one infraction. This will turn into a level 2 infraction for repeat offenders, and in such cases, hall privileges will be removed.

### **ID BADGES**

Students are required to possess a KAHS-issued, student photo ID badge at all times during the school day. They are to be attached to their school issued computer case. There is a procedure in place for the issuing of temporary IDs in cases where students forget to bring their computer to school. If a student loses their ID, they must contact the High School Office. Any student found to

have altered or destroyed their ID will face disciplinary action.

### **ILLEGAL DRUGS, ALCOHOL & PARAPHERNALIA**

The Kutztown Area School District in compliance with Public Law 101-226 acknowledges that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is therefore the policy of this School District that drug use, being under the influence, possession, sale, or distribution is prohibited on school property, to and from school, or at any school-sponsored event. This will include all dangerous controlled substances prohibited by law; all “look-alike” drugs, all alcoholic beverages, tobacco and tobacco products; any drug paraphernalia; any medications except those for which permission to use in school has been granted pursuant to Board policy; and, any inappropriate use of over-the-counter substances or medications for which permission to use has been granted by Board policy. (ref. Policies 210.1, 222 & 227). Students in violation of this policy will be disciplined according to the regulations of the District and Public Law, which may include expulsion and/or referral for prosecution. Students with abuse problems can receive help through a referral to the school counselor and/or student assistance program.

### **INAPPROPRIATE LANGUAGE & CONDUCT**

Inappropriate behavior will not be tolerated. Inappropriate behavior is any conduct, language or gesture deemed inappropriate in a civilized society. Examples include, but are not limited to, any behavior that could endanger, insult or offend any student, staff, teacher or other individual in, on the way to and from school or any school sponsored activity. This includes any form of bullying, harassment, profanity, vulgarity and obscene gestures or suggestions. The use of obscene or foul language in any situation is one of disrespect and irresponsibility. Regardless of the circumstances, the use of obscene/foul language by students will not be tolerated. Dependent upon the nature of the obscenity, the setting in which the infraction takes place, the amount of disruption to the learning environment, and the frequency of the student’s use of unacceptable language, consequences for the use of obscene or profane language can vary from detention, to several days of suspension, to a summary citation.

### **LATE BELL BETWEEN CLASSES**

Students are provided four (4) minutes to pass from one class to another. Normally, this is more than adequate for a student to walk directly from one class to another with a quick stop at his/her locker. Students are expected to be in their assigned rooms and seats ready to work when the bell rings to begin class.

- If a student is late to class, it is his/her responsibility to have a signed Pass Book by a staff member identifying the reason for lateness.
- If a student was meeting with a staff member, it is the student’s responsibility to obtain a signed pass from the teacher/administrator to get into class without being recorded as late.

### **LUNCH BEHAVIOR / CAFETERIA**

All students must eat their lunches in the school cafeteria. A lunch may be purchased in the cafeteria or brought from home before school. Deliveries of food from outside establishments are not permitted; i.e. pizza or hoagies/subs delivered to school. Students are not permitted to leave school for lunch or go to their cars for any reason without first obtaining permission from the main office. Students who leave the building without permission will be subject to disciplinary action.

Students will use the point of sale (POS) system to buy food in the cafeteria. In addition to paying for each meal separately, students have the option to deposit money into an account from which they may draw money for meals using an ID number provided by food service.

- Students must arrive in the cafeteria before the second bell rings or provide a signed pass identifying the reason for being late.
- Students are not permitted to leave the cafeteria unless they have signed out to the lavatory or obtained a pass to go to any other part of the building.
- There will be no eating or drinking in the halls. Any open containers of food or drink in the hallways will be confiscated.
- There are no backpacks permitted in the lunch line.
- Trash/garbage must be placed in the receptacles provided and trays, dishes, etc. returned to the dishwashing window. The table and surrounding eating area must be cleared of all food, trash, dishes, trays, etc. before leaving the cafeteria.
- Students are not permitted in the halls, locker room, gym, or lobby areas without a signed pass after the late bell rings.
- Students are expected to maintain appropriate behavior at all times, while in the cafeteria. Behaviors such as yelling/shouting, cutting in the lunch line, throwing food or objects, etc., will be subject to disciplinary action. If students behave inappropriately in the cafeteria, they may be assigned particular seats, required to eat in an assigned area of the building, and/or receive disciplinary action. This may include clean-up duty for students who have left their area not adequately cleaned. Disorderly behavior, including food throwing, will result in disciplinary action up to and including suspension and/or citation and fine.

### **OBLIGATIONS & RESPONSIBILITIES**

Students occasionally accumulate debts or other obligations, such as owed textbooks, laptop repairs, lunch money, library fines, athletic uniforms/equipment, detention hours, excessive absences, or excessive tardiness. Students who accumulate debts and/or owe any obligations will receive limited privileges within the High School and not be considered “in good standing.” Some privileges that may be suspended include, but are not limited to: field trips, extra-curricular events (as spectators and/or participants), class trips, parking permits, the purchase of prom tickets, attendance at prom, laptop use, participation in Commencement.

### **PARKING PERMITS**

ALL vehicles parked in the KAHS parking lot are required to display a parking permit tag in the windshield. Permit tags can be obtained in the Main Office, and are free of charge. Vehicle information must be kept current. Students will be required to park in designated student parking spaces only. Students are not permitted to park in the first row of the Parking Lot. Parking in the high school parking lot is a **privilege** extended to students. This privilege can be suspended or revoked at the discretion of the administration. (ref. Policy 223)

Students attending the Berks Career & Technology Center (BCTC) are required to utilize school district bus transportation, unless granted written permission by the Berks Career & Technology Center to drive to / from BCTC.

### **PASSES AND STUDENT PLANNER**

It is the responsibility of the school staff, serving in loco parentis, to account for all students at all times. A Pass Book will be issued to all students on the first day of school. No student is permitted out of class, study hall, or the cafeteria without a signed Pass Book. To ensure a complete record

of the school year, pages are not to be torn out. Deliberate destruction of the Pass Book will result in disciplinary consequences and replacement. As far as planning and organization, many students use electronic methods for assignment tracking. However, a Paper Planner is available to students free of charge through the main office. Lost or damaged Pass Books/Planners may be replaced at the High School Office.

### **PHOTOGRAPHY/VIDEOGRAPHY**

At no time will a student be permitted to take photos or video of other persons (students OR staff) without the permission of the subject during the school day.

Periodically, the School District includes photographs of students on its website, or other media, in order to foster positive public relations while providing students an opportunity to earn some well-deserved publicity. Unless the School District is informed to the contrary by a parent/guardian, the School District will assume it has parental permission to post/publish a student's photograph in School District publications. Student's photographs will not include the student's name when published on the Internet. If any parent/guardian desires that his/her child's photograph not be "published," a note stating such must be submitted to the high school office prior to the end of September of each year.

### **PHYSICAL EDUCATION REGULATIONS**

The physical education department will distribute a list of all of the rules and responsibilities governing participation in classes the first day of class for each student. Included among these rules will be uniform purchase, class participation responsibilities, locker room requirements, grading procedures and penalties and procedures for students who are unprepared for class.

- The school nurse will review long-term medical excuses every thirty (30) days.
- If feeling ill, or in the case of injury, students must alert the teacher prior to seeking the nurse's attention.
- Any student bringing valuables to the gym locker room should give them to the teacher. The instructor, school, and district are not responsible for any valuables damaged, lost, or stolen from the locker room.

### **POSSESSION OF A WEAPON**

A person commits a misdemeanor of the first degree if he/she possesses a weapon or explosives (including any firework) in the buildings of, on the ground of, or in transportation to and from any elementary or secondary public or private school. According to current law, any student in possession of a weapon on school property shall be expelled for at least one year.

The term weapon shall include, but not be limited to, any knife, cutting instrument or tool, nunchakus, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily harm. This will include all instruments or implements resembling or intended to resemble a weapon. (ref. Policy 218.1)

### **POSSESSION OR USE OF TOBACCO**

In order to maintain and/or improve the health, safety and overall atmosphere of the school, the Board of Directors of Kutztown Area School District adopted the following resolution on March 16, 1987: Students are prohibited from possessing and/or using tobacco products while on school property, during any school-sponsored activity or when under the direct supervision of school personnel. (ref. Policy 222)

Students who violate this provision are subject to the following disciplinary action:

**First Offense:** Five days out-of-school suspension and a parental conference may be requested.

**Second Offense:** Ten days out-of-school suspension and a hearing with the Superintendent.

**Additional:** Students who violate School Board policy, which forbids the possession or use of tobacco products while in school buildings, school busses, or anywhere on district property may be cited by the Principal or Assistant Principal for violation of the School Tobacco Control Law. Upon conviction, the district justice may levy a fine or assign community service to the student in accordance with the law. The law calls for a summary offense and a fine, plus court costs for those students charged with violating a school's smoking policy. The law defines tobacco as a lighted or unlighted cigarette, pipe or other lighted smoking product and smokeless tobacco in any form.

### **SAFETY**

Safety is of utmost importance in our school setting. Acting in an unsafe manner includes, but is not limited to, running, pushing open a door or other object in a violent manner, pushing others, boisterous hallway behavior, creating a situation which causes general alarm, etc. Such unsafe acts will result in consequences ranging from level one to level two infractions.

### **SCHOOL BUS CONDUCT**

The legal responsibility for each student on a school bus falls on the bus driver. The driver can safely carry on his/ her responsibility only if all students cooperate to the fullest extent. The bus drivers are in charge of the vehicles, and as such, have the same authority as a classroom teacher. A referral from the bus driver will be dealt with in the same manner as a referral from a classroom teacher. The following conduct is required from the time the student arrives at the bus stop in the morning until they arrive home after school.

All students are expected to:

- Demonstrate the same conduct as in the classroom.
- Be courteous, use no profane language.
- No eating or drinking (except water) on the bus.
- Keep the bus clean.
- Cooperate with any requests made by the bus driver; the driver is authorized to assign seats.
- Stay in your seat and keep hands/feet inside the bus.
- No leaving the bus before arriving at school.
- No disembarking at stops other than those assigned by school officials without parental AND school permission.
- No riding on a bus other than their assigned bus without parental AND school permission.

The following items are not permitted on school buses: animals, weapons, hazardous materials, large/dangerous objects, glass containers, drugs, alcohol, tobacco or any other items that may cause a dangerous situation on the bus as deemed by the bus driver or school official. School bus stops are considered school property. Any harmful act to another student (fighting, harassment, threatening behavior) may result in disciplinary consequences.

*Please remember:* The parents of students involved in an incident on the bus or at the bus stop will be notified and disciplinary action will be taken. Students will be financially accountable for damage done to school buses/ property. Discipline for any of the above actions is at the discretion of the principal or assistant principal.



Depending upon the circumstances, discipline may include removal of bus riding privileges for one or more days up to permanent removal by a formal board hearing. Serious misbehavior on the bus may also be a cause for suspension or possible expulsion from school.

### **SEARCHES (Lockers, personal items, vehicles)**

The school administration may search lockers, personal items, and vehicles on school property. For purposes of searches by the school administration, "***Reasonable suspicion***" means that the person initiating the search has a well-founded suspicion - based on objective facts that can be articulated - of either criminal activity or a violation of school rules. (ref. Policy 226)

**Lockers:** ALL LOCKERS, DESKS AND STORAGE AREAS ARE AND SHALL REMAIN THE PROPERTY OF THE SCHOOL DISTRICT; LOCKER SEARCHES MAY AT TIMES BE CONDUCTED, WITHOUT PRIOR NOTICE, UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

Students are assigned lockers for storing and securing their books, school supplies, and personal effects. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy. Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing contains evidence of a student's violation of the law or school rules, the container may be searched. School authorities may seize any illegal materials found during a search of a student's locker, desk or storage areas. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

**Personal property:** Personal items such as backpacks, handbags, purses and clothing may be searched if a student is reasonably suspected of possessing or carrying any illegal materials.

**Vehicles:** All students who drive personal vehicles to school and park on school property should be aware their vehicles are subject to searches by school authorities in order to maintain a safe, healthy, and productive educational environment. Such searches can include:

A "plain-view inspection" - a visual inspection of the exterior and/or interior of a motor vehicle, effectuated without the opening of any doors, windows, hoods, or trunk lids. The District administration and/or security may routinely conduct plain view inspections of any student motor vehicles while said motor vehicles are on school premises. A "physical inspection" - a search of the interior compartments, trunk and/or engine of a motor vehicle, effectuated by the opening of any windows, doors, hoods, or trunk lids, and may involve use of local police to obtain physical entry into the vehicle. The school district administration and/or security may conduct a physical inspection of a student motor vehicle while the vehicle is on school premises, when reasonable grounds exist to suspect that the student in question has violated the law, or the rules, regulations, and/or policies of the School District, and/or that the vehicle is being used for the storage of objects, substances, or other evidence of such activities or contains items which constitute a threat to the health, safety, or welfare of the student, other students, personnel, or visitors of the school district.

\* Examinations by the school district administration and/or security may include canine "sniff" examinations and/or the use of other detection devices to locate illegal or otherwise prohibited materials.

### **TARDINESS TO SCHOOL**

A student is tardy to school when he/she is not present in the assigned classroom by the 7:45 AM bell. Students who are tardy to school must report immediately to the high school office. A backpack and/or students' belongings do not constitute being present in the room. No excuses will be accepted for tardiness, except for a doctor's excuse. Parental notes are not allowed. An accumulation of four days of tardiness will result in after-school detention. Additionally, time lost due to unexcused tardiness is cumulative and will be converted into days of unexcused absence. A total of 4.25 hours of tardiness will constitute an unlawful or unexcused day of absence. This may result in an offense punishable by a fine for a student of compulsory school age.

### **THREATS OF VIOLENCE / PHYSICAL ABUSE**

Any student who physically, verbally, and/or in writing threatens or abuses another student or member of the staff on the way to/from school, while at Kutztown Area High School, or any school sponsored activity faces the potential of being cited by the local legal authorities. In all instances, the parents of those students who threaten violence or who commit willful violence against another person on school property will be contacted. Additionally, an appointment with the guidance and counseling departments will be scheduled for the offending student(s) during which an evaluation will be made as to whether or not the student(s) will be required to undergo anger intervention counseling, or other behavior modification counseling prior to the student(s) being allowed to return to school in the event a suspension has been assigned. (ref. Policy 218.2)

### **VANDALISM / SCHOOL PROPERTY DAMAGE**

Vandalism is defined as any intentional attempt to harm or destroy school or personal property. The consequences for vandalism will include restitution for the repair/replacement of damaged property and appropriate disciplinary action, which may range from detention to Board action. In the event of accidental damage to school property, restitution will be required. Artwork or writings of an offensive nature (including but not limited to "tagging" and gang- or drug-related symbols) on a student's person or personal belongings, which are publicly displayed, will be treated as vandalism. (ref. Policy 224)

## **VIOLATIONS OF CODE & CONSEQUENCES**

The following are NOT all-inclusive, but serve as examples for unacceptable behavior on, to and from school property and at school-sponsored activities.

### **Level One Infractions**

Definition: Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are routine in nature and can usually be handled by an individual staff member. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others.

**\* Repeated Level 1 infractions may be categorized as Level 2, at the discretion of the school administration.**

Examples of Level One Infractions:

1. Violation of classroom rules and/or procedures
2. Hall pass violation
3. Unexcused tardy to class
4. Unexcused tardy to homeroom
5. Inappropriate behavior / horseplay
6. Public display of affection on school property
7. Unprepared for class
8. Parking violations
9. Failure to care for/secure laptop
10. Violation of dress code
11. Inappropriate bus and/or parking lot behavior
12. Sleeping in class
13. Hallway misconduct
14. Owes school, district, and/or 11<sup>th</sup> grade physical forms

Examples of disciplinary consequences for Level One infractions include, but are not limited to, the following:

1. Conference with student and/or parent/guardian
2. Notification of parent by phone and/or letter
3. School service work
4. Teacher assigned detention
5. Loss of bus privileges
5. Restitution
6. Behavioral contracts
8. Engagement in Positive Behavioral Interventions & Supports (PBIS) program
9. Temporary loss of parking privileges
10. Administrative Detention

## **Level Two Infractions**

Definition: These are defined as acts which disrupt the education process, result in violence to another person or property, and/or pose a direct threat to the safety of others in the school. Level Two infractions require the intervention of the administration and may require the intervention of law enforcement authorities and possible action by the Kutztown School Board of Directors.

Examples of Level Two infractions:

1. Vandalism
2. Intimidation, harassment, bullying, hazing of student(s) or staff
3. Obscene language/gestures to authority
4. Fighting / Assault / Sexual Assault
5. Controlled substances – Drugs or alcohol
6. Violation of School Board Policy #815 (Computer/Hardware / Software / Network Usage)
7. Smoking / possession of tobacco
8. Use of cell phone or other electronic equipment in hallways / classrooms
9. Reckless driving on school property
10. Cutting class
11. Endangering the safety of others
12. Possession of a weapon
13. Threats; verbal and/or written
14. Theft
15. Damage to school property and/or equipment; or to the property of others
16. Cheating / copying / plagiarism
17. Interference / obstruction of building security measures, including locked doors
18. Arson / false fire alarm / possession of firecrackers
19. Insubordination to authority
20. Violation of school rules during school-sponsored activities
21. Leaving school without permission / failure to notify the office
22. Inappropriate physical contact with others
23. Obscene language / gestures to peers
24. Failure to attend detention

Examples of disciplinary consequences for Level Two infractions include, but are not limited to:

1. Any Level One option not used
2. Administrator-assigned detention(s)
3. In-school / Out-of-school suspension
4. Loss of Internet / laptop use
5. Suspension of driving / bus riding privileges
6. Disorderly conduct citation
7. Alternative Education Program
8. Expulsion
9. Prosecution
10. Referral to Student Assistance Team

### **Administrative Detention**

After-school, administrative detention will be assigned with a minimum of a 24-hour notice. Parents are notified by mail that a detention has been assigned. If the detention hour(s) must be changed, a parent has until 11:00 AM of the scheduled date to change the date of the detention. Unless there is a call from a parent/guardian, there will be no change in the scheduled detention. Students who cause a disruption will be dismissed from the detention room and further disciplinary action will be taken. Students who fail to attend a scheduled detention may be assigned an in-school suspension, as deemed necessary by the school administration.

**NOTE:** Detention will take precedence over all school, extracurricular, home and/or work activities.

The following rules will be enforced during detention:

1. Report to the assigned room by 2:55 PM. Students reporting late to detention without legitimate reason will have the detention reassigned.
2. Students not serving the detention will have the time doubled with the first occurrence. Repeated occurrences may result in in-school suspension, out-of-school suspension, and/or citations in addition to the detention.
3. Students are required to sit quietly during detention. No schoolwork, or laptop use, will be permitted.
4. Students misbehaving will be asked to leave and a suspension may be assigned, after which the detention will be reassigned.
5. Students not serving detentions by the end of the school year may not be re-issued their laptop for the following year until the detentions are served.
6. Seniors not serving assigned detentions by the end of the school year may not be permitted to participate in senior end-of-year activities, including graduation ceremonies.
7. No sleeping or eating will be permitted.

### **In-School Suspension**

The Principal or Assistant Principal may assign an in-school suspension at their discretion for a variety of infractions. All forms of suspension and expulsion shall negate the student's right to participate in any school-related activity until the resumption of class attendance. Students are not permitted on school property during out of-school suspension.

The following guidelines apply to in-school suspension:

- Students will report to homeroom for attendance then report directly to the high school office.
  - Students will remain in the assigned in-school suspension room for their assigned period of time.
  - Misbehavior during in-school suspension will result in an out-of-school suspension.
  - Food and beverages, other than water, are not permitted.
- \* Laptop usage will be allowed at the discretion of the school principal/assistant principal.

**Exclusion From School (Out-of-School Suspension and Expulsion)**

The Board of School Directors shall define and publish the types of offenses that would lead to expulsion from school. Exclusion from school may take the form of suspension or expulsion. (ref. Policy 233)

**Suspension:** the exclusion from school for a period of one (1) to ten (10) consecutive days.

- Suspensions may be given by the Principal or Assistant Principal.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parent(s)/guardian(s) and the Superintendent of the district shall be notified in writing when the student is suspended.
- When the suspension exceeds three (3) consecutive school days, the student and parent shall be given the opportunity for an informal hearing.
- Suspension may not be made to run consecutively beyond the ten (10) school day period.
- Students shall have the responsibility to make up exams and work issued while serving the suspension and shall be permitted to complete these assignments within the guidelines established by the Board of School Directors.
- Students will be permitted one day to make-up work and complete all assignments and obligations, for every school day missed due to the suspension.
- It is understood that during an out-of-school suspension, the student may not attend classes, participate in school- sponsored activities or visit the school grounds.

**Expulsion:** the exclusion from school by the Board of School Directors for a period exceeding ten (10) consecutive school days and may be permanent expulsion from the school rolls.

- All expulsions require a prior formal hearing, unless the parents/guardians opt to waive their right to a hearing.
- During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal class except as set forth in the following section:

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) consecutive school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

## GENERAL INFORMATION

### ACADEMIC PROGRAMS / COURSES

The Course Selection Guide is available in the Guidance office, and on the District website, and is available for review. The Guide contains information regarding grading, course descriptions, graduation requirements, honor roll requirements, and class rank calculations. Students undergo course selection, requiring parental approval, in February and March each year. A list of courses for the following year will be tabulated in May. Students will not have the opportunity to pick their courses based on teacher or time requests. **Note: Projects of a significant cost may result in a charge before commencing. Parents will be notified and given approval prior to beginning the project.**

### ATHLETICS / EXTRACURRICULARS

Kutztown Area High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Berks County High School Athletic Association (BCIAA), and abides by the adopted rules of each.

The eligibility requirements for athletic and extracurricular events are as follows:

- Prior to any student participating in practices, Inter-school practices, scrimmages, and/or contests, at any PIAA member school in any school year, the student is required to (1) complete a comprehensive initial pre-participation physical evaluation (CIPPE); and (2) have the appropriate person(s) complete the first six sections of the CIPPE form. Upon completion of Sections 1 and 2 by the parent/guardian; Sections 3, 4, and 5 by the student and parent/guardian; and Section 6 by an authorized medical examiner (AME), those sections must be turned in to the principal, or the principal's designee, of the student's school for retention by the school. The CIPPE may not be authorized earlier than June 1<sup>st</sup> and shall be effective, regardless of when performed during a school year, until the next May 31<sup>st</sup>.
- The school will offer physical examinations, at the school, as announced. If a student does not take the opportunity to have the exam completed at the school, he or she will be required to complete a physical exam at her/his own expense prior to participation in sports that year.
- All students must have a Code of Conduct / Eligibility Requirements form completed and signed by a parent/guardian before they may participate in any extracurricular activity. This form will be collected by the activity advisor and turned into the High School Office or Athletic Director's Office.
- If a student is involved in a school suspension, s/he will lose her/his right to participate (including practice) for the duration of the suspension. The suspension ends with the return to school following the last day of the suspension.
- A student cannot be failing more than one course on a weekly basis in order to maintain eligibility. Eligibility will resume on the Monday following the week of ineligibility.
- A principal may declare a student ineligible to participate in an extracurricular activity because of poor attendance, conduct, discipline, or academic performance.
- Each student must be in attendance at school prior to 10:06 in order to practice or participate in that day's extracurricular activities.
- Participation in interscholastic sports is not an excuse to miss any class, including fitness/physical education. All athletes shall be required to dress and participate in all physical education classes.

- All students shall be transported to an off-school-site event via school district transportation, unless otherwise approved by the principal. Students requesting to return from an off-campus activity with a parent must have a signed parental/guardian request approved by a principal. Students may return with a parent/guardian only.

### **Extracurricular Eligibility**

All students must have an Illegal Drug/Alcohol and Tobacco Guidelines form completed and signed by a parent/guardian before they may participate in any extracurricular activity. This form will be collected by the activity advisor and turned into the office.

If a student is involved in a school suspension, the student will lose his/her right to participate for the duration of the suspension.

Students participating in extracurricular activities will not be eligible to participate for one week if their quarter average for two courses is below passing.

A student may be declared ineligible to participate in an extracurricular activity by the principal because of poor attendance, behavior, or academic performance.

### **BEHAVIOR AT EVENTS**

Spectators play an important part in our athletic program. Verbal and physical behaviors along with a general level of program support demonstrate the level and quality of sportsmanship in our community.

“The PIAA requires all registered sports’ officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing players, teams, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. The participants are to reflect mutual respect.” Participants, coaches and spectators behaving inappropriately before, during, or after the game/activity may be required to leave the school property.

The student code of conduct regarding all levels of infractions and consequential disciplinary action, as outlined in this handbook, apply to all Kutztown Area High School students while on school property, representing the school, participating in a school-sponsored activity or traveling to and from such activities.

### **BOOKS & SCHOOL PROPERTY**

Textbooks, laptops, and other school equipment are purchased for the use of pupils at public expense. Each textbook is stamped on the inside front cover. Each laptop has identifying stickers/labels that are not to be removed. Pupils are responsible for the loss of, or damage to, textbooks, laptops, and other school property. When books are lost, pupils should report the matter to the teacher of the subject. Current replacement cost for lost or defaced books/equipment is the responsibility of the student. A lost laptop should be reported immediately to the school administration.



## **BUILDING USE**

In order for any group to use a school building after school, a building-use request form must be completed and submitted through the facility request link at [www.kasd.org](http://www.kasd.org) (click on community and facility request information tabs) and approval received from the Director of Student Activities, who will notify custodial services. A school administrator must make final approval of the use of the buildings for evening activities. Link: \_ <https://kasd.gofmx.com/>

## **COMPUTER / TECHNOLOGY USE**

School issued laptops, chargers, and protective sleeves / cases are the property of the Kutztown Area School District. Laptops and chargers will be assigned to full-time high school students and must be returned at the conclusion of the school year. Any protective sleeves and/or cases that are issued to students must also be returned at the conclusion of the school year. The laptop and charger must be returned in their original working condition. Protective sleeves / cases must also be returned in working condition. Laptops are educational tools and are to be used only in that capacity. The use of the laptop is a privilege that can be revoked upon violation of the Hardware/Software policy. Students should have no expectation of privacy in relation to the laptop and should expect teachers, technical support staff and administrators to conduct "spot checks," along with other administrative functions that work to maintain technology safety, security, and appropriate use. Inappropriate use or neglect of a laptop, its carrying case, charger, the Internet, and/or installed software will result in disciplinary action, including, but not limited to the loss of the use of the laptop. Loss of the laptop or Internet access will not change classroom expectations or assignment completion. Please refer to Board Policy 815 – Computer Hardware/Software/Network Usage for more detailed information. Please refer to the link in the previous sentence to go to the board policies page. Students are prohibited from using personal tablets and/or laptops during the school day, unless granted permission by the school administration.

Students are prohibited from using personal tablets and/or laptops during the school day, unless granted permission by the school administration.

## **ONLINE EDUCATIONAL SERVICES**

With our emphasis on providing students with robust resources that enhance their learning, students will be using a variety of online services and programs to support their instruction. These web-based resources are designed to help students learn, collaborate, research, and engage with content in multiple ways.

Students will be provided with **GSuite for Education** (Google) accounts with access to the suite of applications provided by Google including email, word processing, presentation, website creation, and spreadsheet tools. The Google account is also used to log in to other devices, such as Chromebooks, and other online educational applications. Student email accounts are limited to correspondence between district email accounts and addresses otherwise approved by the district.

Many of the other **online educational services** we utilize can be found on the district web page at [www.kasd.org/OnlineServices](http://www.kasd.org/OnlineServices), which includes more information on the products and links to their

privacy policies. This list is updated regularly and parents should check back often for new approved resources.

### **Parent Involvement**

Resources for parents and family tip sheets are available on our website at: [www.kasd.org/DigitalCitizenship](http://www.kasd.org/DigitalCitizenship).

For more information about our online programs and services, please contact the school district's office of educational technology at (484) 641-5532.

## **CONCUSSION POLICY**

The school district's concussion policy has been developed to provide guidance for the prevention, detection, treatment and management of students regarding a concussion.

**Prevention:** The Kutztown Area School District believes that prevention is the best approach to the silent epidemic of brain injury. Therefore, the school district will conduct one or more informational meetings annually regarding concussions. Meetings will be open to all students (K-12), parents/guardians and other interested parties. A meeting will be held at the beginning of each school year, with others scheduled as necessary. Information for all students 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 will be made available through multiple channels such as the district website, Facebook, Twitter, CougarServ, and the Sports Physical Packet. Additionally, all coaches must share with students and parents/guardians the number of first concussions and any subsequent concussions sustained in their sport in the prior season.

**Detection:** The responsible party at the event where the concussion occurred, i.e., coach/athletic trainer or school employee, shall immediately remove the student from the activity and notify school administration or designee.

**Treatment & Management:** The District recognizes that recovery is individualized and will be determined on a case-by-case basis. All students who are suspected of suffering a concussion or head injury may not return to a school activity until cleared in writing by a MD or DO. All students diagnosed with a concussion must have the Concussion Accommodation form completed before returning to school. A copy of the form may be obtained from the school nurse, athletic trainer, or coach. A copy can also be printed from the high school website. The form can be found under Health Services.

## **CONFIDENTIALITY PROCEDURES**

The guidance counselors, school nurse, principal, and school psychologist will treat information received from a student, or regarding a student, as confidential.

While in public or private, and in the course of that person's professional duties, all information regarding a student is confidential to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parent(s).

However, such information may be revealed without the student's consent to the student's parents/guardians, teachers, guidance counselors or principal. An exception to the above is information revealed by the student concerning suspected child abuse, neglect, or injury. In these cases, the recipient is required by law to report such information to the authorities.

All information gathered about our students is subjected to the confidentiality provisions contained in federal and state law. The Kutztown Area School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, a written request may be submitted to the guidance counselors or principals.

## **EARLY DISMISSAL FROM SCHOOL**

In order to be permitted to leave school before dismissal time, a written excuse note from parents must be submitted to the office before homeroom period on or before the day the student is to leave early. It must state the time and reason for leaving (medical appointment or family emergency.) The principal may then grant early dismissal. If students are requesting early release on a daily basis, they must provide medical documentation and should discuss the situation with the principal or guidance counselor.

Any pupil who becomes ill and desires to go home must report to the school nurse or high school office. Parents will be contacted before a student may be permitted to sign out and leave the school property. Students may leave the school only with permission of the principal, assistant principal or school nurse. Leaving school property without permission may result in suspension.

## **EMERGENCY CLOSING OF SCHOOLS**

If it becomes necessary to close our schools due to inclement weather or emergency, families will receive an automated phone call via our Connect-Ed service.

## **EMERGENCIES / ALL HAZARDS PLAN**

The school administration, faculty, staff, and students are expected to abide by the developed procedures for fire and other emergencies. This expectation is set for both drills and actual events. The "All Hazards Plan" will be in effect for the entire school year. Failure to comply with these procedures will result in disciplinary action.

## **FLAG SALUTE/PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the

flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who wish to participate in the meaningful ceremony. A student who chooses not to participate may either stand or sit quietly.

## **GRADING PROCESSES AND PROCEDURES**

The Kutztown Area High School will continue to promote and encourage reassessment for student growth and mastery. The reassessment process is meant to provide an opportunity for students to progress satisfactorily with a course while mastering certain concepts. The student should initiate the reassessment process by making contact with the teacher within one cycle (6 days) after receiving the scored assessment. The student and teacher will work together to establish the necessary steps for remediation/reassessment.

## **HEALTH SERVICES**

A nurse provides health care in the health room for acute illnesses/injuries. Throughout the year all students are required by the Department of Health to have their height/weight and vision checked. In response to a state mandate, all children enrolled in Pennsylvania schools will have their height and weight measured, and then used to calculate their body mass index (BMI). BMI is a screening tool used to determine whether a child is over- or underweight. This screening will take place early in the school year, and you will receive a letter with the results that should be shared with your child's doctor.

Eleventh-grade students will also have a hearing test. Pennsylvania State School Law requires physical exams to be completed in eleventh grade.

Any student who becomes ill or is injured during the course of the school day must report to the health room with a pass signed by his/her teacher. The student will be treated and returned to the classroom or sent home as is deemed necessary.

If the nurse is not available in the health room, students are to report to the high school office.

## **LIBRARY SERVICES**

The Library is open for students between 7:30 am and 3pm. Students may visit the library during their study halls for research, quiet reading, book borrowing, and completing homework. Students simply report to the library and sign in before the late bell. No other passes are needed for regular study hall periods, except in the event that a class group is using the library space. In that case, students can obtain a research pass from the librarian.

Students who need to use the library during Connections need to get their agenda book signed by the school librarian or library aide.

While in the library, it is expected that students respect the rights of others and maintain a quiet working environment.

Students are required to produce their Student ID Badge when borrowing materials from the library. All library materials borrowed must be returned/renewed by the due date. Late materials are assessed a fine of 5 cents/day (regular items), 25 cents/day (overnight items), or \$1.00/day (ACCESS Interlibrary loan items).

## **LOCKERS**

Each student will be assigned and given a locker and its combination. All lockers must be kept locked at all times and must be in a neat and orderly condition. All lockers are the property of the Kutztown Area High School and subject to inspections by authorized school personnel.

Under no circumstances should a student give the combination to his/her locker to any other student. The high school office will not give any combinations to any person other than the student assigned to the locker. Any trouble occurring with a lock or locker should immediately be reported to the high school office.

Students do not need to routinely access their lockers between classes. It is recommended that lockers be opened only at the following times:

- In the morning before reporting to homeroom,
- At lunchtime before or after lunch.
- At the close of school following dismissal.

Students should arrive to class prepared and are not to leave their classes to go to their lockers.

## **LOST AND FOUND**

Any articles that are found shall be turned into the high school office. Owners are requested to inquire there concerning missing property.

## **MEDICAL TRANSPORTATION**

It is the responsibility of the parent/guardian to provide transportation and further care of the student if s/he becomes ill or injured on school property. Students may not be sent home without prior parental/guardian approval, and no student may drive when excused for medical reasons unless parental consent has been given.

## **MEDICATION POLICY**

It is our intent to insure the health and safety for all Kutztown Area High School students. We realize that students have medical conditions that require the use of medication. In most situations, all doses of prescribed medications can be given at home. However, there are times when it is necessary for a student to receive medication during school hours, on trips, or during extracurricular activities. The definition of medication is all substances prescribed by a physician and any over the counter medications including herbals.

Before any medication may be administered to any student during school hours, the Board of Directors requires a written request by the parent giving permission for the administration of the prescribed medication as well as an accompanying written order from the prescribing physician. The order shall include the:

- Purpose of the medication,
- Dosage,
- Time at which it is to be administered,
- Any special circumstance under which it is to be administered,
- Length of period for which medication is prescribed, and
- Possible side effects of the medication.

The parent or adult designee shall bring all medications to the school. Students **must not** be in possession of any medications.

Any student giving any medications to another student will be in violation of our drug policy. When the student feels the need to take the medication, he/she must go to the health room to receive the medication.

### **MID-TERM & FINAL EXAMINATIONS**

Final exams are required for full-year courses and will be calculated as 20% of the final grade for the year. Mid-term examinations for full-year courses are optional and are administered at the discretion of the staff. Students will take mid-term and final exams whether they are passing or failing a course. If a student fails any two quarters and the midterm and/or final, the teacher has the option to fail the student for the year.

A student refusing to take an examination will fail the course. If a student refuses to take a required mid-term exam for a full-year course, s/he will be assigned to a study hall or semester course for the remainder of the school year. If a student fails a course as a result of his/her not taking the required mid-term/final exam, he/she may not take the course for credit in remedial/summer school.

### **NATIONAL HONOR SOCIETY**

National Honor Society members exhibit academic excellence, strong leadership, honorable and admirable character, and a commitment to service. Each of these characteristics demonstrates a willingness to use personal talents and skills for the improvement of both self and society. At Kutztown Area High School, rising juniors and seniors meeting the scholarship, leadership, service, and character criteria outlined as follows are eligible for National Honor Society membership:

- scholarship – 95% or higher weighted grade point average
- leadership - two (2) leadership roles at school or in the community assumed since the start of ninth grade,
- service - the completion of twenty (20) hours of service undertaken at school or in the community since the start of ninth grade,
- character - an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, or an ability to demonstrate sufficient growth and improvement to compensate for previous inadequacies.

Inducted students are expected to uphold these standards throughout their membership.

### **CONNECTIONS**

“Connections” is a time in the school day that is designed to be a working period for research, additional instruction or study. It is to be an academically productive time – not a free period. A pre-signed Connections pass is required to move throughout the building during this time.

### **SCHOOL TRIPS**

All school trips involving pupils must be limited to one day unless granted a School Board exception. All school trips are to be chaperoned by one faculty member for approximately every twenty-five students.

Trips shall be taken via public transportation facilities or a chartered bus. On all school-sponsored trips, student behavior shall be such as to uphold the dignity of the school and at all times be in accordance with all policies and standards of the school. Students may not participate in off-school trips unless approved by parent/guardian. Students who are failing 2 or more courses are ineligible to participate in school field trips.

### **SCHOOL VISITATIONS**

The administration and faculty of Kutztown Area High School wish to encourage parental visits to the schools at any time that the need or opportunity arises. In order to make visits most beneficial, the following procedure is used:

- When possible, schedule visits 24 hours in advance by calling the high school office at 610-683-7346.
- With advance notice, counselors may be able to furnish an up-to-date progress report.
- If a teacher conference is desired, make an appointment through the office. Classes may not be interrupted for this purpose.
- All visitors must report to the HS office. Visitors must surrender a photo ID and are required to wear a high school issued identification badge while in the building.

School policy permits only those visitors who have legitimate business at the school to enter the building legally.

In compliance with state and federal law, notice is hereby given by the Kutztown Area School District that it conduct ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students.) If the district identifies that a student is possibly in need of such services, a parent/guardian will be notified of the applicable procedures. Individualized services and programs are available for students who are determined to need specially designed instruction due to the following conditions:

If a parent/guardian believes their school-age child may be in need of special education services and related programs, or young child (age three to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available upon written request at no cost to the parent/guardian. Screening and evaluation may be requested at any time, whether or not the child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to the high school guidance counselors.

In compliance with state and federal law, the Kutztown 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 that substantially limits or prohibits participation in, or access to, an aspect of the school program. These services and protections 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 on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location) and rights to due process procedures, you may contact, in writing, the guidance counselors or any building principal.

### **STUDENT ASSISTANCE PROGRAM**

A Student Assistance Program (SAP) is available to support and assist students to better cope with various social issues and issues of drugs, alcohol, suicide, pregnancy, child abuse and loss.

The purpose of the student assistance program is to:

- Identify students in crisis or need.
- Provide direction and support for students.
- Refer students in crisis to appropriate community agencies and support groups.
- Help establish a more healthy school climate.
- Provide communication lines among teachers, parents, counselors and students.

Students, school staff and/or parents may make referrals to the SAP team. Strict confidentiality is maintained at all times. The team is made up of guidance counselors, principals, nurse and trained teachers.

***Referral procedure:*** Contact any member of the SAP team either personally or by putting a note in a sealed envelope in any team member's mailbox in the high school office.

### **STUDENT GOVERNMENT OFFICERS**

Any candidate for an office, or an office holder, whether it is a club office, class office, or an office in any extracurricular organization shall have and maintain a B (80%) average or better in all subjects. Students must also have a behavior record free of disciplinary referrals and an attendance record free of unexcused tardiness and/or unexcused/unlawful absences.

### **STUDENT INSURANCE**

The School Board has approved a group insurance policy for students. The policy has broad coverage and is available at a nominal cost. An injured student must secure an insurance accident form from the office within five (5) days of the accident. This is the student's responsibility.

All students participating in an interscholastic sport are strongly encouraged to carry health and accident insurance. If a parent/guardian feels his/her health and accident insurance is adequate coverage, he/she may sign an insurance waiver form. These forms are available through the coaches or the high school office. Parents/guardians, at their own expense, have the option to purchase school time accident coverage or "round the clock" 24 hour accident coverage through Bollinger Specialty Group. This can be found at [www.bollingerschools.com](http://www.bollingerschools.com)

### **STUDENT RECORDS**

In accordance with the Right-to-Know law, parents/guardians may request to review their children's school records. Students 18 years of age or older may request to review their own records. The request is to be directed to the guidance counselor, who will then schedule an appointment with the interested person within thirty (30) days of the initial request.

### **STUDENT WITHDRAWAL FROM SCHOOL**

All students within compulsory school age who desire to withdraw from school must, according to state law, complete working papers obtained from the high school guidance office.



Compulsory school age applies to any student under eighteen (18) years of age. A withdrawal form shall be obtained from the office and shall be signed by the student, principal, and each teacher who has the student in any class. At the time a teacher signs the form, all books and school property shall be returned. Prior to completion of the form, all obligations to the Kutztown Area School District must be fulfilled.

### **TELEPHONE USE**

Office telephones are primarily for business purposes. Students will not be called out of class to answer the telephone. Important messages will be delivered to students by the office staff. Students may use the high school office to make and/or return telephone calls.

### **TITLE IX**

It is the policy of the Kutztown Area School District not to discriminate on the basis of sex in its educational programs or activities, its employment policies or admission thereto as required by Title IX of the Education amendments of 1972 and 34 CFR Part 106. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator in the Curriculum office.

### **WORKING PAPERS**

Any student who seeks employment before graduation or leaving school prior to his/her eighteenth (18) birthday is required to obtain working papers. The application for the work permit is issued from the high school guidance office. It is best for a parent to accompany the student when the application is made for the permit.

### **NOTICE OF USE OF AUDIO AND/OR RECORDING DEVICES ON SCHOOL BUSES AND/OR OTHER SCHOOL VEHICLES**

The safety of your children is of highest priority to the Kutztown Area School District.

The purpose of this information is to provide you with the required notice that to the extent permitted by Pennsylvania law, audio and/or video recording devices may be used on all District operated school buses and/or other school vehicles to monitor the health, safety, and welfare of all students and staff.

For additional information regarding the District's use of audio and/or video recording devices and/or the maintenance, storage, and/or disclosure of the audio and/or video recordings, please see Board Policy No. [810.2]. Policy [810.2] governs the use of audio and/or video cameras on school buses and other school vehicles.

### **STATEWIDE HIGH SCHOOL GRADUATION REQUIREMENT**

(The below information was retrieved from the PDE website. )

[Act 158 of 2018](#) (Act 158), signed into law by Governor Tom Wolf on October 24, 2018, provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet the statewide graduation requirement, students must take the Keystone Exams for purposes of federal accountability. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.

## Act 158 Pathway Graphic

