



Farrell High School

Student Handbook

2023-2024



FARRELL AREA JUNIOR/SENIOR HIGH SCHOOL

STUDENT CODE OF CONDUCT

2023-2024

FARRELL AREA SCHOOL DISTRICT

Farrell Area High School
1700 Roemer Blvd. ~ Farrell, PA 16121
Telephone: 724-509-1245 ~ Fax: 724-346-2381

Dr. Lora Adams-King
Superintendent
724-509-1310

Dr. Emily Clare
Director of Curriculum &
Instruction
724-509-1304

High School Principal
724-509-1245

Mr. Brian Veccia
Asst. High School Principal
724-509-1245

Mrs. Natasha Copfer
School District Nurse
724-509-1251

High School Nurse's Office
724-509-1253

Mr. John Seybert
Director of Special Education
724-509-1216

Mrs. Ani Meade
HS Guidance Counselor
724-509-1255

School Psychologist
724-509-1257

Office Secretaries

High School Office - Mrs. Joann Retone - 724-509-1245
Special Education Office - Mrs. Cindy DeCarmen - 724-509-1258
High School Guidance Office - - 724-509-1205

FARRELL AREA SCHOOL DISTRICT 2023 SCHOOL CALENDAR 2024

JULY						
S	M	T	W	T	F	S
						1
2	3	★	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

★ 4th of July Holiday

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 Teacher days * 20 Student days

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20 Teacher days * 19 Student days

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 Teacher days * 21 Student days

LEGEND

- Teachers' First/Last Day + Inservice
- Students' First/Last Day
- No School
- No School—but may be used for make-up day
- End of each nine-week period
- Early Dismissal

NINE WEEKS SCHEDULE

End of 1st nine weeks: Oct 25, 2023
 End of 2nd nine weeks: Jan 12, 2024
 End of 3rd nine weeks: Mar 20, 2024
 End of 4th nine weeks: May 29, 2024
 Each 9 weeks = 45 Student Attendance Days
 Total Teacher Days = 186

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12 Teacher days * 9 Student days

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 Teacher days * 18 Student days

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

20 Teacher days * 19 Student days

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 Teacher days * 20 Student days

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 Teacher days * 20 Student days

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 Teacher days * 16 Student days

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 Teacher days * 18 Student days

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	★	20	21	22
23	24	25	26	27	28	29
30						

★ Juneteenth Holiday

SPECIAL DATES SCHEDULE

August 16-18 - Teacher In-service
 August 21 - First Day for Students
 Sept 4 - Labor Day - No School
 Oct 6 - Teacher In-service Day
 Oct 9 - Columbus Day - No School
 Oct 12-13 - Early Dismissal
 Nov 22-27 - Fall Break
 Dec 21-22 - Early Dismissal
 Dec 25 - Jan 2 - Winter Break
 Jan 3 - Teacher In-service Day
 Jan 15 - MLK Day - No School

Feb 16 - Teacher In-service Day
 Feb 19 - Presidents' Day - No School
 (May be used for make-up)
 Feb 22-23 - Early Dismissal
 Mar 27 - Apr 1 - Spring Break - No School
 (May be used for make-up)
 May 2-3 - Early Dismissal
 May 27 - Memorial Day
 May 29 - Last Day for Students and Teachers and Graduation

PSSA Testing Weeks
 ELA - Apr 22-26, 2024
 Math - Apr 29-May 3, 2024
 Science - Apr 29 - May 3, 2024
 Makeup - Apr 29 - May 3, 2024

Keystone Exams
 Winter Wave 1 - Dec 4-15, 2023
 Winter Wave 2 - Jan 3-17, 2024
 Spring - May 13-24, 2024

Total Student Days = 180

Total Teacher In-Service Days = 6

Board Approved 2.13.23



FARRELL AREA SCHOOL DISTRICT



MISSION STATEMENT

The Mission of the Farrell Area School District is to work collaboratively within the community to foster a dynamic standards-based curriculum within a safe, educationally-managed environment.

Facilitated by a caring professional staff, opportunities abound for all students to become actively engaged as productive, responsible life-long learners empowered to meet the global changes and needs of a culturally diverse society.

VISION

We are academic achievers, respectful of ourselves, our school and our community.

The simple, three main school “rules” are:

Respect Yourself
Respect Others
Respect Your Environment

How can parents help their high school student?

1. Talk to your child about his/her day
2. Give clear specific directions
3. Set reasonable limits
4. Be a Positive Role Model - Actions speak louder than words
5. Have patience
6. Proactively anticipate situations
7. Focus on the POSITIVE
8. Be consistent
9. Keep communication between you and your child's teacher/administration active throughout the school year

Dear Farrell Junior/Senior High School Student:

The primary goal of this handbook is to acquaint you with the school policies and procedures, which will apply to you during this school year. The handbook will provide you, the student and your parents, with information that should enhance your school year. Please review the handbook thoroughly in order that you understand what is expected. While this handbook is valuable it is not an all-inclusive document. For greater detail on school policies, please contact the school and ask to see the district's code book.

Your cooperation with the contents of this handbook is expected and will be greatly appreciated. Our wish is to maintain an atmosphere of mutual respect and dignity between our students and staff. Best wishes to you for a successful and enjoyable 2023 - 2024 school year.

Sincerely,

Farrell Junior/Senior High School Principal
Ph. # 724-509-1245

Brian Veccia

Mr. Brian Veccia
Farrell Junior/Senior High School Assistant Principal
Ph. # 724-509-1245
bveccia@farrellareaschools.com

School Colors: Blue and Gold



Mascot: Farrell Steelers

School Song: *Hail to the Blue and Gold, hail ever hail,
Thy sons with voices bold, thee ever hail.
Our hearts will always be loyal and true,
Hail ever hail to thee our Gold and Blue.*

A

ACCIDENT INSURANCE

School accident insurance is available to all students. Each student is urged to take advantage of this program. Any student planning to participate in athletics must be covered by an insurance program or have a waiver signed by his/her parents.

While participating in any school supervised activity, if a student sustains an injury, it should be reported immediately to the teacher in charge. Failure to report injuries may result in loss of benefits covered by school insurance. The school district does not carry individual insurance for students or their personal property.

AFTER SCHOOL GUIDELINES

No pupil is to remain in the building beyond the dismissal time unless under the direct supervision of a staff member.

No practices or meetings of any kind are to be held without first scheduling such with the Principal's office **and** with proper teacher supervision. All students must exit the building from door #1 and #2.

ANNOUNCEMENTS

All announcements of interest and importance to students are made during first and seventh periods and can be submitted prior to 8:00 a.m. for reading. Morning announcements will come from the high school administration.

ATTENDANCE

Absences from school are listed as **legal** or **illegal** by the Administration. The school has an appeal procedure for parents and students to take into account extended illnesses, injuries, epidemics, etc. Parents and students can appeal to the Principal.

Students will receive warning letters after the 3rd, 6th and 9th **illegal absence**. After the 6th unexcused absence the Attendance Officer will schedule a Student Attendance Improvement Plan meeting and review steps that need to be taken for the student. After the tenth (10) **illegal absence**, charges will be filed with the District Magistrate against the parents, or legal guardians, and student. There is a fine of up to \$300.00 plus court costs. The magistrate may also delay a student from getting their driver's license, or even take it away. Other options the District Magistrate may consider are as follows: A student may lose their driving privileges for (90) days for the first offense, and (6) months for the second offense. Children and Youth Services (CYS) will be contacted on the second citation. Students may also face disciplinary

action, which includes but is not limited to: detention, in-school suspension (ISS), and a loss of participation in school activities.

For an absence to be deemed **legal**, a written **lawful** excuse must be presented to the Attendance Office within **5** days of the student's return to school or within 5 days of the AIP Meeting. For an excuse to be **lawful** it must be from a medical practitioner, a professional appointment that is deemed acceptable by the school district, or an appointment that is preapproved by the High School Principal. Medical excuses must state "ongoing medical problem" if applicable. All excuses must supply the following information: Date of absence, reason of absence, and contact information of who is supplying the excuse. A signature is also required. Farrell Area School District reserves the right to verify an excuse with its origin. **Only a total of 8 parental excuses per semester will be accepted as valid towards excused absences or tardiness.**

Any excuse not turned in to the Office of Attendance within FIVE (5) days, the school can and will legally refuse to change the unexcused absence and/or tardy to an excused absence and/or tardy because the note was late.

Administration reserves the right to require a medical excuse for excessive absences. All medical excuses must be submitted within 5 days of the Unexcused Absence.

Students missing days with prior knowledge of the absence are responsible for alerting the office and meeting with each teacher prior to the absence to create a plan for making up any missed work. Forms for preapproved absences are available in the office. These forms must be submitted prior to your planned trip.

This policy is in accordance with the Pennsylvania School Code **24 P.S. § 13-1327 Compulsory school attendance** and in conjunction with the regulations of the State Board of Education of Pennsylvania (12.1). Failure to comply with the provisions of this act regarding compulsory attendance is a summary offense and upon conviction, thereof before an alderman, magistrate, or district justice parent/guardian shall be sentenced to pay a fine. **Full District Policy 204 can be given upon request.**

A student must be in class at least four periods to get credit for attendance that day.

Attendance may be considered in relation to a student's participation in extra-curricular activities and/or events. In accordance with P.I.A.A. regulations, Farrell High School will adhere to the following statement: ***"If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you have been in attendance for a***

total of 45 school days following your 20th day of absence.”

ABSENCES AND MAKE-UP WORK (VACATION, ILLNESS, ETC.)

Students are to be given the same amount of days as they were **legally** absent to make up all missed assignments and work. For any absence over five (5) days, students will be given a maximum of five (5) consecutive days to turn in all work and assignments. **When missing days for vacations, class trips, etc., students are responsible for gathering assignments and working out a make-up schedule with their teachers prior to departure. Failure to take proper responsibility may result in receiving no credit for missed work.**

Note: Students missing ten (10) or more consecutive days may be withdrawn from the Farrell Area Schools District. If a medical excuse is provided homebound instruction may be considered on a per student basis.

Makeup Credit

If a student's work is incomplete due to **excused** absences from school, it is his/her responsibility to make arrangements with his/her teacher to complete given work. Since students are responsible for work missed while out of school, we suggest you contact the Guidance Office to get assignments in the subject areas that concern you. Please allow a 24-hour period for assignments to be gathered.

The subject teachers will give homework assignments via the Guidance Office where you as a parent are responsible for picking them up. **(724-346-6585 extension 1205)**. In addition, it is also helpful to have students contact classmates to learn of missed work/assignments.

Early Dismissal and Appointments

Any absence from school, whether it is a full or partial day, is subject to the Attendance Policies of the Farrell Area School District.

Acceptable early dismissals (or late arrivals) are limited to medical, dental and legal appointments, and those rare and extenuating circumstances deemed acceptable by the administration. Parents/ guardians must enter the building and sign the student out. **Phone calls are not acceptable.** No student, regardless of age, can sign themselves out. A parent/guardian signature is required to sign their child out.

The school district asks, that for the benefit of the children and the learning process, that every effort be made not to make any appointments during school hours. The student is required to bring a **verification slip from the medical office (or place of the appointment) upon return to school that day or the next morning.** It's also helpful, if prior to the appointment, if the student brings a written statement that includes:

1. Date and time dismissed
2. Length of time required
3. Name and location of doctor or appointment information
4. Signature of parent or guardian

In regards to extra-curricular activities; any student that has completed less than four full periods, either coming in late or leaving early from school, must submit a legal medical, dental and legal excuse to either the Principal, Attendance Officer or Athletic Director prior to the event to be eligible to participate that day.

Unexcused Tardiness to School

Any student not in the building by the 8:00 a.m. tardy bell will be considered tardy to school. Any student who does not report to class by 8:05 a.m. will be marked late to class and will follow the guidelines set forth below. The first offense for the year will result in a student warning. The second offense in which a student is tardy will result in the student receiving a single detention. On the third offense a double detention will be issued, on the fourth offense two double detentions will be issued, and on the fifth offense three doubles will be issued. On the 6th tardy day students will receive a Saturday Detention. This cycle will continue throughout the year. The Administration reserves the right to require a medical excuse for excessive tardiness. All medical excuses must be submitted within 5 days of the Unexcused Tardy.

NOTE: Students who arrive late, but before 4th period will be deemed tardy. Students arriving after 4th period will be considered absent for the full day. (Times apply to our regular, full-day schedule only).

Tardiness to Class

If a student is tardy (unexcused) to class they will receive a single detention. If the student is tardy to the same class (3) three or more times a semester during the school year, it will result in a double detention. If the tardiness continues, student will be referred to Administration.

AUTHORITY

There is no division of authority among the faculty members at Farrell Area School District. **All** teachers are responsible for the supervision of **all** students at **all** times and in **all** places in the building or on school property during school hours. Your teachers, counselors, and administration are available at all times to assist you and help make your school year a pleasant educational experience.

B

BOOK/SUPPLIES

Textbooks, technological devices and supplies are the property of Farrell Area School District and are loaned to a student for his/her use. Lost, stolen, or damaged materials are the responsibility of the student to whom the article was loaned. The report card may be withheld until the responsibility is met. Obligation forms are to be issued to students by faculty with duplicate copies submitted to the office.

NOTE: Payment of obligations must be in the form of a certified check, cash or money order, made payable to the "Farrell Area School District". **Personal Checks will NOT be accepted.**

BULLYING

Bullying is defined as an intentional written, electronic, verbal or physical act or actions against another person. Bullying is characterized by a real or perceived imbalance of power, and intent to harm or disturb, and repeated occurrences. Types of bullying can include but are not limited to:

1. Psychological and emotional (spreading rumors or excluding others with the intent to alienate.)
2. Verbal (name calling or threats).
3. Physical (pushing or hitting).
4. Placing a person in reasonable fear of harm to his or her emotional or physical well-being or property.
5. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of harmful actions.
6. Perpetuating bullying by inciting, soliciting or coercing an individual or group to cause physical and/or emotional harm to another.

Any cases of bullying, intimidation, or harassment should be reported to the building administrator. Proven cases of bullying/harassment/intimidation can result in warnings, detentions, parent phone calls, suspensions, board hearings, and even police reports.

BIRTHDAYS TREATS/CELEBRATIONS

We understand that a child's birthday is a very important day for them and their family. However, we will not make deliveries to nor call students to the office to receive any kind of:

- Flowers, balloons, treats, or gifts of any sort

We will also not allow the students bring to school any of the aforementioned items during the day.

C

CAFETERIA REGULATIONS

Dining Etiquette

1. All students will eat lunch in the cafeteria, unless they are required to attend Lunch Detention in the teachers classroom.
2. There will be no cutting or saving places in the cafeteria line.
3. Students who wish to purchase extra food will do so the first time through the line or return to the back of the line.
4. Students will return their own tray to the proper area after eating. Paper and waste food should be placed in the garbage can.
5. Students are to conduct themselves at the tables as ladies and gentlemen.
6. Students should not leave the cafeteria until properly dismissed. Tables should be left as they are when they first come in to the cafeteria, cleaned off of all garbage.
7. **No food or drink is to leave the cafeteria.** Students having food or drink outside the cafeteria will be required to throw it away and receive a detention.
8. Students are not permitted to have commercial or other deliveries arranged of commercially prepared food items to them at the school. **The delivery of outside food items by vendors will be confiscated and may result in additional disciplinary action.**
9. No more than 8 students per table.

Federal Lunch Program

Under guidelines set up through Public Law 91-24B all Farrell students are eligible for free lunch and breakfast.

USE OF CELL PHONES AND ELECTRONICS

Cell phone/Electronic use will be permitted to be used during class time, for the purpose of academic work **ONLY**. Electronic devises in general will **NOT** be allowed to be used at the student's leisure in the school building while walking through the hallway, including having headphones/earbuds around the students neck. **Note:** "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test (i.e. text messaging) will be considered cheating and proper action will be taken. No use of cell phone photographs, audio recording, or video recording is permitted during the school day. **No cell phone photographs, audio recording, or video recording is permitted in the restrooms or locker room areas at any time.**

If a student is using a phone or a phone rings during class, the teacher will confiscate the cell phone and give it to an administrator. Any student who refuses to give a teacher or administrator an electronic device will receive an automatic suspension. The student will be instructed to see the Principal to make arrangements for the return of the cell phone. Remember, the school will not be held responsible for lost devices such as cell phones, iPods, CD players, etc.

Note: This policy also relates to any electronic device not issued by the school, including but not limited to, any music listening device.

Cell phone violation procedure

All other offenses will be handled by the administration on a case-by-case

1 st offense	student can pick up phone at end of the day and will be issued a double detention
2 nd offense	parent must pick up cell phone and student will be issued two double detentions
3 rd offense	Saturday Detention will be assigned
4 th offense	<u>1 Day In school suspension (ISS)</u>
Any other offense after the 4 th	<u>1 Day Out of school suspension (OSS)</u>

basis. Chronic cell phone violations can be seen as a violation of school code and the proper consequence will be given.

CHANGE OF ADDRESS/ PHONE NUMBER

It is the responsibility of the parent/ guardian to promptly notify the office in the event of a change in address, phone number, or withdrawal of student from Farrell High School.

CHEATING

Honesty is a value we encourage. Cheating is defined as any act of deception, trickery, forgery, plagiarism or any other means to dishonestly acquire credit that is not earned honestly. Cheating on student assignments will be viewed as a serious matter that will result in the following measures each 9 week marking period:

1 st Offense	0 on project, test, quiz, etc. Teacher/ Parent Conference or phone call
2 nd Offense	Administrative referral
3 rd Offense	Will result in an F for the 9 week period

D

DANCES, SCHOOL SPONSORED EVENTS, & PROM

Farrell High School Dance / Events Guidelines

The following procedures and guidelines have been established:

1. Dances will end by 11:00. Doors close and lock 30 minutes after the dance starts.
2. Once admitted to the dance, students are not permitted to leave the inside of the school building for any reason unless they are leaving for the evening in which case parents will be notified of their early departure. No re-entry will be permitted.
3. Admission to dances is limited to Farrell students unless previously approved by the Principal.
4. Attendance at school sponsored events are a privilege and not a right. The principal may deny attendance for inappropriate behavior.
5. When permitted, guests must be registered at least one week prior to the dance. If a student brings a guest to the dance, he/she is responsible for the behavior of that guest.
6. Appropriate school attire is required at all dances.
 - a. **ALL dresses must be approved at least 1 week prior to the dance and pictures of the students in the dress must be kept on file at the school.**
7. Any incidence or rule infraction such as fighting, profanity, inappropriate dancing, inappropriate physical contact, poor behavior or anything disruptive will result in immediate dismissal from the dance and will be handled by the chaperons, security personnel and/or administration.
8. The only part of the school open to students during a dance is the cafeteria and the rest rooms adjacent to the cafeteria.
9. Incidences of misbehavior shall be noted and reported to the administration on the next school day.
10. All attendees must follow the student code of conduct and attendance rules set forth in this handbook.
11. NO graduates/non-affiliated adults are permitted to attend.

Prom Guidelines

Farrell High School prom is an event for juniors and seniors. All attendees must be current high school students. **Only prom attendees can escort students during grand march.** Farrell sophomores may attend as a guest of a Farrell junior or senior student. Couples may attend grand march and purchase tickets. Proper formal attire is expected for the event.

Appropriate school attire is required at all dances.

ALL attire must be approved at least 1 week prior to the dance and pictures of the students in the dress must be kept on file at the school.

The prom is an extra-curricular privilege provided to upper-class students. Inappropriate behavior and/or attire will not be tolerated. Furthermore, any student who is suspended from school or has received a school disciplinary hearing may relinquish their privilege of attending the event. **In addition ALL attendees must follow the student code of conduct and attendance rules set forth in this handbook.**

DISCIPLINE

This code of conduct applies to any student: 1) on school property; 2) in attendance at school; 3) traveling to and from school; 4) at any school sponsored activity; or 5) whose conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or protecting the safety and welfare of the students or staff of the school.

TO BE HANDLED BY THE TEACHER (T)

- √ Teacher/student conference held in private with discussion of consequences for next time
- √ Teacher assigned detentions after school
- √ Phone call, letter or e-mail to the parent / guardian

TO BE HANDLED BY ADMINISTRATION (A)

It is important to note that discipline will be handled by the administration on a progressive basis, depending on the severity of the infraction.

Final decisions are left to the discretion of the principals.

DETENTIONS

If a student's behavior warrants a teacher detention, that student must serve the detention with the assigning teacher **the same day** it is issued. If there are extenuating circumstances that prevent the student from attending, they are to inform the teacher immediately, and if valid, the student will be permitted to serve the detention the next day. If a student receives both a teacher detention **and** an office detention, the student must attend the teacher detention first; ask for a written pass from the teacher that includes the time student was released from detention. The student is then expected to attend other detentions that same day by submitting the pass. Students have two days to serve an office single detention before it converts to a double. If students have multiple detentions they have two days to start their detentions. These multiple detentions must be served consecutively. If a student becomes a chronic offender of detention, they may be

subject to a suspension.

Some reasons for which detention may be assigned include, but are not limited to:

- Dress Code Violation
- Capping/Flaming
- Failure to serve after-school detention
- Forged hall pass
- Horseplay
- Late to class
- Late to detention
- Late to school
- Leaving class or assigned area early or without teacher permission
- Misconduct in school
- No work in detention
- Out of assigned area within the school
- Talking in detention
- Unacceptable language in school
- Willful destruction of school property
- Willful disobedience to open defiance of school personnel

Suspension – In-school and Out-of-school Suspensions may only be assigned by the building principals. Out-of-school suspensions / Expulsions are classified as students **NOT** being allowed on school property at any time for any reason. Should a student be found guilty of this, a more severe consequence can be imposed.

The following offenses are examples, but the list is not **ALL** inclusive:

- Actions or threats that endanger the lives or wellbeing of students and faculty (i.e. terroristic threats, false fire alarm, etc.)
- Any other infraction deemed serious enough by the administration to warrant a suspension.
- Cell phone violation.
- Fighting
- Habitual truancy from school or classes.
- Improper or forged signatures on school papers.
- Physically attacking a student or school employee.
- Possession of a dangerous weapon or look alike weapon.
- Possession, use, being under the influence or selling of alcoholic

beverages on or about the school premises before, during, or after school. Violators will also be turned over to law enforcement authorities and will be scheduled for a discipline hearing.

- Possession, use, or being under the influence or selling dangerous drugs, narcotics, e-cigs, or other controlled substances on or about school premises before, during, or after school. Violators will also be turned over to law enforcement authorities including the scheduling of a discipline hearing.
- Refusal of in-school suspension (ISS).
- Repeated suspensions.
- Repeatedly being late for school.
- Sexual misconduct.
- Stealing school property or property of students or school district personnel.
- Use of profanity or obscene language or offensive behavior at school or school-related activities.
- Violations of dress code.
- Willful disobedience of school personnel, directions and regulations.
- Willful or threatened destruction, damage, defacing of school property or property of school district employee.

FINAL DECISIONS ARE LEFT TO THE DISCRETION OF THE PRINCIPALS.

DELAYS OR CANCELLATIONS DUE TO EMERGENCY OR INCLEMENT WEATHER

For inclement weather, delays or cancellations, the official announcement for school closings will be issued via telephone through School Messenger; therefore it is imperative that all contact information is correct in the office. Announcements may also be heard over the local television stations. Please do not call the school. No breakfast will served when there is a delay.

DISSECTION RIGHTS - STATE BILL 727

Language from S.B. 727, amending P.L. 30, No. 14, regarding Student Rights

Section 2. Adding a section to read amends the act:

Section 1522. Pupil's Right of Refusal; Animal Dissection.

- a) Public or nonpublic school pupils from kindergarten through grade twelve may refuse to dissect, vivisect, incubate, capture or other-

wise harm or destroy animals, or any parts thereof, as part of their course of instruction.

- b) Schools shall notify incoming pupils and their parents or guardians to assert the rights of their children to refuse to participate in those projects. Notice shall be given not less than three (3) weeks prior to the scheduled course exercise, which involves the use of animals.
- c) A pupil who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this section shall be offered an alternative education project of the purpose of providing the pupil an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require harmful or destructive use of animals, pupils shall be offered alternative tests. A pupil shall not be discriminated against based upon his or her decision to exercise the right afforded that pupil by this section and lowering a grade because of pupil has chosen an alternative education project or test is strictly prohibited.

DRESS CODE:

Students are permitted to wear:

Pants near or at the waist level.

- Skirts, dresses and shorts that do not rise above fingertips when their hands are extended at their sides and are loose fitting.
- Overalls and suspender-style dresses and skirts with both straps fastened.

Students are not permitted to wear

- Cut-off shorts and short shorts
- Halter, midriff exposure tops, spaghetti straps, bare-shoulder tops, open-belly shirts, tube tops, backless tops, low cut tops or see-through (sheer) clothing.
- Undershirts, homemade cut off shirts, or sleeveless shirts.
- Tattered, droop, baggy, sag look, rolled pant legs or cut-offs.
- Tear away or snap pants. Pants are not permitted to be worn below the hip level;
- Articles of clothing that do not meet. NO skin showing at the waist/hip area. Underwear may not be seen.
- Pajamas or sleepwear.
- Sleeveless t-shirts (tank tops) or undershirts (thermals) are not to be worn alone.
- Gym or pool clothing outside of the gym or pool.
- Outdoor clothing, such as heavy coats or parkas in the school, have students keep a sweatshirt/sweater in the locker for cooler days.

- Clothing or accessories with obscene, suggestive, provocative, vulgar language, alcohol, violence, tobacco, drugs, sex, and sexual harassment related logos/images/writing.
- No inappropriate “double-meaning” shirts or clothing should be worn.
- Any gang attire, symbols, signs, jewelry, or other things which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang.
- Any other articles of clothing or matters of dress that are disruptive of the educational process or that constitute a health or safety hazard.

Footwear

Permitted:

- Students are required to wear any style of “closed toe” footwear with a back strap. Shoes should have a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, closed-toe Crocs, boots, and closed toe sandals. During physical education classes, students must wear athletic shoes.

Not Permitted:

- “Open toe” footwear
- Slippers, slides or flip flops of any kind
- Shower shoes are strictly prohibited
- Bare feet

Accessories NOT Permitted:

- Sunglasses. Students may not wear tinted/sunglasses in school unless prescribed by a medical doctor or eye specialist.
- Adornments, which tend to mar or damage school property. Chains on apparel or book bags are prohibited.
- Head coverings, (stocking or wave caps, do-rags, caps/hats, bandannas, handkerchiefs, headbands, hoods, headsets, or other headgear) are not permitted in the building.
- ONLY clear bookbags may be carried to class. All coats and other bags should be left in the lockers until the end of the school day.
- Lotions, crèmes, nail polish, body spray, perfumes, etc. are not permitted to be used during class time and should be used in the bathroom or locker room areas.
- Hair is to be clean and neatly groomed.

DRIVING POLICIES and BUS GUIDELINES

Transportation Conduct

Coaches, bus monitors and the bus drivers shall have entire authority while students are on the bus. The Administration supports any rules and regulations established by the driver. This includes rules governing over-seating,

opening and closing windows, use of undesirable language and any other controls that the driver sees fit to put into effect.

Students who violate bus regulations will receive warnings, detentions, a suspension of transportation services and possible school suspension. At any time that the offense is deemed serious enough, the above will be waived and punishment will be at the discretion of the Administration.

Student DRIVING and Parking

The Following rules govern students that drive to School:

- 1) Student vehicles must not be on school property prior to 7:30 AM unless special arrangements have been made.
- 2) Student vehicles must be off school property by 3:30 PM unless involved with an academic or extracurricular activity.
- 3) Motor vehicles must be parked immediately upon arrival and remain parked until dismissal. No student is permitted to remove his vehicle during school hours without consent of the administration.
- 4) The speed limit on the school parking lot and property is 15 miles per hour.
- 5) ***Student Parking:*** *Only vehicles registered with the high school office and will be permitted to park in the general parking lot near door #28. Parking along Roemer Blvd. is prohibited.*
- 6) **Vehicles without tags will be reported to the police and may be towed at the driver's expense.**
- 7) Student vehicles on school property may be searched by school personnel with reasonable suspicion that the vehicle contains alcohol, drugs or weapons.
- 8) Parking passes must be displayed in rear windows.
- 9) The area from the elementary building to past the high school (Julius McCoy Blvd.) is a one-way street exiting at the high school. You can be ticketed if not following these rules and regulations by the Farrell Police Department.

NOTE: Driving Registration Forms are available in the High School Office. Violations of driving regulations will result in the revoking of school driving privileges and/or other action deemed necessary.

E

EMERGENCY CARDS

Provide emergency number on last page when turning into your first period teacher.

EMERGENCY DRILLS

The students are expected to leave the building in a quiet, orderly, and expedient manner. Fire drill exits, tornado safety zones and lock down procedures are posted in each classroom. Be sure you know where your exits are for each classroom. In the case of a blocked exit, you must choose the best alternate route available. ***Drills will be conducted on a regular basis.***

Students are expected to cooperate/ participate in all drills.

EMPLOYMENT CERTIFICATES AND WORK PERMITS

These certificates are obtained in the Guidance Office. The office must be notified of student employment while school is in session. Guidelines are available on the back of the applications.

EQUAL RIGHTS AND OPPORTUNITIES POLICY

With the aim of assuring equal rights and opportunities within our community and to comply with Federal Laws (including Title IX of Education Amendments of 1972), State Laws, and State Departments of Education regulations concerning these, the Farrell Area School District reaffirms itself to be an Equal Rights and Opportunities School District. As an Equal Rights and Opportunities School District, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, marital status, or non-relevant handicaps and disabilities. The school district's commitment to nondiscrimination extends to students, employees, prospective employees, and the community.

Inquiries regarding compliance with Title IX may be made to Equal Rights and Opportunities Director, or to the Director of Civil Rights, Department of Health, Education, Welfare, Washington, D.C.

Issues dealing with Title IX should be brought to the attention of the Title IX Coordinator at 724-509-1310 in the district's central office where copies of the policy may be obtained.

EXTRACURRICULAR ACTIVITIES

Extracurricular Eligibility Policy

Attendance:

Student attendance will be closely monitored by the attendance officer to ensure that the regulations as written in the **PIAA Constitution and By-Laws** are strictly enforced. Students who are not in attendance for a full day of school (4 full periods), will be deemed absent from the school day and cannot participate in the athletic event. Exceptions will be made only if the student has a written or otherwise confirmed medical, dental, or counseling appointment with a qualified professional.

A student who has been absent from school during a semester for a total of **(20)** or more school days, shall not be eligible to participate in an inter-school practice, scrimmage, or contest until the student has been in attendance for a total of forty-five (45) school days following the student’s 20th day of absence. (Section 3 pg. 11 PIAA By-Laws)

Student Misconduct:

Students must display proper conduct while at school, on the way to and from school, and while participating in or attending any school related activity or function.

Students will be ineligible to participate in Athletics if:

Students must obtain permission from the Principal or Athletic Director to have their privileges reinstated. The length of suspension will be determined by the nature and severity of the infraction.

Parental requests to withhold athletic activities will be obliged.

The student has been suspended, either in-school or out-of-school	cannot participate in any activity or any practices, meetings, travel or additional games/activities during the time of suspension
The student is placed in an alternative education program after the season begins	will not be permitted to participate in any athletic programs without special permission from the principal

Involvement in delinquent, gang affiliation or criminal activity outside of school may result in ineligibility or dismissal from the team.

Academics:

Teachers will update their grades on Friday. An eligibility list will be distributed to the Coaches on Monday. -Grades reported by the teacher shall be cumulative from the beginning of a grading period. **All other rules will follow the PIAA Constitution.**

***Any Student-Athlete receiving a D or F must attend a mandatory study table from 3-4 PM after school. Students not attending will be ineligible for the following week.**

The **PIAA** states that students must be passing at least four full-credit subjects, or the equivalent. Any student not meeting this requirement is ineligible from the following Sunday through the Saturday immediately follow-

ing the next Friday. In most cases this will be any student receiving three F's.

Coaches are encouraged to consult the teacher for any athlete ineligible due to grades, to learn the reason and measures necessary for the student to become eligible.

The athletic director will collect the weekly roster on Friday and determine who is academically ineligible. Written notification will be sent to the coach and the high school principal no later than Monday listing athletes who are ineligible. In the event that there is a competition on Sunday, the coach and high school principal will be notified by Friday. **It is the coach's responsibility to notify the athlete and parent/guardian and see to it that the student complies.**

PIAA By-Law Article X Section 2 states: To be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. **If the standards are not met, the athlete shall be ineligible for 20 school days of the next grading period.** At the end of the school year, the student's final credits, rather than the grade for the final grading period, will be used to determine eligibility for the start of the next school year. A student who corrects his/her deficiencies sufficiently by attending summer school would regain eligibility once the summer school records are verified.

Students may file an appeal, verbally or in writing, with the Principal or Athletic Director if they are declared ineligible. This must be done within the first three days of ineligibility. Parents, guardians and/or coaches may accompany or support students with their appeals, but may not make the appeal for them. The Athletic Director or his/her designee will investigate the concern and make a final ruling in a timely manner.

F

FIELD TRIPS

In cases where the field trip is a school sponsored trip, all school regulations will be in effect. Students must check with teachers for assignments before leaving. All assignments are due the first day back from field trips unless the trip is more than one day. Students who have been suspended, may have their field trip privileges revoked. All money paid in advance will be forfeited. **In addition ALL students must follow the student code of conduct.**

FIGHTING

This rule includes the normal school day involving buildings and grounds, walking to and from school, while riding on school transportation and while at school-sponsored activities.

The Administration will investigate and evaluate to determine if a fight and/or physical altercation occurred. When such is determined, the students involved will receive up to a ten (10) day out of school suspension (OSS) and charges may be filed with the Police Department.

NOTE:

- 1) The Administration reserves the right to regulate suspension time depending on the seriousness of the offense.*
- 2) A student can be taken to a disciplinary hearing at any time, depending on the severity of the offense.*

Also, if a physical altercation occurs and there is a student videotaping, standing around and watching/cheering, or does not try to stop the altercation by getting help, then the student identified in doing so will also receive a consequence up to a suspension. If the video made makes it to a social media site, the student who is identified as posting such a video will also receive a consequence up to a suspension.

FUNDRAISING

No soliciting or selling of any kind is permitted on school property without prior approval of the Administration.

All School sponsored fundraising must be related to a specific student organization and the advisor must submit a request to the superintendent for School Board approval.

No food shall be sold during the times of 7:45am – 3:00pm, which is the regular school day.

G

GRADING KEY

The final grades are recorded on the student's permanent record and transcript. Final grades determine pass or failure for the year.

<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>
A+ 4.3	96.5-100	C+ 2.3	76.5-79.49
A 4.0	92.5-96.49	C 2.0	72.5-76.49
A- 3.6667	89.5-92.49	C- 1.6667	69.5-72.49
B+ 3.3	86.5-89.49	D+ 1.3	66.5-69.49
B 3.0	82.5-86.49	D 1.0	62.5-66.49
B- 2.6667	79.5-82.49	D- 0.6667	59.5-62.49
		F 0.0	0-59.49

GRADING SYSTEM

S	Satisfactory is a passing grade
NI	Needs Improvement is a passing grade
U	Unsatisfactory is a failing grade
I	Incomplete grade. During the first three grading periods, students have five days to make-up incomplete grade. At the end of five school days, if the incomplete grade is not made up, the teacher will issue an "F" for the nine-week grading period or refer to the Administration. During the final grading period, a student may receive an "F" for the final grades if all course requirements are not met.

Grades are based upon test results, homework, projects, and participation. The basic guideline for daily grades will be as follows:

Final Grades: Final grades are determined by using point conversions.

Failures

1. Per school policy, if a middle school student fails 2 or more core courses for the year, they will be retained.
2. Students shall not have more than 1.5 credits of failure on their transcripts at graduation.

Credit Recovery Senior Year:

1. After the 3rd grading period, if a student is failing a course for the year, they will have the opportunity to participate in Credit Recovery to re-take Quarters 1-3 to pass with a 75%. Students will remain in the course(s) and complete Credit Recovery on their own. Students MUST also receive a 60% or higher in the course for Quarter 4. Credit Recovery grade and Quarter 4 will be averaged to get a Final Grade for the year.
2. Failure to pass Quarter 4 AND complete Credit Recovery by the deadline given (will be communicated with all students and families personally by the High School Counselor) WILL result in a failing grade. Therefore, students will not be able to participate in any graduation related activities and must attend summer school to retake the course (s) failed.

Guidance Department

The following services are available through the guidance office:

- A. Registration and orientation of new students to Farrell High/ Upper Middle School.
- B. Aiding students and parents in making decisions as to the student's life and work.
- C. Adjustments of conflicts in school programs of students.
- D. Referral of students with emotional problems for special services.
- E. Aid students in solving any personal problems he/she may have.
- F. Counseling of individual students and aiding the student to evaluate himself/herself from all assembled information.
- G. Organization and supervision of testing.
- H. Individual conferences, parent/teacher conferences to discuss school problems.
- I. Guidance information of students available to all appropriate school staff and parents on a "need to know" basis.
- J. Class standing and method of determining class rank is available to students and parents and the end of the fourth nine weeks.
- K. Transcripts and records to post-secondary schools, armed forces, and employers.
- L. Collection and distribution of vocational material.
- M. Job placement, college selection, vocational schools selection, armed services selections are available.
- N. Information pertinent to a survey including graduates and drop-outs.
- O. Follow up services available.
- P. Career awareness.
- Q. Scholarship, loan and state and federal aid information.

R. SAP (Student Assistance Program)

GYM UNIFORMS

All students must wear appropriate shoes in the gym in order to be in compliance with safety regulations. Students should change into shorts and t-shirts while participating in class. Students will not receive participation points if they do not participate during the class time.

H

HALLWAY CONDUCT

Proper Hallway conduct should be adhered to at all times, you should refrain from:

- running in the halls
- excessive noise
- being in halls during class time, without a pass
- blocking traffic
- using vulgar language
- loitering
- public displays of affection
- no food or drinks in the hallways or in classrooms

No students are to be in the halls before **7:30 a.m.** or after **3:00 p.m.** unless they have a written pass from a teacher.

The Middle School Hallway will be OFF limits to ALL upper classman in grades 9 – 12; this will include the usage of the middle school stairway. If students are found to be in that area they will receive a double detention. If students continue to use that hallway, that student will then receive a more severe consequence for breaking the infraction.

HALLWAY PASSES

Students are not permitted in the halls and restroom during the time classes are in session without a signed hall pass from the teacher. The hall pass entitles the student to be in the hall for a reasonable period of time until his errand is performed. Any teacher (teacher's aide) has the authority to ask to see a pass at any time a pupil is out of a room. Students are only to be in the area that their pass indicates. Additionally, students should only use restrooms and water fountains that are located in the same hallway as their class that period.

HEALTH SERVICES

Students who are ill or need minor first aid should be sent to the Nurses' Office with a pass. Only in a case of severe emergency will the student be permitted to stop between classes.

Students with over the counter medicines should submit those to the Nurse's office immediately upon their arrival to school with a notice from the parent/ guardian. **No** drugs are to be taken by any student without the explicit knowledge and distribution from the nurse.

Medication Distribution Guidelines (during school hours)

1. No medication can be given until the parent/guardian completes and signs a permission form for the administration of medication at school.
2. Your child's doctor must complete the bottom of the permission form or provide a signed medication order. If this is not done, we confirm the order by contacting the doctor's office by phone or fax. This usually results in a delay in starting the medication at school.
3. Morning medication doses are to be given at home before the child leaves for school.
4. The school nurse or nurse's aide will administer prescribed medications during the school day.
5. An adult must deliver all medication to school. Do not send any medication to school with your child.
6. Medication brought to school must be in a pharmacy bottle with clear labeling and directions. Do not bring unlabeled medications to school since we cannot administer unidentified medication.
7. It is the parent's responsibility to provide adequate supplies of your child's medication. Please be aware of how many doses you are providing and how long it will be before you need to supply additional medication. Take into account the time needed to get a new prescription from the doctor.
8. You will be called or a note will be sent with your child three days before a new supply of medication is needed.
9. On delayed start days, give your child's morning dose at the usual time to avoid timing problems with the lunch dose. If you change the time of the morning dose, it is your responsibility to notify the nurse on that day so the time of the lunch dose can be adjusted.
10. Any changes in medications or dosage must be reported by you to the school nurse immediately. We cannot accept the word of a child on medication changes.

High School Nurse
High School Health Room

724-509-1251
724-509-1253

Required Examinations and Screenings

<i>SERVICE</i>	<i>GRADE</i>					
	7	8	9	10	11	12
Physical Examination					✓	
School Nurse Services	✓	✓	✓	✓	✓	✓
Dental Examination	✓					
Vision Screening	✓	✓	✓	✓	✓	✓
Growth Screening	✓	✓	✓	✓	✓	✓
Hearing Screening	✓				✓	
Scoliosis Screening	✓					
Health Counseling	✓	✓	✓	✓	✓	✓
School Follow up	✓	✓	✓	✓	✓	✓

Possession and Use of Asthma Inhalers

Students WILL be permitted to carry and self-administer medication via short-acting asthma inhalers (metered doses of prescribed medication to treat an acute asthma attack) if the following conditions are met:

1. A written request is required from the parent or guardian that the school complies with the order of the physician.
2. Student must demonstrate the capability for self-administration and show responsible behavior in its use thereof, i.e., restricts availability of the inhaler from other children of school age. (An agreement contract will be signed.)
3. Student must notify the School Nurse immediately following each use of an asthma inhaler.
4. A written statement is required from the physician that provides the name of the drug, the dose, the times when the medication is to be taken and the diagnosis or reason the medication is to be taken. The physician shall indicate the potential of any serious reaction and necessary emergency response and shall state whether the student is qualified and able to self-administer the medication.
5. If/ when a student uses their inhaler, they must notify the nurse immediately.

Immediate confiscation of both the asthma inhaler and the medication and loss of privileges will occur if the school policies are abused or ignored.

Emergency Forms/ Passes to Nurse's Office

Students who find it necessary to go to the nurses' office must obtain permission from their teacher. Students are not to report to the nurses' office between classes. All illness excuses for early dismissal must be processed through the nurse. All students must complete and return an **Emergency form to the nurse's office annually in order to be treated for by the**

nurse. Please make sure that your contact information is updated on a regular basis. **Students who have not turned their Emergency Forms in will forfeit participation in ALL extra-curricular field trips, including traveling with their sports team.** (Serious emergencies are an exception)

Immunization

All students shall be immunized against certain diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons

Any student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent.

HOMELESSNESS INFORMATION

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed regular and adequate nighttime residence."

The Act provides examples of children who fall under this definition. They are children and youth...

- sharing housing due to loss of housing, economic hardship.
- living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- living in emergency or transitional shelters.
- abandoned in hospitals.
- whose primary nighttime residence is not ordinarily used as a regular sleeping accommodations (e.g., park benches, etc.).
- living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations.
- "unaccompanied homeless youth" including any child who is not in physical custody of a parent or guardian (this includes runaways, children thrown out of their home, abandoned by parents/guardians, or separated from their parents for any other reason)
- "migratory children" whose parent(s) or spouse(s) are migratory agricultural, fishermen, dairy workers etc. who have moved from one school district to another in the preceding 36 months in order to obtain temporary or seasonal employment.

If you think you or your family is currently in a situation similar to any of the above examples, please contact Mr. John Seybert, Director of Special Education at 724-509-1216 or in person at the high school office.

HOMEROOMS

Each pupil will report to his/her first period class on a day-to-day basis where attendance will be accounted for. When the need arises, students may be required to report to their alphabetical homeroom. This will be made known by the absentee/office slip and public address system.

HOMEWORK

Homework is considered an integral part of the learning process at Farrell High School. Students can expect to receive homework assignments, on average, three times per week in each of their classes. For every day a student is absent, they will be given one day to make up the assignments; unless the assignment was on the class syllabus or the due date is known prior to the student's absence. The grading of homework will not be counted as the weight of a test or quiz. The homework is a guide to show the teacher whether or not the student is understanding the information being taught in class.

HONOR ROLL

High Honor Roll status will be awarded each nine weeks to those students who achieve a grade point average (GPA) between 3.7 and 4.0 and do not have any U's or NI's. *Honor Roll* status will be awarded to those students who achieve a GPA between 3.3 and 3.69 and who do not have any U's or NI's. *Honorable Mention* will be awarded to those having a GPA between 3.0 and 3.29 and without any U's or NI's.

I

INTERNET and TECHNOLOGY USAGE

The use of technology resources shall be consistent with the curriculum adopted by the District, as well as, the varied instructional needs, learning styles, abilities, and developmental levels of students.

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

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

the system. This does not prevent District access or disclosure to accounts in order to monitor appropriate use.

The District reserves the right to log network use and to monitor fileserv-er space utilization by District users, while respecting the privacy rights of both District users and outside users. It is often necessary to access student accounts in order to perform routine maintenance and security tasks. Stu-udent accounts are therefore the property of the Farrell Area School Dis-trict. The system administrator has the right to access student accounts to uphold this policy and maintain the system. The District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if such activity is discovered.

The Board establishes that use of the Internet and the District's technology resources is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and other appropriate disciplinary action.

The District shall make every effort to ensure that all technology resources are used responsibly by students, employees and other individuals. Stu-dents and staff have the responsibility to respect and protect the rights of every other user in the District and on the Internet.

Administrators shall have the authority to determine what constitutes "inappropriate use" and their decisions are final.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network eti-quette, and federal and State law. Specifically, the following uses of any technology resources are prohibited:

- To facilitate illegal activity.
- For commercial or for-profit purposes.
- For non-work or non-school related work.
- For product advertisement or political lobbying.
- For hate mail, discriminatory remarks, and offensive or inflamma-tory communication.
- For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- To access obscene or pornographic material.
- For inappropriate language or profanity on the network.
- To transmit material likely to be offensive or objectionable to recip-ients.

- To intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- For fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Loading or use of unauthorized games, programs, files or other electronic media.
- To disrupt the work of other users.
- For the destruction, modification, or abuse of network hardware and software.
- For quoting personal communications in a public forum without the original author's prior consent.

Security

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

1. Students are not permitted to use teacher or staff computers.
2. Students are not permitted to share usernames and passwords
3. Users are not to use a computer that has been logged in under another individual's name.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Safety

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

Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Consequences for Inappropriate Use

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

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution, and result in a loss of usage privileges.

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

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network connections, computer hardware and software, and any other form of technology. This includes but is not limited to the creation, uploading or downloading of computer viruses.

*Internet usage is governed by Policy #815

L

LEAVING BUILDING DURING SCHOOL HOURS

When it becomes necessary for a student to leave the school during regular school hours he or she must secure a hall pass from the teacher and report to the High School Office for a permit to leave school. Sign out sheets must be appropriately signed when office permission is granted. All students must have parent/guardian approval **and** administrative approval. Students are **NOT** permitted to leave the school building without permission. Failure to follow these rules will result in suspension. No one is permitted to go to his/her car, for any reason, once they enter the building.

LIBRARY SERVICES

The following rules apply to fines and overdue books:

- A. Books will be loaned for a period of two weeks.
- B. Overdue books will accrue five cents per school day fine.
- C. Books not returned to the library on the day they are due will collect a fine
- D. All books will naturally be stamped with the due date so there will be absolutely no excuse for overdue books.
- E. Each person is responsible for paying his/her own fine in person, failure to do so will result in the student's report card being withheld until the obligation is met.
- F. Students will be required to pay for lost and/or damaged books at the end of each grading period.
- G. The Internet Usage Policy must be signed by parents/guardian before students use the Internet in the library.
- H. New students should meet the librarian for an overview of available resources in the library.

LOCKERS AND LOCKS

1. The inside of lockers may be decorated by the students, but must not be a fire hazard and must be in good taste or the decorations

- will be removed. Stickers are not permitted to be placed on lockers.
2. For security reasons, students are reminded not to share their locker with another student and are expected to use their own combination locks. No other locks may be placed on lockers (all other types of locks will be removed).
 3. **Lockers are subject to inspection by authorized persons at any time.** School personnel may search lockers without student permission, if there is a reason to do so.
 4. **Only school issued locks are to be used during the school year. A lock can be purchased for \$5.00 and if the lock is returned at the end of the school year the student will be refunded their money.**
 5. The lockers are the property of the school. It is the responsibility of each student to keep the assigned locker clean by treating the facility with respect. If a locker malfunctions, it will be repaired upon reporting the problem to the office. Any change in locker assignment will be made by the administration.
 6. Students have no option as to the location of their lockers. Lockers are assigned by the administration only.
 7. Students should not bring large sums of money or other valuables to school with them. If it becomes necessary, they should check such valuables in the principal's office or physical education teacher's office until needed and not place them in their lockers. **The District is not responsible for any valuables reported "missing or stolen" from any locker.**

LOST AND FOUND

Items found in and around the building should be turned in to the office. Any person who has lost an article may take inquiries to the secretary. Unclaimed items will be donated to a local charity at the end of each quarter.

NOTE: Do not bring large amounts of money or other highly valuable items to school. However, if you do bring them to school, the school is NOT responsible for lost or stolen items.

N

NATIONAL HONOR SOCIETY GUIDELINES

Seniors, Juniors, and Sophomores who have a cumulative 3.5 GPA or higher and whom have received the proper teacher recommendations and quality points set forth by the committee, may be considered Mary V. Scardina National Honor Society candidates. Once inducted students **MUST** maintain appropriate school behavior, attendance, and grades otherwise they can be removed from the chapter.

Junior National Honor Society will include students in 7th—9th Grade. These students will follow the same criteria as the High School National Honor Society.

P

PHYSICAL EDUCATION – EXCUSES AND DRESS

- A. All temporary and long-range excuses from participation in Physical Education must be through the school nurse.
- B. Dress – Students should wear shorts, t-shirts, and gym shoes when participating in class.. The Phys. Ed. Instructors will outline appropriate dress during the first week of school. Non-compliance with dress code may result in loss of points for each day the student does not participate.
- C. Only proper gym shoes are permitted on the gym floor.
- D. All visible piercings must be removed for gym class.

PRIVACY RIGHTS OF STUDENTS AND PARENTS

Privacy:

The *Family Educational Rights & Privacy Act* protects the privacy of the student's educational records. This legislation also allows schools to release directory information of their students without consent as long as they make notice to parents and eligible students of the release of such information and allow them a reasonable amount of time to request that the school **not** disclose directory information about them.

The school MAY NOT release information to any other persons other than those listed above unless:

- Consent from the student's parent has been obtained indicating to whom the records are to be sent.
- A judicial order has been issued or the agency has the power of subpoena.

Parents or guardians may have access to a student's permanent record file. The school presumes that either parent of the student has authority to inspect and review the education records unless the school has been provided with evidence that there is a legal binding instrument or a state law or court order governing the divorce, separation, or custody stating the contrary.

All requests by parents/guardians to review student records will be made to the Principal.

The School District and its employees are required by Federal Law and State and Federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment). There are some rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12, known as Students' Rights and Responsibilities. The basic premise of these laws, rules and regulations is that information about students cannot be disclosed without written parental consent.

Access to Student Recruiting Information:

Under the *Family Educational Rights & Privacy Act*, the local educational agency must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of parent's right to request that the information not be disclosed without prior written consent. Additionally S 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without **written consent**. The local educational agency shall notify the students and parents of the option to make such a written request at least 21 days prior to compliance of the list, and shall comply with any request. Again, any junior that does not want their name, address, and phone numbers released to the military or college recruiters must provide the Administration with the request that they be removed from the distribution list at the beginning of the school year. This is in compliance with Act 10 of legislation passed in 1991.

R

REPORT CARDS

Each student is issued a computer generated report card. All students will receive their report cards the first quarter, **but** if the student has any monetary or inventory obligations (a fine) subsequent report cards will be **withheld** until the fines are paid. Student report cards will be carried home by the pupil for the second and third nine-week periods. For the fourth quarter, report cards or fine cards will be mailed home.

Please refer to the report card for further information on grades, comments and attendance. Special attention should be made of comments and attend-

ance. Any inquiries should be made through the Guidance Office at **724-509-1205**.

S

SCHEDULING

Refer to Program of Studies for scheduling particulars, available in the Guidance Office. Once a schedule is made, student schedules should be viewed as a contract between the student and the school. The second full week of school will be the last date that any changes regarding schedules will be considered.

Additionally, due to the restrictions on scheduling that result from the size of our school, students may not drop a course for a study hall or drop a more challenging course for an easier selection. For example, while Introduction to Art can be challenging, students cannot drop Calculus to take it.

After the second week of school, students are permitted to request course changes **ONLY** for the following reasons:

- Health problems verified by a physician
- Computer errors or conflicts
- Need to earn credit(s) for graduation (seniors only)
- Accommodations to allow students to take college classes
- Emergency situations as deemed appropriate by the principal in consultation with the guidance counselors and teacher(s)

SCHOOL WIDE POSITIVE BEHAVIOR SYSTEM

To improve student performance and increase teacher instructional time by providing explicit and consistent instructions on appropriate behavior.

In order to accomplish this, the Farrell Area Elementary School has adopted School-Wide Positive Behavior Support (SWPBS), an evidence-based discipline practice. School Wide Positive Behavior Support is a research-based approach to promote appropriate student behavior and increased learning across all education environments. Research has shown that changes such as: differentiated instructional practices; improved instructional delivery; consistent non-punitive discipline practices; opportunities for students to learn pro-social and self-management skills; consistent, clear rules and high performance expectations; and consistent enforcement of rules contribute to high achievement and pro-social behavior in children and adolescents.

The goal of SWPBS is academic and social success. We have established clear rules for the behaviors expected in all areas of our school. This goal is accomplished through the developments of universal expectations for ALL

students, support plans for students at risk, and individualized programs for students with significant behavior challenges.

We believe that nothing can stop students from learning and performing their best, when, as a community, we embrace Clear Behavior Expectations. Attached you will find a Matrix of Student Rules and Behavior Expectations for all areas in the school building. Student expectations will be defined, taught, modeled, and monitored throughout the school year.

Our behavioral expectations are centered around the acronym: Farrell Students are: B.L.U.E. and GOLD.

B- Be respectful

L- Live responsibly

U- Uphold integrity

E- Encourage others

What will my child experience with SWPBS?

- The school year will begin with a “kick off” event in which students will be informed of what behavioral expectations are and what they look like.
- B.L.U.E. and GOLD 200 Club- This is an individual acknowledgment system in which 10 random students per day earn a ticket for living B.L.U.E. and GOLD. Their names are put on a grid chart similar to a BINGO chart. Once a column of 10 students is filled, those 10 students will earn a special reward! All students are recognized for earning a B.L.U.E. and GOLD ticket with a phone call home, a rewards certificate and their name displayed on the board for all to see!
- Announcements will be made at the end of the day recognizing all of the B.L.U.E. and Gold 200 club ticket earners.
- Periodic rewards to recognize those students who earned: Caught Being Good, Honor Roll, Honorable Mention and Perfect Attendance at the conclusion of a grading period.
- Student of the Month- Awarded to students who serve as a positive role model and meet or exceed the expectations of a Farrell Area Student.
- Signage- Throughout the building, students are reminded of the expectations in the various areas with signs indicating appropriate behavior in order to live B.L.U.E. and GOLD.

***SEE MATRIX ON THE FOLLOWING PAGE**

	Be Respectful	Live Responsibly	Uphold Integrity	Encourage Others
Arrival	*Hands, feet, and objects to self *Noise level 1	*Arrive on time *Be here, Be ready	*Be gentle with community property *Use property as intended *Throw trash in trash cans	*Greet others politely
Dismissal	*Hands, feet, and objects to self *Noise level 1	*Take all needed materials home *Walk on the sidewalks	*Be gentle with community property *Use property as intended *Throw trash in trash cans	*Politely say goodbye to friends and staff *Remind others about assignments
Classroom & Specials	*Listen to and follow all adult directions *Get permission before using materials *Work cooperatively in groups *Leave "no trace" behind *Be ready to learn *Hands, feet, and objects to self *Noise level 0	*Raise hand/wait to be called on *Take turns *Follow school rules *Ask to borrow others' materials *Use kind and polite words	*Always do your best *Homework is completed before you enter the room *Enter/Exit quietly *Use facilities and equipment as intended *Ask for help when needed	*Be thankful to classmates and staff * "Encourage don't discourage" *Politely remind others to follow directions and listen *Encourage others to ask good questions *Congratulate peers for working hard and making progress
Cafeteria	*Wait your turn in line *Use appropriate school language *Leave "no trace" behind *Hands, feet and objects to self *Noise level 2	*Follow procedures *Enter/Exit quietly *Wait your turn *Resolve conflicts peacefully	*Keep area clean/use trash receptacles *Recycle *Return tray to designated area *Use facilities and equipment as intended	*Report possible bullying *Set a good example for others *Be helpful when needed *Include others at the table in conversation
Assemblies & Activities	*Listen to the presenter(s) *Stay in assigned seat *Wait your turn to enter/exit *Stay in line when entering/exiting *Clap/Cheer appropriately *Hands, feet and objects to self *Noise level 0	*Remain quiet	*Leave "no trace" behind *Be thankful to the presenter(s)	* "Encourage don't discourage" *Politely remind others to follow directions and listen
Restrooms	*Flush Toilet *Wash hands *Leave "no trace" behind *Hands, feet and objects to self *Noise level 1	*Allow for privacy *Use kind and polite words	*Use facilities and equipment as intended	*Politely remind others to follow rules and be respectful
Hallways & Stairs	*Use kind and polite words *Hands, feet, and objects to self *Leave "no trace" behind *Noise level 1	*Use kind and polite words *Leave "no trace" behind *Noise level 1	*Keep lockers clean *Hang up coat and backpack *Use facilities and equipment as intended	*Encourage each other to do their best *Politely help each other to stay in line and be on time *Politely greet one another
Emergency Situation	*Listen to and follow directions from staff and emergency personnel *Hands, feet and objects to self *Noise level 0	*Be alert	*Leave "no trace" behind *Use facilities and equipment as intended	*Be helpful when necessary *Remind others to follow the routine
Technology	*Leave Screen/computer settings at normal settings *Replace mouse, keyboard, headphones, etc. to its normal place *Hands, feet and objects to self *Noise level 0	*Ask permission before you work on other assignments	*Stay on assigned websites *Stay on assigned programs	*Remind others to use the facilities and equipment as intended *Report Cyber bullying
Transportation	*Listen to and follow adult directions *Leave "no trace" behind *Hands, feet and objects to self *Noise level 1	*Follow bus rules *Use kind and polite words	*Use facilities and equipment as intended	*Politely remind others to follow the bus rules *Include others in conversation

SEXUAL HARASSMENT

School Board Policy #248 is available for reading in the high school office.

SKATEBOARDING / HOVER BOARDS

Skateboarding / Hover Boards on all concrete/cemented/pedestrian areas of the school grounds are strictly prohibited. Anyone caught may be charged with trespassing. Students are permitted to ride skateboards to and from school, but may not recreationally skate on the school grounds.

SOCIAL MEDIA

Students who have been caught posting to a social media website for the purpose of bullying or video taping incidents that occur in the school, will be disciplined by the administration. Depending on the seriousness of the issue, students may receive a disciplinary hearing and the matter may be referred to law enforcement.

SPECIAL EDUCATION SERVICES

Special Education Programs

To meet the special needs of eligible students, the following options are available. These programs may be operated by the District or the Midwestern Intermediate Unit IV. **Within the District:** Gifted Support, Learning Support, Itinerant Emotional Support, Itinerant Hearing Support, Itinerant Vision Support, Speech/Language Support, Language Support, Language Impaired Support, Occupational Therapy, Limited Life Skills Support, Multi-Handicapped Support and Physical Therapy. Any questions can be directed to the Special Education Department at 724- 509- 1216.

Special Education: 342,23; 14.25 (b); 14.21 (a)

The Farrell Area School District seeks to identify any handicapped child, ages 3-6, and a resident of the Farrell Area School District. The specific purpose is to engage the parent/guardian and child in early identification and to institute the appropriate education interventions. Confidentiality of information is guaranteed. Parents/guardians of identified special education students are afforded specific rights by law. These rights are, but not limited to, annual program review, request for evaluation/re-evaluation, records review and specific procedural rights in matters of dispute over education programs/planners. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact Special Education Director at 724-509-1278.

Chapter 16: Gifted Education

The Farrell High School offers an enrichment program for students who are mentally gifted. Parents may obtain information about evaluation for “thought to be gifted” students from the Special Education Director.

Procedures Regarding Handicapped Students

The Farrell Area School District assures all handicapped students will be provided with an equal opportunity to participate in extra-curricular programs and activities as are non-handicapped students. Handicapped students will be provided with reasonable support services or accommodations in accordance with individual needs. If you feel a handicapped student is in need of additional support services, or if you have any questions concerning this, please contact the Special Education Director.

Chapter 15: Protected Handicapped Student

A protected handicapped student is a school age student with a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with State and Federal Law, the Farrell 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. These services and protections for “protected handicapped student” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Annual Public Notice of Special Education & Early Intervention Services and Programs

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA requires each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

- Autism/Pervasive Development Disorder
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disabilities
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment Including Blindness

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

Early Intervention

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental are-

as, or (ii) the child is delayed in one or more of the developmental area, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or (724) 458-6700.

These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

Screening

Each school district must establish and implement procedures to locate, identify, and evaluate students suspected of being exceptional. These procedures include screening activities, which include but are not limited to: review of group-based data (cumulative record, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded class, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In schools which have an Instructional Support Team (IST) or child study team or Multi Tiered System of Support (MTSS), the above screening activities may be a consideration used by these teams as another level of screening. Parents and members of the professional staff of the student's school have the right to request screening by the IST or child study team.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Telephone numbers and addresses can be found at the end of this notice for more information.

Evaluation

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission. Instructional Support (IS) activities or MTSS do not serve as a bar to the right of a parent to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the school district, intermediate unit or charter school will proceed with the

evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Educational Placement

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aides, 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 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.

The school district or parent may initiate an evaluation of a student under the laws, which protect handicapped students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

Confidentiality

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The age of majority in Pennsylvania is 21. These rights are:

1.) The right to inspect and review the student's education records within 45 days of the day the school receives request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2.) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official) and clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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.

3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

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

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

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category "A" data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of a 100 years. Category "B" data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category "C" data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present, will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release "directory information" without

parental consent unless a prior written objection to the release of such information is provided to the school district by the parent(s). “Directory information” includes the following: student’s name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Midwestern Intermediate Unit IV at 453 Maple Street, Grove City, PA 16127.

For additional information related to student records, the parent can refer to the FERPA at the following url: <http://www.ed.gov/policy/gen/quid/fjco/ferpa/index.html>

Procedural Safeguards

Procedural safeguards protect the rights of parents and students. These safeguards include the following:

Parent’s consent is always required prior to:

- Conducting an initial (for the first time) evaluation or a reevaluation,
- Initially placing a child with a disability in a special education program,
- Disclosing to unauthorized persons personally identifiable information.

The school district must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents with a comprehensive, written description of their rights.

Parents who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.

Before a due process hearing will take place, the district must convene a preliminary meeting with the parent and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.

Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or

delay a party's right to a due process hearing.

School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents.

Due process hearings are oral personal hearings and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.

Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.Mode of Communication

The content of this notice has been written in straight forward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation.

The school district or IU will arrange for an interpreter for a parent with limited English proficiency. If a parent is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication).

For further information contact:

Farrell Area School District
Attn: John Seybert
1700 Roemer Blvd.
Farrell, PA 16121
(724) 509-1216

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or,

for inquires regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at your local school district, or Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 (724-458-6700).

The school district will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation please contact the Superintendent of Schools, Americans with Disabilities Act Coordinator at the school district in which you reside listed above or the Director of Special Education at Midwestern Intermediate Unit IV at (724)458-6700.

STEROID USAGE POLICY 227

The Farrell Area Board of School Directors adopts and enforces rules and regulations to prohibit use of anabolic steroids by any pupil involved in school related athletics. A required minimum suspension for the remainder of the season for any pupil found in violation of the rules and regulations; and requires education regarding the dangers of anabolic steroids with any other drug and alcohol courses.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

The Farrell Area School District wishes to publicly acknowledge our leadership responsibility in addressing adolescent dysfunctional and/or self-destructive behaviors that are serving to block growth and learning in our students. The Student Assistance Team may assist in matters pertaining to these issues. If questions arise, student and parents may contact the principals or guidance counselor for more information.

ACT 211 and S.A.P.

On December 19, 1990, Governor Casey signed into law Act 211. This law requires that every public school student receive instruction in alcohol, chemical, and tobacco abuse in every grade from kindergarten through grade twelve. This instruction may also be integrated into other appropriate courses of study. In grades where health is not offered, drug education instruction shall be integrated in another appropriate curriculum requirement as listed in PA. Code 5.4 (b). Curriculum planners in your district should be aware of the law's stipulations regarding the type of instruction offered to students. Under Act 211, the instruction must; be age appropriate, be sequential in its methods of study, convey a no use message regarding alcohol, tobacco, and controlled substances and communicate to students that the use of illicit drugs and the improper use of legally obtained drugs is wrong.

Act 211 also requires school districts to provide in-service training programs for teachers whose responsibilities include instruction in alcohol, tobacco, and chemical abuse. This pertains to health teachers who are teachers of other subjects in which drug and alcohol instruction is integrated into their planned course of study. In order to satisfy this requirement, districts may utilize in-service training offered by the Department of Education or other appropriate drug prevention agencies.

In accordance with the above guidelines, the Farrell Area School District has been involved with student assistance programs at both the elementary and secondary levels for several years. In addition, community representatives have worked with the student support teams.

STUDENT INFORMATION SERVICES

PowerSchool

Parent Square

STUDENT SPECTATORS AT ATHLETIC EVENTS

The following rules and regulations will be in effect and the police, high school administration and faculty will enforce them.

1. Inappropriate/disrespectful behavior will **NOT** be tolerated.
2. Students are to remain seated during the game.
3. Students are not to leave the gym/ stands during the time of competition.
4. Students may go to the lobby and restroom during half times and between games only.
5. Spectators must stay off the playing surface.
6. At **NO** time during the athletic events may a student leave the building/stadium and expect to gain reentry. Once you go outside you must remain out.
7. No loitering in the lobby or in the parking area during the contest.
8. When exiting the gym-please stay as close to the bleachers as possible.
9. All slogans and cheering signs must have school official approval.
10. Please provide our guests with a positive experience and represent Farrell High School in a favorable manner.
11. Students can be banned from events for inappropriate behavior.

Possible consequences could merit a 365 day ban from all extra-curricular events both in participation and as a spectator.

SUMMER SCHOOL PROGRAM

Information can be obtained through the guidance office.

T

TELEPHONE

Students **will not** be called to the phone during school hours and the office phones are for official use only. Students are permitted to use their cell phones after dismissal. In **serious** emergencies, messages will be delivered to students.

TERRORIST THREATS/ACTS

The Farrell Area School District Policy Number 218.2 defines terroristic threats/acts as follows:

1. A threat to commit violence communicated with the intent to terrorize another.
2. To cause evacuation of the building.
3. To cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
4. An offense against property or danger to another person.

When an administrator has evidence that a student has made a terroristic threat or committed a terrorist act, the following shall be followed:

1. The principal shall immediately suspend the student.
2. The principal shall promptly report the incident to the superintendent.
3. The superintendent may report the student to law enforcement.
4. The superintendent may recommend expulsion of the student to the Farrell Area School Board.

TITLE I

To: Parents/Guardians
From: Farrell Area School District
Date: August 22, 2020
Subject: Right to Request Teacher Qualifications

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

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

If you would like to receive any of this information, please call 724-509-1245.

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



Educationally yours,

UMS/HS Principal

Director of Title I Services

Title IX

Definition: In accordance with Title IX, the Board prohibits sexual harassment and discrimination on the basis of sex. Violations of this policy may result in disciplinary action in accordance with the Code of Student Conduct, Board policy, and applicable federal, state, and local law and regulations.

Reporting Procedures:

Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity. A student may report an incident of sexual discrimination or harassment verbally or in writing to any District employee. All reports shall be directed immediately to the Title IX Coordinator. All non-students can report any incident of sex-based harassment to the Title IX Coordinator. Reports can be made at any time by phone, email, or in-person. Additionally, if the person who received a complaint of sexual harassment is a mandated reporter and has reasonable cause to suspect that a student is the victim of child abuse, the incident should immediately be reported to the appropriate agency as directed by state law. The Title IX Coordinator is Dr. Emily Clare, Supervisor of Curriculum and Instruction and can be reached at (724) 854-8007 or eclare@farrellareaschools.com.

Retaliation/Confidentiality

This policy prohibits retaliation against an individual who files a complaint in response to conduct that s/he reasonably believes violates this policy, or against an individual who participates or cooperates with an investigation. Confidentiality will be maintained to the extent possible to effectively respond to a reported incident of sexual harassment.

Related Policies

If a reported incident does not fall under the scope of Title IX, the reported incident will be reviewed and appropriate steps taken under other applicable District policies.

THREAT ASSESSMENT TEAM

Pursuant to Act 18 of 2019, FASD established a Threat Assessment Team in each building composed of school administrators and mental health professionals. This team is designed to assess and intervene with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities and the community.

TOBACCO, DRUG AND ALCOHOL

Tobacco, Vape, over the counter and illicit drugs, lighters, drug paraphernalia, as well as alcohol products are prohibited on school grounds and while being transported to and from school or present at school events. Students found guilty of possessing or being under the influence will receive an out of school suspension (OSS), a fine, and potentially a Disciplinary Hearing will occur. A more detailed version of the policy is available in the high school office for your perusal.

V

VALEDICTORIAN, SALUTATORIAN

The senior class valedictorian will be the student who has the highest GPA including the weight of the courses at the end of the fourth quarter as designated for the senior class. Salutatorian will be determined by the same method, at the end of the same period. Students are only eligible to be valedictorian or salutatorian if they have attended the Farrell Area High School Campus for the last 3 semesters prior to the end of their senior year. This means they spent the latter 3/8 semesters at FAHS.

The information stated above will apply to the Middle School Top Ten Dinner in addition to the Principals Top Ten as well. Students eligible for this designation must have attended the Farrell Campus for the last 3 semesters to be eligible.

VISITORS AND GUESTS

All visitors must enter through Door 2 and report to the High School office as soon as they enter the building. Prior arrangements should be made for visitor's passes. Visitors are not permitted into the educational wings during school hours. Casual visitations are not permitted and trespassers will be prosecuted by the local law enforcement agency.

VOCATIONAL TECHNICAL TRANSPORTATION TO AND FROM MERCER

1. All students must ride school transportation. Students are **not permitted to drive themselves**.
2. Temporary (one day) driving passes may be approved by the Career Center, and high school administration provided it is an academic reason and written permission is provided by the parent/guardian. No confirmations by telephone will be granted.
3. Failure to comply with above regulations will result in suspension from school and possible removal from Vocational Technical curriculum.

W

WEAPONS POLICY

It is a misdemeanor of the first degree in the Commonwealth of Pennsylvania (Act 167, Subsection 1 of 1980), and in violation of the Crime Code of PA (Section 912), for any person to possess a weapon in the building or upon the grounds of any public elementary or secondary school. Possession of weapons on school property, transportation and/or activities is strictly prohibited. A weapon is any instrument considered by law or capable of inflicting bodily harm. Anyone found in violation of such will be subject to a ten day out of school suspension (OSS) leading to a School Board Disciplinary Hearing, which will result in a minimum of a one-year expulsion, and will be cited by the local Police department.

*For more details concerning this policy, please see Farrell Area School District Board Policy #218.1

COVID-19/Pandemic Conditions

The rules, policies and procedures of this handbook are subject to change in the event of a pandemic or like crisis. For information regarding guidelines during the aforementioned time, please refer to the District's Health and Safety Plan located on the school district website.

SCHEDULE 1

FARRELL AREA HIGH SCHOOL

2023 - 2024

Students enter academic wings 7:45 A.M.

PERIOD 1	8:00 – 8:53 AM	53 MINUTES
PERIOD 2	8:56 – 9:44 AM	48 MINUTES
PERIOD 3	9:47 – 10:35 AM	48 MINUTES
PERIOD 4	10:38 – 11:26 AM	48 MINUTES
PERIOD 5	11:29 – 12:17 PM	48 MINUTES
PERIOD 6	12:20 – 12:50 PM (Lunch Grades 7-9)	30 MINUTES
Intervention	12:53 – 1:10 PM (Grades 7-9)	17 MINUTES
Intervention	12:20 – 12:37 PM (Grades 10-12)	17 MINUTES
PERIOD 6	12:40 – 1:10 PM (Lunch Grades 10-12)	30 MINUTES
PERIOD 7	1:13 – 2:01 PM	48 MINUTES
PERIOD 8	2:04 – 2:52 PM	48 MINUTES

Students are encouraged to limit locker visits.

358 MINUTES EDUCATION

SCHEDULE 2

FARRELL AREA HIGH SCHOOL

2023 - 2024

Students enter academic wings 7:45 A.M.

PERIOD 1	8:00 – 8:45 AM	45 MINUTES
PERIOD 2	8:48 – 9:28 AM	40 MINUTES
PERIOD 3	9:31 – 10:11 AM	40 MINUTES
PERIOD 4	10:14 – 10:54 AM	40 MINUTES
PERIOD 5	10:57 – 11:37 PM	40 MINUTES
PERIOD 7	11:40 – 12:20 PM	40 MINUTES
PERIOD 6	12:23– 1:03 PM (Lunch Grades 7-12)	40 MINUTES
PERIOD 8	1:06 – 1:46 PM	40 MINUTES

Students are encouraged to limit locker visits.

285 MINUTES EDUCATION

2 HOUR DELAY SCHEDULE

FARRELL AREA HIGH SCHOOL

2023 - 2024

Students enter academic wings 7:45 A.M.

PERIOD 1	10:00 – 10:35 AM	35 MINUTES
PERIOD 2	10:38 – 11:13 AM	35 MINUTES
PERIOD 3	11:16 – 11:51 AM	35 MINUTES
PERIOD 4	11:54 – 12:29 AM	35 MINUTES
PERIOD 6	12:32 – 1:02 PM (Lunch Grades 7-12)	30 MINUTES
PERIOD 5	1:04 – 1:39 PM	35 MINUTES
PERIOD 7	1:42 – 2:17 PM	35 MINUTES
PERIOD 8	2:20 – 2:55 PM	35 MINUTES

Students are encouraged to limit locker visits.
245 MINUTES EDUCATION

Farrell Senior High School

SVSS Student Transportation Service

August 20 - June 10

Pick-ups en-route to Farrell High School

EXPRESS ROUTE

Depart from:	Idaho St. @ Division St.	7:15 am
	Idaho St. @ Market St.	7:16 am
	Market St. @ Union St.	7:17 am
	Spearman Ave. @ Union St.	7:19 am
	Indiana Ave. @ Union St.	7:20 am
Arrive at:	Farrell Senior High School	7:31 am

Depart from:	Adams St. @ Chestnut St.	7:35 am
	Buchanon Manor	7:36 am
	Fruit Ave. @ Kedron St.	7:37 am
	Wallis Ave. @ Kedron St.	7:39 am
	Spearman Ave. @ Kishon St.	7:40 am
	Highland St. @ Spearman Ave.	7:41 am
Arrive at:	Farrell Senior High School	7:47 am

SOUTHERN ROUTE 403

Depart from:	Roemer Blvd. @ Indiana Ave.	7:15 am
	Roemer Blvd. @ Beechwood Ave.	7:15 am
	Roemer Blvd. @ Hamilton Ave.	7:15 am
	Roemer Blvd. @ Wallis Ave.	7:16 am
	Wallis Ave. @ Federal St.	7:16 am
	Fruit Ave. @ Union St.	7:16 am
	Indiana Ave. @ Union St.	7:16 am
Arrive at:	Farrell Senior High School	7:31 am

Depart from:	Bond St. @ Indiana Ave.	7:35 am
	Bond St. @ Lincoln Ave.	7:36 am
	Bond St. @ Emerson Ave.	7:37 am
	Bond St. @ Wallis Ave.	7:38 am
	Bond St. @ Spearman Ave.	7:39 am
Arrive at:	Farrell Senior High School	7:47 am

**** Student Fare: \$0.60 per ride (payable when boarding the bus)**

**** For more information, please call Mercer County Regional Council of Governments at 724-981-1561**

Parent/Student Acknowledgment Handbook and Code of Student Conduct

Please sign and return this page to school. Your signature indicates that you have reviewed the attached Handbook.

I have reviewed the Handbook and Code of Student Conduct with my child. My child is aware of the Behavior Expectations of the Farrell Area Middle/High School. Thank you!

Parent Name (Print)

Student Name (Print)

Parent Name (Signature)

Student Name (Signature)

Teacher

Grade

Throughout the Handbook, wherever the word “parent(s)” appears, it shall also refer to “guardian(s)”.

School Photo Release Form

Dear Parent/Guardian:

During the school year, we take photographs of school activities involving students to share the school's positive events and updates. Some photographs may capture your child's participation, directly or indirectly.

These photos may be published through our website, social media pages, news bulletins, ads, etc.

If you do not want your child's photograph or likeness used by the Farrell Area School District, please indicate that by signing below. Failure to submit this signed form to the principal's office at your child's school will permit their photograph and/or likeness to be used in the manner specified above.

I do not allow the reproduction and publication of my child's photograph(s).

Parent/Guardian Signature

Date

