

MORRISVILLE MIDDLE/SENIOR HIGH SCHOOL



Student Handbook and Parent Guide for Grades 6-12

2018-2019

Revised: 08/13/2018

SCHOOL DISTRICT OF THE BOROUGH OF MORRISVILLE

Morrisville Middle/Senior High School
550 West Palmer Street
Morrisville, PA 19067
Phone 215-736-5260
www.mv.org

MORRISVILLE BOARD OF SCHOOL DIRECTORS

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Jason B. Harris

Middle/Senior High School
Grades 6-12
Principal
Sean D. Haines

Middle/Senior High School
Grades 6-12
Dean of Students
James Gober

MORRISVILLE SCHOOL DISTRICT – MISSION STATEMENT

The mission of the School District of the Borough of Morrisville is to prepare confident students who are knowledgeable and capable of utilizing academic and social skills necessary to thrive in a complex society by providing a superior education in a stimulating, secure environment through the effective use of challenging instructional strategies, technology and extra-curricular activities that are designed to meet the needs of individual students, capitalizing upon its unique position as a small district within a large area rich in historic and cultural resources.

Non-Discrimination Statement

The Morrisville Borough School District provides equal opportunity for ALL individuals to achieve, access program and services and to secure employment. This opportunity in the Morrisville Educational Community, will be afforded to all individuals equally and will not be limited nor discriminated on the basis of race, color, age, religious creed, sex, gender, ancestry, national origin, or disability, as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, and the Pennsylvania Human Relations Act of 1955 as amended. For information regarding Civil Rights or grievance procedures, contact the Title IX Coordinator at 215-736-5261. The District is mandated by Federal and State Regulations to provide the necessary accommodations to insure equal access. If you require an accommodation to participate, please call the Morrisville Borough School District, Pupil Services Coordinator, at 215-736-5926.

Non-Discrimination In-School and Classroom Policy Practices

The Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act and the Individual with Disabilities Education Act (IDEA) provides, in part, that “no” otherwise qualified individual shall, solely by reasons of a disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in programs or activities or activities sponsored by a public entity. In accordance with the provisions of these federal and other state laws and regulations, the Morrisville Borough School District sets as their standard the Non-Discrimination In-School and Classroom Practices (Policy #103). This policy provides guidance and accountability to ensure and maintain non-discrimination in school and classroom practices. It provides a conduit for complainants to be able to articulate their concerns and allegations. It also directs the Compliance Officer to investigate promptly and provide corrective action when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District’s legal and investigative obligations.

Note: Non-Discrimination In-School and Classroom Practices, Policy #103 and other related policies; #103.1 Non-Discrimination – Qualified Student with Disabilities; #104 Non-Discrimination in Employment and Contract Practices; in their entirety can be found on the Morrisville Borough School District website.

ADA/Section 504 Coordinator- Stephenie Russell, Pupil Services Dept. 215-736-5926

Compliance Officer – Jason B. Harris, Superintendent

Title IX Coordinator – Jason B.Harris, Superintendent

550 W. Palmer St.

Morrisville, PA 19067

215-736-5261

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Morrisville High School Alma Mater

To thee, Morrisville High School
We raise our voices;
And to thine altars our praises we bring.
Thine be the glory; ours be the valor -
With honor, truth and loyalty may thine halls ever ring.
Thine be the honor; ours be the service
True Alma Mater, Builder, may we be to thee.

School Colors

Morrisville's school colors are blue and gold. The blue signifies loyalty to the school, friends, and ambitions and dreams, all to the highest possible standards. The gold is emblematic of the precious metal, expressing all of the best and finest in the traditions of our school.

INTRODUCTION

Superintendent's Message

The intent of this handbook is to guide students, parents, guardians, and staff of Morrisville. This handbook addresses many issues surrounding the educational processes at Morrisville, our students' rights and responsibilities, along with the consequences of their actions. Every student, parent, guardian, and staff member is expected to read this handbook and understand its contents. This handbook does not discuss every issue that may come about while at Morrisville - no handbook could ever do that. However, our commitment is to make every effort to communicate to the students, parents, and guardians of the Morrisville community in an honest manner about any situation that may not be addressed in this handbook. This handbook is designed to inform and to create a safe, healthy, and comfortable learning environment so our students can learn and grow to the best of their abilities.

If you have any questions throughout the year, do not hesitate to contact any of our staff. We may be reached by phone or e-mail. We are here to do the best we can in order for our students to succeed. The faculty and administration wish you great success and hope your experiences at Morrisville Middle/High School are happy, challenging, and beneficial. Thank you, and remember to strive for excellence!

Jason B. Harris
Superintendent

Superintendent's Roundtable

Each month parents are invited to attend the meetings of the Superintendent's Roundtable. This is not a formal organization but, instead, an opportunity for regular discussion and dialogue about matters of mutual concern regarding our school community. Parents are encouraged to attend as many meetings as possible. Meetings will be held on-a monthly basis beginning at 7:00 pm in A-3. Dates will be posted on the district website calendar.

A Parent's Pledge

1. I want my child to have the best possible education and I realize that my support for strong public schools is essential.
2. I will provide a home environment that will encourage my child to learn.
3. I will help my child build a small but meaningful home library and will include stimulating books among the presents I give my child.
4. I will insist that all homework assignments are done each night.
5. I will discuss what my child has learned at school each day, as well as world events and how they may affect our family.
6. I will respect my child as an individual, providing consistency and standards that will reinforce my love and respect.
7. I will communicate regularly with my child's teachers.
8. I will remind my child of the necessity of discipline in the classroom, especially self-discipline.
9. I will teach my child to be respectful of adults, themselves, and others.
10. I will help my child learn responsibility by letting them experience the consequences of their choices and actions, and help them learn from mistakes.

11. I will help my child learn responsibility by letting my child experience the environment which comfortably expresses ideas, feelings, and concerns.
12. I will help my child appreciate and enjoy the excitement of learning and the thrill of an inquiring mind.

Public Awareness Notice

To parents of children who reside in Morrisville School District:

In compliance with state and federal law, notice is hereby given by the Morrisville School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- a. Autism/pervasive development disorder
- b. Neurological impairment
- c. Blindness or visual impairment
- d. Other health impairments
- e. Deafness or hearing impairment
- f. Physical disability
- g. Developmental delay
- h. Serious emotional disturbances
- i. Mentally gifted
- j. Specific learning disability
- k. Mental retardation
- l. Speech and language impairment
- m. Multiple disabilities

If you believe that your school-age child may be in need of special education services and related programs, or your young child (ages 3 to school age) may be in need of early intervention, a screening and evaluation process designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to: School Psychologist, Morrisville School District, 550 West Palmer Street, Morrisville, PA 19067. For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact, in writing, the person listed above or any building principal.

ACCESS TO EDUCATION

Under Pennsylvania state law, persons between the ages of 6 and 21 years are entitled to a free and full education in the public schools and have the right to be treated fairly and equally under the law. In addition, the Morrisville School District ensures any student who is pregnant the right of access to any instructional and/or extracurricular activity. Requests for homebound instruction for pregnant students should be forwarded to the School Psychologist. Provision of homebound instruction will be based upon the same criteria used for students with medical disabilities.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

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

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

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The Morrisville School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Morrisville School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Morrisville School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Morrisville School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Morrisville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the third Monday in September. The Morrisville School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and award received
- The most recent educational agency or institution attended

Confidential Communications of Students **School Board Policy 207**

The Board recognizes that some written and oral communications between students and school personnel are confidential.

The Board directs school personnel to comply with all federal and state laws, Department of Education regulations and Board policy concerning confidential communications of students.

Information received in confidence from a student may be revealed to the student's parent/guardian, building principal, or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.

In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.

In qualifying circumstances, the building principal may reveal confidential information to a student's parents or legal guardians and other appropriate authorities, including law enforcement personnel.

GENERAL STUDENT AND PARENT INFORMATION

Communicating with the School

Morrisville Middle/Senior High School encourages parents/guardians to have regular communication with teachers and/or staff. Anyone may contact the Front Office at 215-736-5260 or email staff. Staff e-mail addresses are composed of the first letter of the person's first name and the last name, followed by @mv.org. *Please note that teachers are not called out of classes when they are teaching*; therefore, leave a message and staff will return the call. Also, please note that students are called out of their classes only in extreme emergency situations. **Please be advised not all email is accepted by our server, so please follow up with a phone call if your email is not answered.**

Student-Teacher Communication

Students should recognize that the direction of the classroom teacher is to be respected at all times. If a student feels that he/she has been subject to prejudicial or wrongful teacher conduct, the student should take the following steps:

1. Speak privately with the teacher about the incident. Class should not be disrupted by argumentative or disorderly behavior.
2. If the student is not satisfied with the response of the teacher or is uncomfortable speaking with the teacher, the student should speak to a counselor or administrator.
3. Inform a parent/guardian of the concern and ask a parent/guardian to contact the school.

Visitors

All visitors to Morrisville, including parents, must sign in at the front office and secure a visitor's pass. Visitors must have a photo ID which they will leave in the front office until they depart. Persons on school property without legitimate school business may be cited for trespassing. Visitors need to have a scheduled appointment if they are coming in to see a teacher or a student.

Current students may not bring visitors to school without prior written permission from the Administrative Intern. This requires a note from the student's parent/guardian, as well as a note from the parent of the prospective guest. These notes must indicate the reasons for the visit. The notes must also be submitted a minimum of three days prior to the date of the requested visit. As a rule, students will not be permitted to bring a guest to school. Graduates wishing to visit teachers should do so after 2:45 p.m. after signing in at the front office/intermediate office.

School Hours

The first period class begins at 7:45 a.m. and the last class ends at 2:30 pm Students may enter the school building through the rear entrance beginning at **7:30 am**. Students will NOT be permitted to enter through the main/front doors until **7:45 am**. Students are not permitted to have food or drink in the hallways or classrooms (bottled water is an exception). Once on school property, students are not to leave until dismissed. Students must leave the building and school grounds promptly at 2:30pm unless they are actively enrolled in an after school activity and with a staff member.

Daily Schedule

Students will have full year and semester classes on a eight period day. The core subjects (English, math, science, social studies, and world languages) will meet for the full year. Most elective classes (business-not including accounting, wellness, art, etc.) will meet for a semester.

After dismissal at the end of the day, students should go directly to their lockers and exit the building, unless there is an after-school activity (extracurricular activities, tutoring, special projects, detention, etc.). Loitering is prohibited.

Bell Schedule

Regular Schedule

<u>Pd.</u>	<u>Start</u>	<u>End</u>
<u>1</u>	<u>7:45</u>	<u>8:33</u>
<u>2</u>	<u>8:36</u>	<u>9:24</u>
<u>3</u>	<u>9:27</u>	<u>10:15</u>
<u>4</u>	<u>10:18</u>	<u>11:06</u>
<u>5</u>	<u>11:09</u>	<u>11:57</u>
<u>6</u>	<u>12:00</u>	<u>12:48</u>
<u>7</u>	<u>12:51</u>	<u>1:39</u>
<u>8</u>	<u>1:42</u>	<u>2:30</u>

*If there are excessive 1-hour and 2-hour delays during the year, these schedules may be modified in order to accommodate the first and/or second periods.

Emergency School Closings

In the event of inclement weather or other emergency situations which require the closing of school, please check the following:

RADIO WPST (97.5 FM), KYW (1060 AM), WBCB (1490 AM),
WHWH (1350 AM)
T.V. FOX 29, NBC10, ABC6
SCHOOL 215-736-2681 - DIAL 7 AFTER THE GREETING

Reporting Absences

It is the responsibility of the parent or guardian to provide the school with a note explaining each and every absence or lateness of their child(ren). On the first day that a student returns to school following an absence, the student is required to present a note for the absence to the first period teacher. The note must be written and signed by the parent or guardian and must provide the following information:

1. Full name of student.
2. Student's grade level
3. Dates for which the excuse is written.
4. Reason for absence.
5. Telephone number at which the parent/guardian can be reached.

Parents may call 215-736-5937 before 9:00 a.m. to report a student absent. An absence note is still required upon the student's return to school.

Family Vacations

Morrisville School District does not grant approval for students to miss school for vacation purposes. For this reason, parents are advised to schedule family vacations during holiday and/or summer periods. Any absence from school for vacation purposes will be considered unexcused and illegal. An exception is for trips that are considered educational and have received prior

written approval by the administration. Parents/guardians must submit a written Vacation Request Form at least one (1) week prior to vacation dates in order for the absences to be considered “excused.” If deemed educational and permission is granted, students will be excused up to five (5) days per school year. Students are obligated to complete any missed assignments. There will be no permission granted to students during state testing (i.e., PSSA) days. Form may be found in Appendix and also on the district website and in the main office of each building.

College Visits

Maximum three days per year, for juniors and seniors only. Excused with letter on letterhead from the college/university.

Confidential Communication

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. Information received in confidence from a student may be revealed to the student's parents, the administration, or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Photography, ID and Interview Clearances

Student photographs, identification, and interviews for all forms of print and electronic media occurring inside any Morrisville school building or on any premises shall be permissible with the approval of the School District.

Parents/guardians wishing to have their child(ren) excluded from such activities must notify the school principal in writing at the start of the school year or when the child is first enrolled in the School District if this occurs midyear. A copy of the media release is located in the ‘Forms’ section of this handbook.

Non-School Function (Example Trip to Spain)

School groups may not plan for out-of-school functions on school time unless the planning, as well as the carrying out of the plan, is under the supervision of a school advisor acting in an official capacity with the prior approval of the administration.

Obligations

Students may receive an obligation due to, but not limited to, lost, overdue, or ruined books, damage to school property, etc. Students who have any outstanding obligations may not:

1. Participate in the graduation ceremony
2. Attend or participate in athletics or extracurricular activities
3. Attend any field trips

Students will receive ongoing consequences (e.g., detention) if they fail to meet the imposed deadlines for returning books or payment of obligations. If you are approved for a payment plan, you must adhere to your scheduled payments. Students who have outstanding obligations at the conclusion of the school year will not receive the final report card and possibly charges filed for theft. At the beginning of each school year, the all outstanding obligations will be reviewed and sanctions outlined above may be imposed.

Student Complaint Process
School Board Policy 219

The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures should be provided.

For purposes of this policy, a student complaint shall be any such that arises from actions that directly affect the student's participation in an approved educational program.

The Board and/or its employees will recognize the complaints of the students of this district, provided that such complaints are made according to guidelines established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it.

The complaint may then be submitted the Superintendent/Principal and the Board.

At each step beyond the first, the school authority hearing the complaint may call in the student's parent.

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

HOMELESS STUDENTS
Board Policy 251

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative, adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.

5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Abandoned or forced out of homes by parents/guardians or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

The Board designates the Superintendent to serve as the district's liaison for homeless students and families.

The district's liaison shall coordinate with:

1. Local service agencies that provide services to homeless children and youth and families.
2. Other school districts on issues of records transfer and transportation.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens. Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.

Enrollment/Placement

To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations and the school shall request records from the previous district, pursuant to Board policy.

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.

Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

Change of Address

Any student who has moved within the borough must report the *new address, telephone number,* to both the Front Office (A-2) and the Student Accounting Office (A-6) and *proof of residency* to the Student Accounting Office (A-6). Students moving out of the borough must report such a move to the Guidance Office so that a smooth transition can be facilitated.

Withdrawal From School **School Board Policy 208**

The Board affirms that, while statute requires attendance of each student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action and the resources of the district should be used to assist the student in reaching his/her career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent and other justification.

The Superintendent shall develop procedures for withdrawal from school which:

1. Make counseling services available to any student who wishes to withdraw.
2. Approve the withdrawal of students attending college full-time.
3. Inform the student of the tests for General Educational Development.
4. Assure the timely return of all district-owned supplies and equipment in the possession of the student.
5. An attempt will be made to hold an exit interview.

Eligibility of Nonresident Students **School Board Policy 202**

The Board shall operate the schools of this district for the benefit of children residing in the district and eligible for attendance.

The Board may permit the admission of nonresident students in accordance with terms of this policy.

With Payment Of Tuition

All resident students who cease to live within the boundaries of the district may complete the year if tuition is paid in advance on a semester basis.

Tuition rates shall be determined in accordance with statute. Tuition shall be charged each semester, in advance of attendance. Students whose tuition is not paid in advance will not be allowed to attend school until the tuition is paid.

Requests for tuition services must be submitted in writing to the Superintendent.

Those eligible to request a tuition waiver are seniors who have been enrolled in the Morrisville School District for at least the previous two (2) full academic years. Consideration of the tuition waiver will be based on the following information:

1. A letter of request shall be submitted to the Superintendent.
2. Appropriate classroom space is available.
3. The student has prior satisfactory academic, attendance and disciplinary records.
4. The parents of the student must present evidence of acceptable transportation arrangements for the student.

Without Payment Of Tuition

The Board shall require that the appropriate legal documentation showing dependency or guardianship or a notarized sworn statement of residential support be filed with the Superintendent before an eligible nonresident student may be accepted as a student in the district schools. The Board also reserves the right to verify claims of residency, dependency and guardianship of any student and to remove from school attendance a nonresident student whose claim is invalid.

The Superintendent may require a resident to submit additional reasonable information to substantiate a sworn statement of residential support for a student who resides with a person other than his/her parent, guardian or custodian in accordance with guidelines issued by the Department of Education.

Elementary and secondary schools may accept pupils who make their homes in the district such as living with relatives, although the residence of their parents may be elsewhere. The resident must file with the Superintendent a sworn statement that s/he is a resident and will assume all personal obligations for the child with regard to school requirements that s/he intends to keep the child permanently, supporting him/her gratis and not merely through the school year. Such pupils are accepted only if they comply with the provisions of Section 1302 of the School Code of Pennsylvania.

Eligible nonresident students' guardians must provide documentation that they claimed the student on their tax returns within the year that they claim guardianship. In each subsequent year, prior to the beginning of the academic year, the guardian must provide a copy of their tax return showing that each student is a legal dependent claimed on the return of said guardian. Failure to do so will serve as evidence that the student is not an eligible nonresident and they will not be permitted to re-enroll.

Morrisville residents who serve as eligible nonresident students' guardians must inform the Morrisville School District within twenty-four (24) hours of the time that they cease serving as the eligible nonresident students' guardian. Failure to notify the Morrisville School District that one is no longer serving as the guardian for an eligible nonresident will be considered an attempt to fraudulently mislead the school district.

Students will be found to be fraudulently attending Morrisville School District if they or their proposed guardian falsify evidence/records that they are permanently residing with a resident of Morrisville twelve (12) months each year, or do not notify the Morrisville School District if they cease to be an eligible nonresident or to serve as the guardian of an eligible nonresident. Students are legally required to reside in the district all twelve (12) months of each year in order to be entitled to attend a district's school system. Students who are found to only reside in the district during the academic year, and return to parents/guardians over the summer, will not be allowed to enroll in the following academic year. The Morrisville School District reserves the right to sue both the true legal guardian of the students as well as the Morrisville resident who fraudulently verified the student's residency for the cost of tuition for the entire time the youth was illegally educated in the Morrisville School District, plus costs associated with verifying the residency and prosecuting the violators.

Morrisville residents who serve as eligible nonresident students' guardians must sign the attached statement stating that they received a copy of this policy, approved by the Board; that they were awarded the opportunity to speak with administrators about any questions or concerns that they have and that they fully understand the policy.

FOREIGN EXCHANGE STUDENTS

Board Policy 239

In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into the schools of the district.

The Board shall accept foreign exchange students who meet the established guidelines for admission to district schools.

The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.

The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.

The Board reserves the right to limit the number of foreign exchange students admitted to the schools.

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.

All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by July 1 proceeding the school year of attendance.

Foreign exchange students shall comply with all immunization requirements for students. Once

admitted, all exchange students shall be subject to all district policies and regulations governing students.

Nonresident Children Placed In The District

Any child placed in the home of a resident of this district by a court or an agency of government shall be admitted to the schools and shall receive the same benefits and be subject to the same duties as resident children.

Residents Of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.

Other Nonresident Students

Persons who are over the age of twenty-one (21) years shall be admitted only at the discretion of the Board and may be required to pay tuition.

Former Residents

Regularly enrolled children whose parents have moved out of the school district after April 1. The Superintendent shall develop procedures for the enrollment of nonresident children which:

1. Admit such children only on the proper application of the parent or guardian.
2. Do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
3. Verify claims of residency.
4. Make continued enrollment of any nonresident student contingent upon maintaining good standards of citizenship, discipline and attendance.
5. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.

The status of all nonresident pupils must be reported to the Superintendent's office immediately after enrollment.

Selective Service

All young men have an obligation to register with the Selective Service System within 30 days of their 18th birthday. Registration can be done at any U.S. Post Office. More information concerning registration can be obtained from your counselor. Selective Service is comparing registrations against lists supplied by the PA Department of Transportation, the Social Security Administration, and the Internal Revenue Service to locate possible violators.

Young men applying for grants, loans, or work assistant programs under Title IV of the Higher Education Act will be required to complete a Statement of Compliance at the school, college, or university they are attending or plan to attend. Failure to register may result in cancellation of your loan, grant or other assistance.

Military Recruiters

As part of the No Child Left Behind Act of 2001 (NCLB), schools are required to provide to military recruiters access to a directory of secondary school students' names, addresses and telephone listings. Students have the right to respond in writing within 21 calendar days after the first day of school to request being excluded from this disclosure. These written requests should be sent to the Student Accounting Office (A-6). A copy of the Military Opt Out form is located in the "Forms" section of this handbook.

GRADING, GRADUATION, & COURSE INFORMATION

Reporting Pupil Progress

School Board Policy 212

The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. It also recognizes the effects of State Board regulations and federal regulations governing school records.

The Board directs the establishment of a system of reporting student progress which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.

The Superintendent, in conjunction with appropriate teaching staff members, shall develop procedures for reporting student progress to parents or guardians which:

1. Ensure that both student and parent receive ample warning of a pending grade of failure, or one that would adversely affect the student's status. Interim Progress Reports (IPR's) will be completed midway through each marking period for all students. Parents and students are urged to contact the Guidance Office and work with the counselor and the teacher(s) in correcting any academic problems. After school tutoring is available.
2. Specify the issuance of report cards at intervals of not less than nine (9) weeks.

Grade System

A+ = 100 – 97 (4.0)	A = 96 – 93 (3.88)	A- = 92 – 90 (3.67)
B+ = 89 – 87 (3.33)	B = 86 – 83 (3.0)	B- = 82 – 80 (2.67)
C+ = 79 – 77 (2.33)	C = 76 – 73 (2.0)	C- = 72 – 70 (1.67)
D+ = 69 – 67 (1.33)	D = 66 – 63 (1.0)	D- = 62 – 60 (.67)
F = 59 or below (0)		

Assessment of Student Progress

School Board Policy 213

The Board recognizes that a system of assessing student achievement can help the students, teachers, and parents to better assess the student's progress toward personal educational goals and academic standards.

Assessment shall be that system of measuring and recording student progress and achievement which enables the student, parents and teachers to determine a student's attainment of established academic standards and to learn the student's strengths and weaknesses; plan an educational or vocational future for the student in areas of the greatest potential for success; and know where

remedial work is required.

The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.

Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary. The district's assessment system shall include a variety of assessment strategies which may include:

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Other demonstrations, performances, products or projects by students related to specific academic standards.
5. Examinations developed by teachers to assess specific academic standards.
6. Diagnostic assessments.
7. Other measures, as appropriate, which may include standardized tests.
8. Written testimony from authorities and summary indicators, including transcripts, test results or a personal resume.

Required Mid-Term And Final Exams

Reflecting the academic needs of our students, the Middle/Senior High School's grading system and the need for preparatory experience in testing, the district shall require all students grades 9-12 to take final exams for all courses and both mid-term and final exams for year-long courses.

The exceptions to the exam requirement may be: physical education, art, music, home economics and industrial arts, which may require either an exam or project as determined by the teacher with the approval of the principal.

Grading Procedures (High School Only)

The final grade for a full credit course is determined by adding the four marking period grades and averaging the midterm and final examinations. The midterm and the final exams each represent one-tenth of the final grade. To pass a course, a student must have, minimally, a D average.

Grade Weighting **School Board Policy 213.1**

In the interest of providing the most rewarding incentive and invigorating atmosphere for a continuous learning experience, a system of grade weighting has been developed by the staff. This system reflects the extra effort required of students in courses of advanced levels of difficulty. It further identifies the most challenging program of studies that a student can follow throughout his/her academic career.

The following will be the criteria to be used in the determination of whether a course is to be weighted:

1. Conceptual Level
This would include inherent language, level of abstraction required, symbolism, analysis,

- vocabulary or communications level of the course.
2. **Materials Level**
This involves a judgment on the difficulty level of the basic materials used in the course. The text, references, manuals, handouts, guides and assigned readings are included. Such materials would be consistent with a level of difficulty as defined in Conceptual Level above.
 3. **Quantity Of Work Required**
How much outside-of-class work, (i.e., readings, practice, applied project work, research papers or other homework assignments) is part of the course.
 4. **Student Participation Level**
How much student activity occurs in the form of writing, constructing, composing, discussing, reporting, and problem solving, and, where appropriate, planning.

The method of determining whether or not a course is to be weighted shall be:

1. Each of the 4 criteria listed above will be evaluated, and 0, 1, or 2 points will be assigned as follows:
0 - Course meets criteria little, if at all.
1 - Course meets approximately 50% of criteria.
2 - Course meets all or almost all of criteria.
2. The resulting points assigned to each category will be added, and a total point score obtained
A total of 7 or 8 points must be attained for a course to be weighted.

The procedure for evaluating whether a course is to be weighted shall be:

1. A list of the above criteria will be distributed to all departments.
2. Departments will be invited to submit, in writing, a proposal that a course be weighted. The proposal will address each of the criteria, showing how the course in question meets these criteria.
3. The grade weighting committee shall consist of the principal, assistant principal, department chairpersons, a guidance counselor and representatives of the teaching staff appointed by the principal. The committee will meet and consider the proposal according to the above procedure. The final decision as to whether the course will be weighted will be rendered by the grade weighting committee as described above.

Courses offered in grades 9 through 12 only will be weighted. Grades of A, B and C will be the only grades to be weighted. Weighting will be achieved by adding 1 point to the quality points assigned to each grade (A,B,C) to be weighted in a weighted course.

COLLEGE ATTENDANCE

Board Policy 241

Attendance at a college in lieu of the senior year is designed for students of academic ability who wish to complete their senior year of high school while at the same time begin their studies toward a college degree.

A high school diploma will be issued by School District of Borough of Morrisville and freshman college credit shall be granted by the cooperating institutions. In cooperation with the participating schools, students develop individual schedules designed to meet the graduation requirements of the home high school, participating colleges, and the student's individual interests.

To qualify, a student must first be accepted by a college into its program and then receive a letter of permission from the building principal which will outline the courses the student needs to

complete the high school graduation requirements. The costs of the program must be assumed by the student and his/her family in accordance with the college's requirements. Financial aid may be received from the various state, federal or private programs providing aid for college students. Students interested in this option shall work with guidance counselors in investigating the various programs available to them.

After providing written documentation of his/her satisfactory completion of college work, a student will receive his/her diploma.

TUITION REIMBURSEMENT/ELECTIVE COURSE OFFERING **Board Policy 241.1**

The purpose of this enrichment program is to enable students to pursue areas of study beyond the levels already offered in any particular subject at Morrisville High School. This policy provides for a student to study an elective course at a higher level at the Bucks County Community College.

Eligibility

The student must be a senior with plans to attend either a two-year or a four-year college. The student must have a minimum grade of "B" (3.0) in the chosen subject and an overall grade point average of at least 3.0 to qualify. Only those students with teacher recommendations shall be considered.

Conditions

A student is limited to one (1) course per semester. In order to receive reimbursement, the student must complete an application and submit the same to the guidance office for review by a guidance counselor and final approval by the administration. These guidelines must be completed prior to enrolling at BCCC. Upon completion of the course, the student must have earned a grade of "B" or better.

Honor Roll

In order to promote and celebrate high academic success, students may receive honor roll if they meet specific criteria. Students may make the 'Principal's Honor Roll' if they have obtained all A's for the marking period. Students may make "Honor Roll" if they have a B average (GPA = 3.0 or better) with no grade below a C.

Class Rank **School Board Policy 214**

The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents and others of their relative academic placement among their peers under relatively similar circumstances.

The Board authorizes a system of class ranking, by grade point average, for students in grades 9 through 12. All students shall be ranked together. Class rank will be computed beginning in grade 9, and will be a cumulative grade point average for all high school years. Grade point average will be computed by multiplying quality points times credits, adding the products obtained for each course, and dividing the resulting sum by total credits.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records.

Graduation Requirements

A student must successfully complete all ninth through twelfth grade requirements to qualify for a diploma from Morrisville Senior High School. These requirements are based upon state and local requirements. **Total credits required for graduation:**

Subject	Credits	
English	4	Each student must carry and pass English each year.
Social Studies	4	Each student must carry and pass Social Studies each year.
Mathematics	4	All students are required to take Algebra and Geometry and Algebra II
Science	4	All students must take Biology, Chemistry, and Physics or Physical Science.
Wellness	2	One course per year of High School.
Additional approved Elective Courses	9	Art, Music, IA, Business, Languages (2 Arts or Humanities)

Special Note

Class of 2019 and beyond:

To earn a diploma: A student must earn 27 total credits, and students must complete courses in each of the core subjects (at least 4 English, 4 math, 4 social studies, 4 science, 2 wellness credits, 2 arts or humanities, and electives credits). All questions or concerns regarding the fulfillment of the district graduation requirements should be directed in writing to the high school counselor.

Promotion and Retention

School Board Policy 215

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right

to advance to the next grade by demonstrating mastery of the required skills and knowledge.

The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

All students should move forward in a continuous pattern of achievement and growth that is in harmony with their development. Students will be promoted when they successfully achieved the learning objectives established for present level.

Senior High students are classified as freshman (9th), sophomores (10th), juniors (11th), and seniors (12th).

1. To be classified as a freshman:
 - a. a student must have successfully completed 8th grade.
2. To be classified as a sophomore:
 - a. a student should have accumulated 6.0 credits prior to the sophomore year; and
 - b. have successfully completed courses in core subjects (English, math, social studies, science).
3. To be classified as a junior:
 - a. a student should have accumulated 12.0 credits prior to the junior year;
 - b. have successfully completed courses in each of the core subjects (2 English courses, social studies, 2 math courses, science), a credit in Wellness.
4. To be classified as a senior:
 - a. student should have accumulated 18.0 credits prior to the senior year;
 - b. must have successfully completed their graduation project;
 - c. have successfully completed courses in the core subjects (English, Math, Science, and Social Studies), a .5 credit in PE;
 - d. for the graduating class of 2017 must have successfully completed the Keystone Exams in Algebra I, Literature, Biology or have successfully completed the Keystone project;
 - e. must be eligible to graduate in June.

Pennsylvania System of School Assessment (PSSA)

Through the federal No Child Left Behind (NCLB) legislation, Pennsylvania currently requires a standardized assessment, called the Pennsylvania System of School Assessment (a.k.a., "PSSA"), of all 6th, 7th, 8th and 11th grade students in the areas of mathematics, reading, and writing. Beginning in 2007, Pennsylvania began assessing students in 6th & 7th grades in Science. The purpose of the PSSA is to:

1. determine the degree to which the school program enables students to achieve and exceed student learning outcomes
2. provide the school with assessment results that will assist in strategic planning, curriculum revisions, and improved instructional strategies.
3. provide information regarding the school's accomplishments to state policymakers
4. provide information to the general public regarding assessment accomplishments of the school.

5. compare students' academic achievement to their peer group within the state.

Students may score at the Advanced, Proficient, Basic, or Below Basic levels. The state of Pennsylvania considers students that score at or above the "Proficient" level to have met the NCLB mandates. The Morrisville School District realizes the importance of these standardized assessments and offers after school tutoring to any student that scores below the "Proficient" level. Seniors who have scored below the "Proficient" level during their junior year are required to re-take the assessment(s) their senior year. Seniors who are not "Proficient" and do not score a C or higher in their English and/or Math class will be required to return the following year to take an additional English and/or Math class until successful. A diploma will be issued on the successful completion of the course.

Academic Integrity

Morrisville Middle/Senior High School challenges its students to become independent, life-long learners. For such learning to be meaningful, it must be the product of one's own effort. For this very reason, the staff views any activity which is inconsistent with this understanding as "cheating." Cheating, in any form, will not be tolerated. Plagiarism is one form of cheating that is prohibited. Copying another person's work and passing it off as one's own is inappropriate and deceitful. A consequence for cheating is failing the assignment/project and/or re-submitting the assignment/project for *considerably* lower credit (determined by the teacher). If a student chooses not to complete the assignment, then the student is choosing to fail.

Homework Policy

Morrisville Middle/Senior High School recognizes that homework is an integral part of the learning process and that it is an essential tool in the effort to reinforce, enrich and extend learning. As such, homework should be viewed as a vital part of the instructional program by students, parents, and teachers. Each should recognize and fulfill their respective responsibilities with regard to homework. Those responsibilities are:

1. *Student Responsibility* - It is the responsibility of the student to make a genuine effort to complete all homework in a timely manner and to the best of his/her ability. In addition, students are expected to be prepared for class, which includes having a writing instrument and note paper, a textbook when required, and homework.
2. *Parent Responsibility* - It is the responsibility of the parent to encourage their child to complete all assignments in a timely manner and to the best of his/her ability. This is facilitated by being familiar with assignments and putting routines in place at home that stress the importance of school work.
3. *Teacher Responsibility* – It is the responsibility of the teacher to assign homework regularly in order to reinforce and assess student achievement. Assignments should be relevant and encourage students to improve their academic and social skills. In addition, teachers should communicate to parents/guardians if a student appears to have consistent difficulty with the assignments and/or is not completing the assignments on time.

Request for Homework

If a student is absent from school for 3 or more days, a parent/guardian can request that the school gather missed assignments so the child may not fall too far behind. Parents should notify the school by 9:00 am at 215-736-5266 in order for the school to gather the assignments. A parent, guardian, or designee should pick up the assignments from the Guidance Office at a

predetermined time. **Requests for homework will only be honored for excused absences. The exception will be for students who are suspended for more than 3 days.**

SOCIAL EVENTS AND CLASS TRIPS

Board Policy 231

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for the children of this school district.

The Board will make school facilities available and will provide appropriate staff for the conduct of social events within the school facilities which have been approved by the Superintendent and/or the assistant building principal.

For social events which take place outside school facilities, approval is required by the Board.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with rules set forth in advance for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

The Superintendent shall develop procedures for the conduct of student social events and class trips.

Field Trips and Excursions

Field trips are planned for various classes or groups throughout the school year. All field trips must have the written approval of the administration. All overnight trips must have written approval of the Board of School Directors. Student participation in field trips is a privilege and an educational experience. All school rules apply during any student sponsored activity. No student with outstanding obligations may participate in any extra curricular field trips. If a parent/guardian has a financial hardship regarding any trip, he or she should notify the administration as soon as possible. Following are some regulations concerning field trips.

1. Students must be transported to and from field trips by District provided transportation.
2. It is the responsibility of the parent to ascertain that the student is physically fit to participate in scheduled trips.
3. **The school retains the right to deny participation to students for academic, behavioral, or other reasons, including obligations, at the discretion of the administration.**
4. The District cannot be responsible for the loss of personal property resulting from student participation in field trips.
5. Students are subject to the supervision of the field trip chaperone(s).
6. On overnight trips, students may not leave the hotel area at any time without prior permission and must be on time for all check-ins with the chaperones.
7. Students will pay restitution for any damages resulting from their behavior.
8. For the safety of all attending the field trip, students may be subject to a search of belongings, luggage, or person before, during, or after the trip.

Any student failing to comply with school rules and/or trip procedures may receive disciplinary consequences. Students may be sent home early at parent's/guardian's expense if conditions warrant such action.

Summer School

If a student fails a required or sequential course, summer school will be required. There is a tuition charge and any transportation to and from is the responsibility of the family. It is the responsibility of the student to apply for summer school. The Guidance Office can be of help in answering questions regarding the process.

Flag Salute and Pledge of Allegiance

Although students may decline to recite the Pledge of Allegiance and refrain from saluting the flag on the basis of personal or religious beliefs, they must respect the exercise and the right of others to participate.

Student Expression/Distribution and Posting of Materials **School Board Policy 220**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression - verbal, written or symbolic representation or communication.

Non-school materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.

Posting - publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student web sites; through other district-owned technology and

the like.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board shall require that distribution and posting of non-school materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline For Engaging In Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Distribution Of Non-School Materials

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy. Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting Of Non-School Materials

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

Review Of Student Expression

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable. Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to non-instructional times.

Disciplinary action may be determined by the administrators for students who distribute or post non-school materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

This Board policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

Public Displays of Affection

Public displays of affection are not appropriate in a school setting, and therefore are prohibited. Chronic offenders of this policy may warrant progressive disciplinary consequences, such as, detention, parent notification, ISS, or loss of privileges.

Telephone/Student Deliveries

Messages or items received in the Front Office for students will be forwarded during the school day only in the event of an emergency, as determined by the office personnel. Classroom instruction will not be interrupted. Students will be called to the office at the end of the day. Students anticipating messages or deliveries may stop by the Front Office before or after school and inquire about a message/item. *Office telephones will be used for emergencies only.*

Passes

No student will be in the hallway while classes are in session without an appropriate hall pass. All Morrisville School District personnel have the authority to examine a student's hall pass and question their presence in the hallway. Students not in possession of a signed

Students in Grades 9-12 are required to have a signed pass from the classroom teacher in order to use the lavatory.

MORRISVILLE MIDDLE-SENIOR HIGH SCHOOL	
Morrisville, Pennsylvania	
STUDENT PASS	
TIME _____ DATE _____	_____ CLASS
STUDENT _____	_____ MAIN OFFICE
AUTHORITY _____	_____ GUIDANCE
	_____ NURSE
	_____ LIBRARY
	_____ SPORTS
RETURN TIME _____ TO _____	_____ LAVATORY
	_____ LOCKER
AUTHORITY _____	_____ OTHER

EARLY DISMISSALS

Students will only be excused from attendance during the regular school day after a written request submitted by the parent/guardian is approved by the building principal or designee.

A written request by a parent/guardian for early dismissal of a student must be submitted to the school office at the beginning of the school day. The request must contain the student's name and grade; date of the early dismissal; time of the requested dismissal; reason for the dismissal, with name and telephone number of doctor/dentist if applicable; signature of parent/guardian; and home/business telephone number of parent/guardian.

District staff may take steps necessary to verify the request.

The parent/guardian must come into the school office to pick up a student for early dismissal. All other dismissal arrangements, such as the student driving, must be indicated on the early dismissal request.

No student will be released during the school day to any individual who has not identified him/herself to the satisfaction of the principal or designee.

Upon return to school from an early dismissal, the student must submit to the school office an excuse signed by the professional office the student visited.

ABSENCE FOR EDUCATIONAL TRIPS

Parents/Guardians may request that their child be excused from school attendance to participate in an educational trip not sponsored by the school district. Since regular class attendance is a critical component of a student's educational program, the educational benefits of the trip should outweigh the negative impact of the disruption of the student's educational program.

Each request to excuse a student from school attendance for an educational trip will be individually reviewed and evaluated to determine if the trip serves an educational purpose and to ensure that an adult acceptable to the parent/guardian and the Superintendent will direct and supervise the student during the trip. The student's academic achievement and prior attendance record also will be considered.

A request for an educational trip is subject to the following conditions:

1. Parent/Guardian must submit a written request to the building principal on the district form, which will indicate the days of absence; destination of the trip; adult supervision; and educational value of the trip. Forms are available on the District website.
2. If more than one (1) child in a family is taking the trip, the request for all the children must be included in the request made to the building principal of the oldest child. That principal will coordinate the review of the request with the appropriate principals.
3. Request must be made at least two (2) weeks prior to the date of the trip.
4. No more than five (5) school days each school year per student will be approved for an educational trip.
5. Trips that coincide with the first or last ten (10) days of the school year or during final examination periods will not be approved, except in emergency situations.

The building principal will review each request for compliance with the stated conditions and make a recommendation before submitting the request to the Superintendent.

The building principal will notify the parent/guardian of approval or denial of the request.

If approval is granted prior to the trip, the student's absence will be excused. If prior approval is not granted, the absence will be classified as an unlawful absence. If a student's absence exceeds the approved number of days, those absences will be classified as unlawful.

The student is responsible for the following:

1. Getting all assignments from his/her teachers prior to leaving on the trip.
2. Completing all given assignments and assessments within the time period specified.
3. Submitting all completed assignments to teachers upon return to school or as indicated on the assignment sheet.

Bathroom Privileges

Students should attempt to use the bathrooms before school, during passing times, at lunch and after school. Students should attempt to refrain from using the bathroom during instructional time. *If a student needs to use the bathroom, he/she should ask permission from the teacher and receive a signed appropriate hall pass, and quickly move to and from the bathroom.* Students should not socialize or disturb classes. If a student has a medical concern, please notify the school nurse. If it appears that a student is abusing bathroom privileges, a restricted pass may be instituted.

Care of School Property **School Board Policy 224**

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student in the schools of this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

The Superintendent shall develop procedures to implement this policy which include:

1. Rules for the safekeeping and accounting of textbooks, supplies and equipment.
2. Preparation of a schedule of fines for lost or damaged textbooks, supplies and equipment.

The Superintendent shall report to the Board on the incidence of vandalism. Such report shall include the number and kind of incident, the cost of vandalism to the district, and such related facts and comments as the Superintendent may wish to make.

Book Loss/Book Damage

1. Textbooks
 - a. Lost Book- 100% of the cost of the book
 - b. Damaged Book- Damaged beyond normal repair \$3.00
 - c. Destroyed (i.e., pages torn out, cover missing, binding broken, etc.) - 100% of the cost of the book.
 - d. Book Covers are optional; however, the actual cover of the book sustaining any damage beyond normal wear will be assessed fines as outlined in above section, "Damaged Books."
2. Paperback Books
 - a. Lost paperback- 100% of the cost of the book
 - b. Damaged Paperback- Damaged (beyond normal wear, but still usable) \$2.00.
 - c. Destroyed- (including, but not limited to pages torn, cover removed, binding broken, sections unreadable) 100% current replacement cost.

All books (new) will be stamped and numbered prior to distribution, by department coordinators. All book numbers and condition will be recorded at time of distribution to students.

All fines for lost books will be levied and collected at time of occurrence. Students will be given a receipt for all fines collected and fines will be recorded next to the book number. All fine monies will be turned over to the department chairperson or representative.

At the end of each year, teachers will collect all books, issue fines as appropriate, and account for all books.

A list of all uncollected fines will be submitted to the administration at the end of each marking period, semester and/or school year.

The department coordinators/representatives will reconcile all book inventories with monies collected for lost books. All fines collected for lost and/or damaged books should be transferred to the general fund on appropriate form for accounting.

Enforcement

At the end of each semester, the administration shall review all outstanding book fines and impose the following sanctions to students with outstanding fines:

1. Withholding of report card.
2. Removal from extracurricular activities.
3. No student may participate in commencement or be issued a diploma without meeting their financial obligations.

At the beginning of each school year, the administration will review all outstanding book fines and impose the sanctions as outlined above.

Cafeteria

Cafeteria service is provided for student convenience. A few simple rules of decorum will ensure that the cafeteria will function as intended. It is important for students to adhere to the following:

1. All students must report directly to the cafeteria as scheduled (arriving later than five (5) minutes without a pass will be assessed as late for class; see Discipline Code).
2. Students must remain in the cafeteria for the entire lunch period unless excused by one of the staff in charge.
3. Students should form orderly lines at the various serving areas and should not cut in line.
4. Students must return trays, utensils, etc. to the proper location.
5. Students must be certain to clear their tables and place trash and garbage in the proper receptacles provided.
6. Throwing of food, etc. is strictly prohibited.
7. Students must remain seated at their tables until the designated time for dismissal and/or the staff on duty dismiss them.
8. Loud, boisterous conduct of any kind will not be tolerated.
9. The cafeteria staff does not lend money to students for lunch. Students must come prepared to pay for their lunch.

Failure to comply with any of the above will result in disciplinary action at the discretion of an administration and the possible loss of cafeteria privileges.

Food & Drinks

No food or drinks is permitted in the hallways or classrooms. Violations of this policy will result in the confiscation of the food and/or drink and potential disciplinary action by the administration. Exceptions may be granted for special situations (medical, special events, etc.) with prior administrative approval. All bottles must be plastic.

Student Accident Insurance **School Board Policy 211**

The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools.

The Board will maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage and at no cost to the student for injury resulting from accidents sustained in the course of participation in interscholastic athletics, including band and cheerleading. The Board will provide parents the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students.

The Superintendent shall:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board consideration.
2. Notify all students and parents of students who may be eligible for insurance.
3. Ascertain that, where the Board assumes the full cost of insurance, each eligible student is properly insured.

Nurse

A registered nurse is on duty each school day in the district to provide care for students who become ill or injured during the school day. Injuries and illnesses that occur during non-school hours should be attended to at home or by a family physician. Students who are in need of medical attention during the school day are to ask their teacher to see the nurse. In the event the nurse's office is closed, students are then to report to the Front Office. Students are not to report to the School Nurse's Office or the Front Office for medical reasons without a pass, except in case of emergency. Passes may be issued by any staff member. Students may not leave the school for an illness without first reporting to the School Nurse or Front Office. Except in an emergency, students are not sent home during the last period. In order to maintain a healthy building, parents/guardians are asked that they not send an ill child to school.

Use of Medications **School Board Policy 210**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when:

1. Failure to take such medicine would jeopardize the health of the student.
2. The student would not be able to attend school if the medicine were not available during school hours.

In order for school employees to dispense medication, the parent must sign an authorization form.

Before medication is accepted by the school nurse, there must be on file in the nurse's office an authorization form for administration of same. The medication must be in its original container, clearly labeled with prescription directions.

Requirements For Medication To Be Administered

Prescribed and/or nonprescription medication:

1. Physician and parent authorization stating what the medication is, what it is for, and dosage and time to be given.
2. Medication must be in the original container.
3. Nonprescription medication may be parent-administered in the school office.
4. Acetaminophen (generic Tylenol) is dispensed only with the written consent of a parent/guardian for the treatment of minor pain, headache, cramps, etc. and when other comfort measures have not been effective. No acetaminophen is given out before 9:30 a.m. or after 1:30 p.m. of the school day.

A supply of medication must be brought to the school nurse or principal's designee for verification. Short-term medication will be administered for the prescribed time. Long-term daily prescription medication requires physician and parent's written authorization. Students who need staff to assist in medical procedures at school, i.e., blood sugar testing, blood pressure, tube feedings, etc., must have the medication form filled out annually with the doctor's order and parental permission for the treatment.

The medication is to be kept in a locked cabinet or drawer. It is important that it not be kept in a locked box that could be carried away.

Each school shall keep a bound book with consecutively numbered pages in which shall be recorded in ink the administration of medication in each case showing:

1. Date and time of administration.
2. Name of student.
3. Name of medication and dosage.
4. Name of prescribing physician.
5. Signature of the nurse, or designee who assisted, on transactions so records may not be altered.

All forms and records must be kept on file a minimum of two (2) years.

Possession/use of Asthma Inhalers

School Board Policy 210.1

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students. The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year. A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision. Maintain an individual medication log for all students possessing asthma inhalers

Health Examinations/Screenings **School Board Policy 209**

In compliance with the School Code, the Board shall require that students of this district submit to health and dental examinations to:

1. Protect the school community from the spread of communicable disease.
2. Ensure that the student's participation in health, safety and physical education courses meets his/her individual needs.
3. Ensure that the learning potential of each child is not lessened by a remediable physical disability.

Each pupil shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade. These examinations will be conducted by the school physician. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

Each pupil shall receive a comprehensive dental examination upon original entry, while in third grade and in seventh grade. These examinations will be conducted by the school dentist. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable, at intervals established by the district.

For each pupil transferring to the schools of this district the Superintendent shall request an adequate health record from the transferring school.

The individual pupil records of health examinations shall be maintained as a confidential record subject to statute and the policies of this district.

A student who presents a statement signed by his/her parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.

Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent/guardian of the child shall be so informed and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parents/guardians inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/ guardian's religious beliefs.

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district.

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

Automatic External Defibrillator (AED)

Morrisville High School is fortunate to have three strategically placed Automatic External Defibrillators (AED's) to be used in the event of a sudden cardiac arrest. Because the AED's must be readily available they are kept in unlocked storage units in high traffic areas of the school. The storage units are clearly marked and are connected to an alarm system that will go off when the storage unit is opened. Unauthorized opening of an AED storage unit is a serious offense and may result in suspension. Theft or damage to the defibrillator or storage units will be treated as a criminal offense and the police will be notified.

Emergency Cards

Emergency cards are distributed at the beginning of each school year for completion by parents/guardians. These **must** be on file for emergency purposes. It is the students and parent's/guardian's responsibility to update any changes that may occur throughout the school year. Please notify the Nurses Office if changes occur. Failure to return a completed emergency card after five school days may result in disciplinary action. This includes but not limited to participation on athletic teams.

Parents may call 215-736-5937 before 9:00 a.m. to report a student absent. An absence note is still required upon the student's return to school.

Laptop Computers/Personal Digital Assistants

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

Lockers

School lockers are the property of the school district and students should not assume any privacy with their school-issued locker. They are provided and maintained for the legal and proper use by our student body. School authorities maintain the right to seize from a student's

locker any item that is illegal or inappropriate, such as, but not limited to, sexually explicit materials, contraband, weapons, alcohol, or illegal substances. Where school authorities have a reasonable suspicion that a student's locker contains materials which pose a threat to the health, welfare, and safety of the students, faculty, and staff, a student's locker may be searched without prior warning. Lockers may be inspected periodically throughout the school year as per School Board Policy #226.

The school provides a locker for every student on a loan basis. It is the responsibility of the student to purchase a lock for their locker. Students will not be dismissed to go home for key or lock combination. They are used at the student's own risk. The school cannot be responsible for theft of property from lockers. Students should not keep valuable articles in lockers. Leave valuables at home. Coats must be kept in the locker during the school day.

Students must provide their own lock for their locker. Students are responsible for the cleanliness and security of your lockers at all times. Damaged, difficult-to-open, or broken lockers must be reported to the Attendance Office (A-6).

Any decorations or items placed or posted on the outside of the lockers may be removed at the close of school day.

Locker Times

Students in Grades 6 through 12 will not be permitted to go to their lockers while classes are in session. Students have the opportunity to visit their lockers four times during the school day:

- Before 1st Period (7:38am - 7:45am).
- Before the student's scheduled Lunch Period.
- After the student's scheduled Lunch Period.
- At dismissal at the end of the school day before promptly leaving the building.

SEARCHES **Board Policy 226**

The Board acknowledges the need for safe in school storage of books, clothing, school materials and other personal property and may provide lockers for such storage.

All lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law, Board policy or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy. Students shall be required to

sign a waiver in order to have the use of a school locker.

The Superintendent shall develop procedures to implement this policy which shall require:

1. The principal or representative shall be present whenever a student locker is inspected, based on reasonable suspicion.
2. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.
3. The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.
4. The principal shall be responsible for the prompt recording in writing of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Students shall assume responsibility for maintaining the security of their lockers.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning. Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

Right of Inspection

Where there is suspicion of a threat to the health, welfare, or safety of students in school, administrative personnel have the authority to inspect lockers, request students to divulge the contents of their personal belongings, such as, but not limited to, handbags, emptying pockets or items on their person, or, when necessary, vehicles on school property.

Inappropriate and/or illegal materials found may be used as evidence in disciplinary proceedings and for police investigations.

Emergency Evacuation Procedures

If the fire alarm sounds, all students, teachers, and other employees are to leave the building quietly and orderly in the designated areas until otherwise notified. If the alarm sounds while in class, follow the directions posted by the door. If the alarm sounds while classes are passing, students will leave by the exit nearest them at the moment the alarm is sounded and report to the evacuation site of their first period teacher. If the alarm is sounded when the gymnasium is in use by the entire student body, gym exits are to be used report to the evacuation site of their first period teacher. If the alarm sounds when the auditorium is in use, students are to exit via the C-hall door and report to the evacuation site of their first period teacher.

In all other situations, an announcement will be made and students/faulty will follow predetermined procedures.

STUDENT FUNDRAISING

Board Policy 229

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy, student fundraising shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, advertising or any other goods or services.

The Board prohibits the collection of money in school or on school property, or at any school-sponsored event by a student for personal benefit.

Collection of money by approved school organizations may be permitted by the administration.

Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent or his/her designee.

The Superintendent shall establish rules and regulations which shall limit the kind and amount of advertising for solicitation.

The principal shall distribute this policy and the rules which implement it to each student organization granted permission to solicit funds. Funds solicited shall be controlled by Policy 618.

Fund Raising

Students may be involved in fund raising activities or the selling of fundraising items on the school campus or at school functions as long as they have received written approval from the administration.

School Board Policy 223

The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.

The Board will permit the use of bicycles by students in grade 5 and above and in accordance with the rules of the district.

The Board will permit the use of motor vehicles by students in accordance with the rules of the district.

The Board will not be responsible for bicycles and motor vehicles which are lost, stolen, or damaged.

The Superintendent shall establish standards for the granting of permits which shall contain the warning that infraction of rules may result in the revocation of the permit.

Driving/Parking Privileges

Students are permitted to drive to school with prior permission of the administration. Students must complete a Student Driving Form which can be obtained in the Public Safety Office (F-10). If granted permission, students must park in the *side parking lot* of the school. The parking permit must be visible at all times.

Any evidence of careless driving to and from school will result in the revocation of the driving privilege. **The speed on or near school property is 15 miles per hour.** Students should not park in the rear or front of the building. Students must park on the cafeteria side of the building near the grass.

Students with excessive absences or tardies may have their driving privilege revoked.

Any vehicle parked on school district grounds is subject to search by district personnel.

Lost and Found

Unidentified articles found are to be turned into area behind the cafeteria lunch room. Students in search of missing items may check in the cafeteria room where items will be held for two (2) weeks. Please understand that after two weeks, the items may be donated to a local charity.

Bulletin Boards

The bulletin boards in the corridors and classrooms are for the use of the school and for school events only. Students may not post any materials on the bulletin boards without the approval of the administration. Approval will not be given for posting materials that do not relate to school activities or activities that do not provide a valuable benefit for our students, as determined by administration.

PUPIL SUPPORT SERVICES

Guidance

The school counselor is concerned with the education and personal growth of all the students. Counselors are available to assist students in identification and resolution of personal problems with peers, teachers, or parents. The cooperative effort of students, faculty, parents and the counselor enable students to achieve their fullest potential.

Students must make an appointment with the guidance secretary if interested in seeing a counselor, unless it is an emergency.

Support Groups

The Guidance Department, in coordination with other social agencies, offers counseling/support groups throughout the school year. The groups provide students with information on various topics like study skills, self-esteem, divorce, grief, anger management, parenting skills, and problem solving. Topics of discussion could also include issues that face most teens today such as drug and alcohol education, peer pressure, and dealing with feelings. For example, the *Child, Home and Community* group, a non-profit organization, offers on-site prenatal/parenting support

groups during the school year. By empowering teen parents through education, advocacy, and collaboration, the *Child, Home and Community* group hopes to build a better future for the children of teens and teenage parents. Participation requires written parent/guardian permission.

Transcript Requests

Students must give the Guidance Office a (5) school day written notice for transcript request and provide the name and address of the school/college that is to receive the transcript.

Working Papers

All minors age 14-17 are required to have working papers completed prior to employment. The hours of employment during the school year and during vacation periods are stipulated by law. Any student under the age of 17 must attend school if not employed. Student under the age of 17 who secure full-time employment cannot withdraw from school without written consent by a parent or legal guardian.

For employment in Pennsylvania, a student should first get a Promise of Employment Certificate from the Guidance Office. The student will also need a physical examination and birth certificate to complete the application or New Jersey working papers, a student must first get a Promise of Employment form and copy of his/her transcript from the Guidance Office.

A physical examination and birth certificate are also needed. When all forms have been completed, the student should telephone Trenton High School at 609-989-2471 to make arrangements to complete the application process for New Jersey working papers. The certificate will be issued by New Jersey officials.

PREGNANT/MARRIED STUDENTS **Board Policy 234**

No student, whether married or unmarried, who is otherwise eligible to attend the schools of this district shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board reserves the right to require as a prerequisite for attendance in the regular classes and the extracurricular program of the schools that each pregnant student present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

A student who is married must declare his/her marital status at the time of marriage or at the time of enrollment in the school.

A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program.

A student who has received an alternate educational program, for reasons associated with her pregnancy, shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.

The Superintendent shall develop procedures for the implementation of this policy.

STUDENT ASSISTANCE PROGRAM

Board Policy 236

The Board is committed to assisting all students to achieve to their fullest potential.

Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.

The Superintendent or designee shall develop, implement and monitor a Student Assistance Program (SAP) that complies with state regulations.

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

H.E.A.R.T. Team (Helping Every Adolescent Reach Tomorrow)

The Morrisville Middle-Senior High School student assistance program is called the H.E.A.R.T. Team. The purpose of the team is to provide a means of identifying and helping students who have barriers to learning that interfere with their success in school.

The H.E.A.R.T. Team is comprised of teachers, school administrators, and other school district personnel that have been trained in a state-sponsored Student Assistance Program (SAP). The team members follow strict rules of confidentiality. Students can be referred to the H.E.A.R.T. Team by a parent/guardian, teacher, staff, peer, or by a self-referral.

The H.E.A.R.T. Team will target, but not limited to, the following crisis areas:

1. Unsatisfactory Academic Progress
2. Drug and Alcohol Abuse
3. Self Mutilation
4. Attendance
5. Eating Disorders
6. Suicide and Depression
7. Behavioral Concerns
8. Victims and Perpetrators of Violent Acts *

* All perpetrators of violent acts (example being involved in a fight on school property) are referred to the H.E.A.R.T. Team and must comply with the team's recommendations in order to be readmitted to school. Students will be placed on social probation until the process is completed.

Peer Mediation

Peer mediation is based on the idea that students can resolve common interpersonal conflicts themselves, by following a highly-structured, yet simple process. It places the power and responsibility of resolving conflicts into the students' hands and emphasizes a win-win solution. Peer mediation is not used following physical altercations, and is only utilized if both students agree to solve the problem. Peer mediation is available to all students in grades 6-12. Students requiring excessive mediation could be subject to other disciplinary consequences.

Attendance **School Board Policy 204**

Purpose

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

Authority

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

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

1. Illness.
2. Quarantine.
3. Impassable roads.
4. Death in family.
5. Family educational travel, with prior approval.
6. Educational tours and trips, with prior approval.
7. Exceptions as provided by the Board.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law. Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, or other urgent reasons.

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance

at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent when the excusal does not interfere with the student's regular program of studies.
2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Bucks County Intermediate Unit or the Department of Education.

Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.
2. Govern the keeping of attendance records in accordance with law.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.

Ensure that students legally absent have an opportunity to make up work.

Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the

parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice or provision of alternative education services.

Consequences for Unlawful Absences

First Offense

- Letter for First Unlawful Absence

Second Offense

- Letter for Second Unlawful Absence

Third Offense

- Letter for Third Unlawful Absence
- Truancy Elimination Plan (TEP)

Fourth Offense

- Letter for Truant Student over Age Thirteen (13)
- Citation sent to the magisterial judge

Excessive Absences

If a student is absent from school for three (3) or more consecutive days, the parent must provide a physician's note to excuse the absences.

If a student is absent from class or school for ten (10) days or more during any marking period, the student is classified as excessively absent:

- a. The student may, with the approval of the administration, be given an incomplete in the subject(s). All incomplete grades must be made up within two weeks after the date report cards were distributed or they will become failures.
- b. The student may be suspended and required to have a parent conference with an administrator prior to returning to school.

Excessive Absence For The Year

Students with irregular or unusual attendance patterns may be required to submit a doctor's note for any absence to be excused. **Credit for the year's work for any student absent twenty-five (25) days or more without a medical excuse may be withheld.** Seniors absent twenty-five (25) days or more unexcused may have graduation privileges withheld, and/or not participate in the graduation ceremony. The administration further reserves the right to send authorized school representative to investigate any situation of absence. Pupils absent because of illness may be required to be examined by the nurse or doctor before readmission to school.

Make-Up Work

Students are responsible for making up missed work when they are absent from class. Arrangements for the work should be made immediately after the student returns to class. In all cases of absences from class it is the responsibility of the student to arrange for making up missed work in cooperation with the teacher in accordance with the following:

1. **Work Missed During an Absence of One (1) Or Two (2) Class Meetings**
Work assigned and tests announced prior to the absence of two or less consecutive classes should be made up within one (1) or two (2) classes after the student's return. Work assigned or tests announced while a student is absent should be made up by the second or third day.
2. **Work Missed During an Absence of Three (3) Or More Class Meetings.** Work assigned and

- tests announced during the absence is due one (1) week from the day of return
3. **Work Missed Due To a Protracted Absence**
It is the responsibility of the parent/guardian to notify the school of any protracted absence and request assignments from the guidance office. All requests for assignments are to be made twenty-four hours in advance.
 4. **Work Missed When Excused For a School Activity**
Students excused for school sponsored activities are responsible for submitting work due on the day they are to be excused. If a test is missed, it must be made up that day, unless the teacher agrees to an alternative.

Lateness to School

Students' late arrival to school causes a major disruption to the educational process and their individual progress in class. Any student having four (4) or more unexcused late arrivals to school during the school year will be considered excessively tardy and dealt with in accordance with School Board policy. These actions will include but not limited to, detentions, in-school suspensions, and out-of-school suspensions. Additionally, a meeting with parent/guardian and a member of the school administration will be required.

The following are the only reasons which student lateness is to be excused:

1. Illness of the students
2. Family emergency
3. Exceptions as provided by the Board.

Any excuse for lateness, no matter what the reason must be supported by a note from the parent/guardian. The note must be submitted the day of the lateness. A maximum of ten (10) days of cumulative lateness verified by parental notification shall be permitted during a school year. All lateness beyond ten (10) cumulative days shall require an excuse from a licensed physician.

Consequences:

Tardy to school is disruptive to the educational program and will be handled in the following manner:

1. If the student arrives to first period after 7:45 a.m., the start of the school day, he or she must report directly to the office. A letter will be sent to the parent/guardian informing them their student has been late after the third unexcused lateness. The letter will be requesting a meeting with administrator(As per the PDE Truancy Tool Kit).
2. Chronic lateness is defined as being late four times per year. On the fifth through ninth unexcused lateness students will be assigned a detention. The severity of the detentions will increase with each subsequent lateness. On the tenth through thirteenth lateness to school, students will begin serving ISS. The severity of the ISS will increase. Students will also be referred to district court for each violation. On the fourteenth and subsequent lateness students will be begin to have OSS assigned.
3. Excessive late arrivals to school will place you on Social Probation affecting privileges, for example dances, athletic events, special events, etc...
4. Students that are marked Tardy Unexcused, will be put on the Detention list. Parents or Guardians may contact the administrator with any questions or concerns.
5. Tardies to school will be cumulative. When a student accumulates 8 tardies, the tardies will become an unexcused absence, which may lead to a fine.

Lateness to School Consequences

Lateness #1

- Warning

Lateness #2

- Warning

Lateness #3

- Warning

Lateness #4

- Warning
- Letter sent to Parent/Guardian
- Meeting with Administrator

Lateness #5

- Warning
- Detention (15 minutes)

Lateness #6

- Warning
- Detention (30 minutes)

Lateness #7

- Warning
- Detention (45 minutes)

Lateness #8

- Warning
- Detention (1 hour)
- Unexcused Absence Recorded

Lateness #9

- Warning
- Detention (1 hour)

Lateness #10

- Warning
- In-School Suspension (1 Day)
- Social Probation
- Referral to District Court
- Meeting with Administrator

Lateness #11

- Warning
- In-School Suspension (1 Day)
- Social Probation
- Referral to District Court
- Meeting with Administrator

Lateness #12

- Warning
- In-School Suspension (2 Days)
- Social Probation

- Referral to District Court
- Meeting with Administrator

Lateness #13

- Warning
- In-School Suspension (2 Days)
- Social Probation
- Referral to District Court
- Meeting with Administrator

All Future Lateness

- Warning
- Out-of-School Suspension
- Social Probation
- Referral to District Court
- Meeting with Administrator

Unauthorized Absence From Class **School Board Policy 204.1**

Since the teacher-student relationship is the chief factor in determining what actually results in the classroom level and experience indicates that more effective results are obtained by a sequential course of action with increasing severity of punishment, teachers should assume initial efforts in resolving class cutting problems. However, when a student does not respond to efforts at resolving class cutting practices, appropriate administrative action is required.

The following actions should be followed by teachers and administrators in addressing class cuts.

First Cut- Teacher meets with the student and verifies that a cut has occurred. The teacher submits a discipline referral to an administrator. The administrator informs the parent/guardian of the cut and the student is assigned a half-hour detention.

Second Cut- Teacher meets with the student and verifies that a cut has occurred. The teacher submits a discipline referral to an administrator. The administrator meets with the student and assigns one day of in-school suspension. The administrator contacts the parent/guardian to inform them of the cut and in-school suspension.

Third Cut- Teacher meets with the student and verifies that a cut has occurred. The teacher submits a discipline referral to an administrator. The administrator meets with the student and assigns two days of out-of-school suspension. The administrator contacts the parent/guardian to inform them of the cut and the out-of-school suspension. The student cannot participate in extracurricular activities for a minimum of two weeks. A parent conference is required before the student can return to school.

Fourth Cut- Teacher meets with the student and verifies that a cut has occurred. The teacher submits a discipline referral to an administrator. The administrator meets with the teacher to determine if the student should fail the course. If the student is to fail, the administrator contacts, the parent/guardian, teacher, and counselor, in writing stating that the student is to receive a failing grade for the marking period.

The administrator meets with the student and assigns three days of out-of-school suspension. The administrator contacts the parent/guardian to inform them of the cut and the out-of-school suspension. A parent conference is required before the student can return to school.

Any assignments, projects, or tests due on the day of a verified class cut shall receive a failing grade.

Tardy to Class

Students in grades 6-12 receive three minutes from the end of one class to the beginning of the next class. Tardies to class will be cumulative. When a student accumulates 8 tardies, the tardies will become a class cut, which will lead to the appropriate disciplinary consequences.

Tardy to Class Consequences

Lateness #1

- Warning

Lateness #2

- Warning

Lateness #3

- Warning

Lateness #4

- Warning
- Parental Contact
- Meeting with Administrator

Lateness #5

- Warning
- Detention (15 minutes)

Lateness #6

- Warning
- Detention (30 minutes)

Lateness #7

- Warning
- Detention (45 minutes)

Lateness #8

- Warning
- Detention (1 hour)
- Class Cut Recorded (with Appropriate Disciplinary Consequences)

Lateness #9

- Warning
- Detention (1 hour)

Lateness #10

- Warning
- In-School Suspension (1 Day)
- Social Probation
- Meeting with Administrator

Lateness #11

- Warning
- In-School Suspension (1 Day)
- Social Probation

- Meeting with Administrator

Lateness #12

- Warning
- In-School Suspension (2 Days)
- Social Probation
- Meeting with Administrator

Lateness #13

- Warning
- In-School Suspension (2 Days)
- Social Probation
- Meeting with Administrator

All Future Lateness

- Warning
- Out-of-School Suspension
- Social Probation
- Meeting with Administrator

Leaving School Without Permission

Once students have arrived on school property, students may not leave without the prior permission of a school administrator or school nurse. If students have a valid reason to leave school before the end of the school day, students must contact the school nurse or a building administrator. Students may not leave until their parent or guardian has been contacted and permission has been granted by the parent/guardian, nurse, and the building administrator. If students leave school without following these procedures, their absence will be recorded as unexcused, and the student will receive a consequence. In all cases, if a student leaves school without the permission of a parent/guardian, nurse, and the building administration, the student will receive appropriate consequences.

Discrimination & Harassment of Students and/or Staff

Prohibition against Discrimination & Harassment of Students and Staff

It is the policy of the Morrisville Board of School Directors to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, sexual orientation, religion, color, national origin, ancestry, martial status, disability, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any such harassment and discrimination.

UNLAWFUL HARASSMENT

Board Policy 248

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

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

report such incidents to the designated employees.

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

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

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

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

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

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

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.

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

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

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

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

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

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

Complaint Procedure – Student/Third Party

Step 1 – Reporting

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

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

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

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

Step 2 – Investigation

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

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

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

Step 3 – Investigative Report

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

Step 4 – District Action

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

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

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

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Discipline of Offenders

A finding by the investigator that a student has engaged in harassment or discrimination shall subject the student to appropriate consequences, consistent with school rules and district policies. This may include detention, suspension, exclusion from social activities, and/or expulsion from school. In addition, criminal charges may be filed.

Reporting Acts of Retaliation

If harassment and/or discrimination are found to have occurred, prompt and appropriate remedial action will be taken. No students or employee will be retaliated against for reporting harassment or discrimination or participating in an investigation thereof. Any student or employee who feels he/she has been retaliated against for making a complaint or participating in an investigation should immediately report the retaliatory act to the investigator of the original complaint and shall immediately commence an investigation in accordance with the procedures outlined above.

BULLYING/CYBERBULLYING **MORRISVILLE BOROUGH SCHOOL DISTRICT** **BOARD POLICY 249**

BULLYING AND CYBERBULLYING

ADOPTED: March 28, 2007 REVISED: February 24, 2016

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, and /or outside a school setting,

that is severe, persistent or pervasive and has effect of doing any of the following:

1. Substantial interference with student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school. Bullying as defined in this policy, includes cyberbullying.

School setting, means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

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

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

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

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Consequences

Students in violation of bullying or cyberbullying others will face administrative consequences that are age and developmentally appropriate. Progressive disciplinary consequences may be, but are not limited to, parental notification and meeting, Cease and Desist Order, administrative detention, in-school suspension (ISS), out-of-school suspension (OSS), expulsion, and eventually arrest for harassment.

Computer Use - Internet Activity

Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a *privilege* to students who agree to act in a considerate and responsible manner. Violating the school's Internet policies and procedures are taken seriously and may result in loss of access as well as other disciplinary consequences and/or legal action.

Students and parents/guardians must read, understand, and adhere to the following rules for acceptable Internet use in school and for school-related activities.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage areas may be treated the same as school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. *Users should not expect that files will be private.*
3. The following are not permitted:
 - a. ending or displaying offensive messages or pictures.
 - b. using obscene language.
 - c. harassing, insulting or attacking others.
 - d. damaging computers, computer systems or computer networks.
 - e. violating copyright laws. Any data uploaded or downloaded from the network shall be subject to “fair use” guidelines.
 - f. using another person's password.
 - g. trespassing in another's folders, work or files.
 - h. intentionally wasting limited resources, including through the use of chain letters and messages broadcast to mailing lists or individuals.
 - i. employing the network for commercial purposes.
 - j. revealing the personal address or phone numbers of any other person without the written permission of the individual and the supervising teacher.

In signing the Verification of Understanding page, found in the Appendix, the student acknowledges to abide by the provisions of these computer-Internet guidelines.

Electronic Devices:

Electronic Devices shall include all devices that can take photographs; record audio or video data; store transmit or receive messages or images or provide a wireless, unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to iPods, MP3 players, iPads, cell phones, eReaders, and laptops.

Electronic devices are not permitted outside of the cafeteria during the normal school day hours. Electronic devices must be out of sight prior to the start of homeroom. These devices may not be seen or heard outside of the cafeteria once homeroom begins until after the school day ends.

If electronic devices are used during the school day they will be confiscated. Any device that is ringing/vibrating, playing music, sitting on a desk or being touched for any reason is considered in use.

Unauthorized use of video or still photography is prohibited and may result in confiscation of device and/or suspension. Cell phones and personal devices may not be used to record images or voice recordings of faculty, staff, or other students for personal use or inclusion on any internet or other media site.

Morrisville School District is not liable for lost or stolen personal electronic equipment. It is the responsibility of the parent/guardian to notify the local Police Department should they wish to file a police report.

The use of Electronic Devices is prohibited at all times, in locker rooms, bathrooms, health suites and other changing areas.

The School District further prohibits the use of Electronic Devices for the purpose of intercepting any wire, electronic or oral communication unless all parties consent to the communication prior to the interception.

If the School District has reasonable suspicion to believe that a student has used a cell phone or other electronic device to cheat, plagiarize, violate a copyright or commit any other act that is in violation of the Student Conduct Policy, then the School District shall have the right to search the device to the maximum extent permitted by law for evidence of such activity. If it is determined that the use of the device violated more than one policy, then the student may be disciplined under each policy.

Any Staff member seeing an electronic device in use will require that it be immediately surrendered.

- First offense: Device is turned over to the Teacher/Staff member who will record infraction, contact parent and forward phone to the Administrative Offices. The student may retrieve the device at the close of the school day. A student that refuses to turn over the device will be assigned in-school suspension.
- Second offense: Device is turned over to the Teacher/Staff member who will record infraction and forward phone to the Administrative Offices. The student will be assigned a ½ hour detention and may retrieve the device at the close of the school day. Parent will be contacted. A student that refuses to turn over the device will be assigned in-school suspension.
- Third offense: Device is turned over to the Teacher/Staff member who will record the infraction and forward phone to the Administrative Offices. The student will be assigned an hour detention. Parent/Guardian must retrieve device from Administration. As student that refuses to turn over the device will be assigned an out-of-school suspension.
- Fourth offense: Device is turned over to the Teacher/Staff member who will record infraction and forward phone to the Administrative Offices. Student will be assigned one day in-school suspension and placed on social probation. Parent/Guardian must retrieve device from Administration. A student that refuses to turn over the device will be assigned an additional out-of-school suspension.
- Fifth offense: Consequences to be determined by Administration.

HAZING

Board Policy 247

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced

consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing kind. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly, or verbal instructions by the coach or sponsor at the start of the season or program.

Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
5. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

Social Probation/Social Exclusion

We believe that academic success can be achieved by all of our students. Social Probation is designed to assist in modifying inappropriate behavior in a student's academic education, attendance, or behavior. Students must understand that they are in control of their academic success, daily attendance and behavior. The consequence for making repeated poor choices will result in their being placed on Social Probation or Social Exclusion.

When a student is placed on Social Probation/Social Exclusion, they will not participate in any extracurricular activities. Extracurricular activities include but are not limited to: Band, Chorus, Dances, Plays, Gym Night, Proms, Sports, Clubs, Class Trips, and field Trips. Note: Students will not be excluded from any curriculum related activities.

Social Probation: This is a temporary removal of the privileges of a student which would exclude a student from participating in **all** extracurricular activities for a period of time of as few as five days or as long as one marking period.

Social Exclusion: This is the removal of **all** privileges of a student which would exclude a student from participating in **all** extracurricular activities for a period of time as deemed appropriate by the Principal. The exclusionary period could be from one marking period to the remainder of the school year.

Social Probation / Exclusion means that a student **will not** be present at, help, aid, or assist, in any athletic events, dances, proms, concerts, field trips, or social gatherings hosted by the school district or on any property leased by the school district.

Each one day of suspension includes 7 consecutive days of social probation beginning on the day of the suspension.

Any student ***placed in an Alternative Placement will be placed on Social Exclusion for the duration of their Alternative Placement.*** They may attend activities in which a brother or sister is participating, provided that they are with their ***parent or guardian and remain with that person at all times while on school property.***

Student Discipline **School Board Policy 218**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.

Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct
5. The conduct involves the theft or vandalism of school property.

Any student disciplined by a district employee shall have the right to notice of the infraction. Suspensions and expulsions shall be carried out in accordance with Policy 233.

Corporal Punishment

Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

The Board prohibits the use of corporal punishment to discipline students for violations of district policies, rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

School Board Policy 216.1

In accordance with law, the school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.

Adjudicated Students

Through the juvenile probation department, the court is required to report to school principal information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.

The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer. Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.

Transfer Students

Upon registration and prior to admission to the school district, the parent, guardian or person having control or charge of the student shall provide a sworn statement or affirmation stating whether the student previously was suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property.

Parents and guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.

This registration statement shall be maintained as part of the student's disciplinary record.

When a student transfers to this district, a certified copy of the student's disciplinary record shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.

Disciplinary Consequences	
Abbreviation Codes:	
1/2D-	Half-hour Detention
1D-	1 Hour Detention
1ISS-	1 Day In-School Suspension
2ISS-	2 Days In-School Suspension
1OSS-	1 Day Out-of-School Suspension
2OSS-	2 Days Out-of-School Suspension
3OSS-	3 Days Out-of-School Suspension
CMJ	- Citation Sent to the Magisterial Judge
DBA-	Determined by Administrator

LFUA – Letter for First Unlawful Absence
 LSP – Letter Sent to Parent/Guardian
 LSUA – Letter for Second Unlawful Absence
 LTSAT – Letter for Truant Student over Age of Thirteen (13)
 LTUA – Letter for Third Unlawful Absence
 MA – Meeting with Administrator
 PC- Parental Contact
 SP- Social Probation (Every day of suspension includes 7 consecutive days of SP beginning on the first day of suspension.)
 TEP – Truancy Elimination Plan
 W- Warning

Offense	First Offense	Second Offense	Third Offense	Fourth Offense	Additional Offenses
Electronic Devices	W; PC	W; PC; 1/2D	W; PC, 1D	W; PC; 1ISS; SP	DBA
Failure to Turn over Electronic Device	PC; 1ISS; SP	PC; 2ISS; SP	PC; 2OSS; SP	PC; 3OSS; SP	DBA
Lateness to School	W	W	W	W; LSP; MA	DBA
Tardy to Class	W	W	W	W; PC; MA	DBA
Unlawful Absence	LFUA	LSUA	LTUA; TEP	LTSAT; CMJ	CMJ

Student Code of Conduct – Disciplinary Action Chart

School-Based Level I and Level II Offence

Offence Defined
1. Assembly misconduct.
2. Cafeteria misconduct (continued refusal to obey lunchroom rules and regulations).
3. Dress code violation.
4. Hall misconduct (horseplay, running, no pass, etc.)
5. Loitering (remaining after school without legitimate cause.)
6. After school activity misconduct.
7. Nuisance items.
8. Continued unmodified Level 1 behavior (minor classroom disruptions-addressed by teacher)
9. Electronic devices violation
10. Classroom disruption.
11. Late to class after 4 th occurrence.
12. Late to school after 4 th occurrence.

Consequences for Action:

- 1st Level I and Level II Offence:
Student conference with Administrator, Parent/Guardian notified.
- 2nd Level I and Level II Offence:
Assign Detentions, Parent/Guardian notified.
- 3rd Level I and Level II Offence:
Assign 1 to 3 ISS days, Parent/Guardian notified & Conference.

The Disciplinary Action Sequence may be modified as outlined in the guidelines defined for Level III infractions.

The Disciplinary Action Sequence may be modified by the Administrator.

LEVEL III INFRACTION

Offence Defined
1. Cafeteria misconduct (throwing of food, utensils, horseplay)
2. Destruction of school property/personal property
3. Disrespect
4. Endangering Acts/Causing injury to another
5. Extortion
6. Fraud/Cheating
7. Failure to meet the request of Staff
8. Profanity/Obscenity
9. Theft
10. Threats/Harassment/Bullying
11. Tobacco Violation (possession of tobacco, lighters, and/or e-cigarettes)
12. Unauthorized Areas
13. Leaving school building with out permission
14. Unmodified Level II behavior
15. Gang-related activity and/or gang-related characteristics (Gang apparel, colors, jewelry, note book, gang sign, gang symbol, hand sign that denotes gang affiliation, etc.)

Consequences for Action:

- 1st Level III Offence:
Student conference with Administrator, Parent/Guardian notified, 1 to 3 Days ISS/OSS.
Alternative actions may consist of a mandatory H.E.A.R.T. team referral.
- 2nd Level III Offence:
Student conference with Administrator, Parent/Guardian notified, Parent/Guardian Conference, 3 to 5 Days ISS/OSS. Alternative actions may consist of a mandatory H.E.A.R.T. team referral.
- 3rd Level III Offence:
Student conference with Administrator, Parent/Guardian notified, Parent/Guardian Conference, 5 to 10 Days ISS/OSS. Alternative actions may consist of a mandatory H.E.A.R.T. team referral.

The Disciplinary Action Sequence may be modified by the Administrator

BOARD LEVEL IV INFRACTIONS

Offence defined
1. Fighting or Instigating a Fight
2. Defiance (causing a disruption of normal day's operation).
3. Assault of a student or district employee
4. Weapons/Dangerous objects
5. Possession of or under the influence of alcoholic beverages, controlled substances, look alike/designer drugs, anabolic steroids, or paraphernalia
6. Habitual offender of school regulations exceeding Level III , exceeding 5 suspensions.
7. Intentionally causing a false alarm (fire, bomb threat, or lock-down)
8. Tampering with personal property of staff member

Consequences for Action:

Each Offence:

Student conference with Administrator, Parent/Guardian notified, Parent/Guardian Conference, 5 to 10 Days OSS. Any Level III and/or Level IV infraction may/will be referred to the Board of School Directors for possible expulsion from the school.

Possession of firearms, explosives, knives, and unauthorized cutting instruments result in a mandatory ten day suspension and referral for an expulsion hearing.

Alternative actions may consist of a mandatory H.E.A.R.T. team referral.

Level III and Level IV infractions resulting in personal injury to any person or substantial damage to property, or which otherwise results in actual harm to the health, safety, or welfare of the school community may be immediately referred by the building principal to the Superintendent for consideration of a referral for an expulsion hearing before the school board. In addition, any criminal offence substantially interfering with or negatively affecting the health, safety, and/or

welfare of the school community may result in an expulsion hearing.

School Wide Positive Behavior Interventions and Supports (SWPBIS)

School Wide Positive Behavior Interventions and Supports (SWPBIS) is a proactive approach to discipline that promotes appropriate student behavior and increased learning. The foundation of this program will be implemented in Morrisville Middle School (grades 6-8) during the 2016-17 school year. This foundational Tier I provides a system of supports to all students based on preventative practice that emphasize teaching and reinforcing expected student behaviors.

Students are taught and expected to Persevere, Accept responsibility, Cooperate, and be Kind (PACK). Expected behaviors in locations throughout the school are explicitly taught, practiced, and reinforced. Locations include arrival/dismissal, hallway, cafeteria, classroom, bathroom/locker room, and the auditorium. Details can be found by clicking the hyperlink below.

<http://www.mv.org/webpages/8thgradeteam/index.cfm?subpage=2080040>

Detentions

When a student is assigned a detention, he/she must serve the detention on the day assigned by the administrator. Detentions must be served immediately and may only be deferred in cases of family or work obligations. Attendance at a school function, including sports and other extra-curricular activities, does not constitute a valid reason for deferment of detention. Failure to serve a detention will result in the student being assigned a one-day ISS.

All students must serve detention for the length of time the detention was assigned. For example:

- A student that is assigned a 15 minute detention must serve the full 15 minute detention.
- A student that is assigned a 30 minute detention must serve the full 30 minute detention.
- A student that is assigned a 45 minute detention must serve the full 45 minute detention.
- A student that is assigned a 60 minute detention must serve the full 60 minute detention.

In-School Suspension (ISS) Expectations

In-School Suspension is an opportunity for students to continue receiving an education in a modified learning environment. Students are expected to use this opportunity to complete assignments provided to assist them from falling behind in their classes.

All assignments must be completed by the end of the day or the student faces the possibility of having additional days of ISS assigned.

Students are not permitted to leave the ISS Room for any reason without permission.

There will be scheduled lavatory breaks and students will be escorted to and from the cafeteria.

Students will work in a quiet environment.

Students who do not meet the ISS expectations will receive additional days of ISS or, be assigned an out-of-school suspension.

SUSPENSION AND EXPULSION

Board Policy 233

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which she/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/ guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by the building principal or designee.

Purpose Of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements For Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which she/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The district shall provide for the student's education during the period of in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/ guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parents/guardians expense and parent/ guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension And Prior To Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/ guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

The Superintendent or designee shall develop rules and regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

I D Badges

Students must produce their school ID upon request of a staff member. Students that have lost or misplaced their ID badge must report to the Attendance Office (A-6) to have a new badge issued. Failure to produce the ID badge when requested by any staff member will be considered insubordination.

Dress and Grooming **School Board Policy 221**

MORRISVILLE BOROUGH SCHOOL DISTRICT
No. 221 SECTION: PUPILS TITLE: DRESS AND GROOMING
ADOPTED: September 26, 2007 REVISED:

221. DRESS AND GROOMING

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The Superintendent shall develop procedures to implement this policy which designate the building principal to monitor student dress and grooming in his/her building.

The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

The following guidelines have been established in order to maintain a positive educational atmosphere in the district:

1. All students must wear footwear. Students must wear either shoes, loafers, sandals, sneakers or boots. Footwear such as flip-flops or shower clogs are not permitted for health and safety reasons.
2. Students are not permitted to wear headgear while in the school building; i.e., hats, bandannas, and scarves.
3. Students must wear clothing that completely covers the upper torso. Mesh shirts, open-sided shirts, bare midriffs, bare back shirts, tank tops and halters, etc. will not be permitted.
4. Students must wear underclothing.

5. Suggestively tight fitting clothing will not be permitted; i.e., spandex, cycling pants, etc.
6. Students will not be permitted to wear clothing which is imprinted with obscene or suggestive messages, advertises or promotes the use of drugs or alcohol, or is offensive by prevailing community standards.
7. Skirts, dresses and culottes must be mid-thigh (finger-tip) length or longer. Mid-thigh shorts may be worn.
8. Trousers, shorts, skirts, and culottes must be worn and kept at the waist. Trouser cuffs are to be placed at the ankle.
9. Coats and jackets (outerwear) are not to be worn in the classroom.
10. Students will not be allowed to participate in field trips or attend special programs if their clothing does not comply with the dress code of the establishment to be visited; i.e., theaters, restaurants, etc.

Students who violate the dress code will be subject to disciplinary action. The school administration shall have the authority to remove any student from school whose dress is considered harmful and disruptive or for reasons of health and safety. The school administrators, at their sole discretion, may send violators home to obtain proper attire.

Not all situations and conditions can possibly be covered by a dress code. Therefore, the school administrators, at their sole discretion, will determine the appropriateness of any item of school dress, to assure that an educational atmosphere is maintained which fosters and promotes effective and efficient learning for all students.

Book Bags and Back Packs

Students are not permitted to carry book bags and backpacks in hallways or classes. Students may use book bags to bring books to school and then take them home, but must leave these bags in their lockers for the duration of the school day. Athletic bags and equipment must be stored in designated areas (as per coach's instructions) prior to the start of the school day and picked up at the appropriate dismissal time.

Drug Policy

The Morrisville Board of School Directors endorses and subscribes to the laws of the Commonwealth of Pennsylvania and the Federal Government concerning the use and misuse of narcotics and drugs. The school administration has not only the right, but also the obligation to take whatever appropriate action is necessary, including notifying law enforcement, to ensure the health, well-being and safety of the school community and to prevent any disruption of the school program.

This policy will apply to drugs and controlled substances as defined by laws of the Commonwealth of Pennsylvania including, but not limited to, drugs or controlled substances as defined by The Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 or the amendments to such Act.

This policy will apply to the use, possession, consumption, distribution or sale of alcoholic beverages, as well as being under the influence of alcoholic beverages, as further defined and provided below:

This policy authorizes the establishment of the Morrisville Student Assistance Program (SAP), known as the H.E.A.R.T. Team. The H.E.A.R.T. Team will be the Middle/Senior High School-based intervention group to which at risk students may be referred. The H.E.A.R.T. Team will include teachers, the school nurse, a guidance counselor, and administrators. An ex officio member shall be a representative from the Bucks County Council on Alcoholism, Inc. Additional trained staff may be used if necessary.

Tobacco Use **School Board Policy 222**

The Board is committed to providing a healthful environment for students and employees. It is the intent of this policy to promote a more healthful environment for all members of the school community and to provide smoke-free campuses for employees, students, and visitors.

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

The school district shall initiate prosecution of a student who violates the tobacco use policy.

The Superintendent or designee shall annually notify students, parents and staff about the district's tobacco use policy by publishing such policy in the student handbook.

Signs shall be posted indicating clearly that smoking is not permitted on school property.

The Superintendent or designee shall develop procedures to implement this policy.

Student violators will be disciplined as follows: a mandatory fine will be imposed for each offense and an after-school detention at the discretion of the principal or Administrative Intern

Students failing to pay the fine set forth above shall be excluded from participating in all extracurricular activities, including school functions. Exclusion shall remain in effect until the fine has been paid.

Any student who fails to pay the fine within fifteen (15) calendar days from the date of the offense, shall be subject to prosecution initiated by a district administrator.

Penalties collected will be deposited into a separate student activity account. On June 30th of each year, the accumulated funds shall be disbursed in equal amounts to the Freshman, Sophomore, Junior and Senior class treasuries.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

Definition of Terms:

Drug/Mood Altering Substance/Alcohol - shall include any alcohol or malt beverage, any drug defined by law as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the school nurse, annotated within the student's health record and given in accordance with the school district policy for the administration of medication to students in school.

Distributing - deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Possession - possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substance determined to be illegal or as defined by this policy.

Cooperative Behavior - shall be defined as the willingness of a student to work with staff and school personnel in a continuing reasonable and helpful manner, complying with requests and recommendations of the members of the H.E.A.R.T. Team.

Uncooperative Behavior - is resistance or refusal, either, verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the H.E.A.R.T. Team.

Drug Paraphernalia - includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances as defined by law. Examples include but are not limited to roach clips, pipes, and bowls or other items as defined by law.

Cumulative Records - all Drug and Alcohol violations records will be cumulative in Grades K through 5 with no carry-over to grades 6-12. Beginning in grade 6, Drug and Alcohol violations will again become cumulative.

Administrator(s) - the person(s) in charge of the individual building in which the incident takes place.

Rules/Regulations

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any such chemical substance restricted by law or over the counter drug not registered with the school nurse, shall be subjected to discipline pursuant to the provisions and procedures outlined in Board policies.

A search of a student's locker, desk, car or other possessions may occur under this policy where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or the rules of the school with respect to possession or use of

drugs, alcohol or paraphernalia. The extent of the search will be reasonably related to its objectives and will not be unnecessarily intrusive in light of the age and sex of the student and the nature of the violation.

As an integral part of the Morrisville School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a positive means to respond to drug, mood altering substance and alcohol related incidents. The Morrisville School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any reasonable measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	Notification of Parent/Guardian	Notification of Police	Disposition of Substance	Student Support Strategy	Disciplinary Action
A student is referred to HEART Team by a student, staff member, family member, or member of the community. It may be a substance abuse concern.	HEART Team review. Referral for appropriate action.	As deemed appropriate by HEART team.	D & A coordinator, administrator, or adm. designee will notify parent when risk factors may pose barriers to learning.	Not applicable.	Not applicable.	Implement HEART Team support strategies with parental permission.	Not applicable.
A student contacts a staff member about personal substance use and asks for help.	The student is informed of services available. Refer HEART Team for assistance.	As deemed appropriate by HEART team.	Yes	Not applicable.	Not applicable.	Implement HEART Team support strategies with parental permission.	Not applicable.
The student has a medical emergency that may be related to substance use or the student is suspected of being under the influence of alcohol or a mood altering substance.	All standard health and emergency procedures will be followed. Treat as medical emergency if warranted. The student will be transported to a medical facility at parent expense. A signed release (pertaining to the incident) of discovered medical information is to be requested. Refer to HEART Team.	The student, his/her locker, car, desk, and other possessions will be searched by an administrator or designee. An administrator will investigate and document the incident.	Yes	Yes	If a substance is confiscated, it is provided to medical staff and police.	Implement HEART Team support strategies with parental permission.	Disciplinary action will be suspension from school for 3 to 10 days with additional action possible if occurrence is proved to be related to substance abuse.
A student possesses, uses, or is under the influence or alcohol or other mood altering substances or “look-alike” substances, or is in possession of suspected paraphernalia at school or any school activity on or off school property or on school-provided transportation.	Treat as medical emergency if warranted. If treated as medical emergency, the student will be transported to a medical facility at parent expense. A signed release (pertaining to the incident) of discovered medical information is to be requested. Refer to HEART Team. Staff member will contact an administrator.	The student, his/her locker, car, desk, and other possessions will be searched by an administrator or designee. An administrator will investigate and document the incident.	Yes	Yes	If a substance is confiscated, it is provided to medical staff and police	Implement HEART Team support strategies with parental permission.	Informal hearing. Ten days suspension. Required assessment by licensed D&A facility. Appointment for assessment must be scheduled within the suspension period for the first available appointment and the appointment verified by the facility. Once evaluated, compliance with recommendations must be verified by the facility. Lack of compliance, verification thereof, or further offenses will lead to referral to School Board for possible expulsion from school, which could be permanent. If expulsion is less than permanent, students may be required to comply with certain readmission conditions.
A student distributes or is suspected of distributing alcohol, mood altering substances or a look-alike substance during school or at any school sponsored activity on or off school property.	(1) Notify the police. (2) Attempt to contact parents. (3) Referral to HEART Team.	The student, his/her locker, car, desk, and other possessions will be searched by an administrator or designee. An administrator will investigate and document the incident.	Yes	Yes	Provide to police	Implement HEART Team support strategies with parental permission.	Informal hearing. Ten days suspension. Required assessment by licensed D&A facility. Appointment for assessment must be scheduled within the suspension period for the first available appointment and the appointment verified by the facility. Once evaluated, compliance with recommendations must be verified by the facility. Lack of compliance, verification thereof, or further offenses will lead to referral to School Board for possible expulsion from school, which could be permanent. If expulsion is less than permanent, students may be required to comply with certain readmission conditions.
A student possesses, uses, or distributes over-the-counter or prescription drugs in violation of medications	Treat as medical emergency if warranted. Staff member will notify Administrator, who will, confidentially, if possible investigate the incident.	An administrator will investigate and document the incident.	At administrative discretion	Adm. will confiscate substance and at his discretion	Administrator will confiscate substance and at his	Implement HEART Team support strategies with parental	As deemed appropriate by administrator, but may include disciplinary hearing, required assessment (as above), and/or HEART Team support strategies with parental consent.

policy during school or at any school sponsored activity on or off school property.				submit to medical personnel or police.	or her discretion submit to medical personnel or police.	permission.	
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CONTROLLED SUBSTANCES/PARAPHERNALIA

Board Policy 227

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

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

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

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

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

Reasonable Suspicion/Testing

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

Definitions

Controlled Substances - A drug or substance, as included in *The Controlled Substances, Drug Device and Cosmetic Act* of April 24, 1974. Examples of such controlled substances are marijuana, opiates, and other narcotics, and medications used to treat individuals with attention deficit disorder and diagnostic learning disorders.

Drugs - As defined in the *Act* and including substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals.

Prescription Drugs - Drugs which fall under the *Narcotics Act* must be brought to school by the parent/guardian. These may include medications which are used to control pain, cough syrup containing codeine, as well as Ritalin, Cylert and Dexedrine.

Alcoholic Beverages - A liquid for consumption with a percentage of alcoholic content, including but not limited to, liquor, beer, and wine.

RELATIONS WITH LAW ENFORCEMENT AGENCIES

School Board Policy 225

The Board recognizes that compulsory attendance laws impose on the Board the custodianship of district students while they are present in the schools.

It shall be the policy of the Board that cooperation with law enforcement agencies is considered essential for

protecting students and staff, maintaining a safe environment in schools, and safeguarding district property.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that establishes guidelines for when law officials will be called to school and the actions that will follow.

Interrogations

When police request permission to interrogate a student at school, the principal shall inform the Superintendent, determine why such interrogation could not occur at the student's home, and attempt to inform the student's parents/guardians.

Whenever the Superintendent or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the principal or a representative shall be present throughout the proceedings.

Arrests

When the police request permission to arrest a student at school, the principal shall inform the Superintendent, attempt to inform the student's parents/guardians, and request and inspect the arrest warrant.

No student shall be released to police authorities without proper warrant and appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property, as determined by the principal.

Hearing

The School Board or an appropriate officer of the Board may conduct hearings with regard to any alleged violation of this policy. Nothing in this policy shall prevent the school administration from immediately suspending a student for a temporary period pending a hearing.

Probationary Status

A student subject to probation under this policy shall continue to attend school, but shall be required to observe certain conditions relating to in-school conduct and behavior. These conditions may include, but need not be limited to:

1. Probation of association with certain students;
2. Social Probation of participation in athletic or social functions;
3. Reporting at stated period to appropriate persons for counseling;
4. Attending after school hour's disciplinary detention or study hall;
5. Participating in after school hours maintenance and/or rehabilitation program (such program may be with an outside agency);
6. Such other reasonable conditions related to insuring a correction of the behavior or misconduct for which the probation was imposed.

Weapons

School Board Policy 218.1

The Morrisville School District, in compliance with Act 26 of 1995, and 24 P.S. 13-1317.2, prohibits any type of weapon and/or explosive devices in school buildings, on school grounds, and/or on school busses. The Board recognizes and respects the rights of students and staff to learn and work in a safe, nonviolent, and non-threatening environment. The Board acknowledges the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. The purpose of this policy is to prohibit individuals from possessing weapons on

school property or at school activities and to provide for investigation and notification procedures in the event of a violation of this policy.

Weapon - this term shall be defined to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. In addition, in order to protect students and avoid any potential confusion, as well as to model appropriate standards and behavior, no toy weapon of any kind shall be permitted on school property.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board expressly prohibits possession or bringing of weapons and replicas of weapons in any school district building, on school property, at any school-sponsored activity, in any building or property leased or rented by the school or school-sponsored group or club, and in any public or private conveyance providing transportation to or from school or a school-sponsored activity. All of the above will constitute an offense under this policy. Any student found in possession of a weapon, regardless of intent, shall have committed an offense under this policy.

Every effort shall be made to provide an environment of open communication where students can safely and confidentially report any concerns about weapons to staff. Students and parents shall be reminded of the contents of this policy via the school web site and various communications sent to the home. Students and staff will be informed about the contents of this policy and procedures for reporting a suspected weapon or threat of violence at least annually, during violence prevention programs or presentations.

Any allegation that a student may have or intends to bring a weapon to school shall be taken seriously and immediately investigated. The identity of a student reporting the suspicion of a violation of this policy shall be kept confidential.

If there is any suspicion of imminent danger to staff and students, local police shall be contacted immediately.

Staff shall follow procedures outlined in the Crisis Prevention Manual regarding Weapons Suspected and/or Weapon Found.

Upon reasonable cause for suspicion of possession of a weapon, the principal or designee may perform a search of the student, the student's locker and the student's vehicle, if applicable. In addition, the principal or designee shall have full discretion to request intervention by the police to perform such searches or to take appropriate action.

Upon confiscation of a weapon or confirmation that a student is in possession of a weapon, the building principal or designee must immediately notify, contact and/or summon:

1. Superintendent of Schools.
2. The parents of any student involved in the incident.
3. The local police, if deemed necessary.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

If the student reported to have the weapon is no longer on school property, the principal or designee will immediately report the allegation to the local police.

In accordance with the provisions of Section 1317.2 of the Pennsylvania School Code, any student found in possession of a weapon shall be expelled for not less than one (1) year. The Superintendent retains prosecutorial

discretion and may, therefore, recommend modifications of such expulsion on a case-by-case basis. Final decision on the duration of the suspension/expulsion shall be made by the Board subsequent to a due process hearing. All expulsions shall be done in conformity with applicable state regulations and each student shall have the formal due process required by law.

The Superintendent shall, in the case of a student with disabilities, take all steps necessary to comply with all laws applicable to students with disabilities. Nothing in this policy shall be construed as limiting the authority of the Board to make an alternative assignment or provide alternative education services to a student during the period of expulsion.

A school district receiving a student who transfers from a public or private school during a period of expulsion for an act or offense involving a weapon may assign that student to an alternative assignment or provide alternative education services, provided that the assignment may not exceed the period of expulsion from the prior school district.

The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office of Safe Schools on the designated form twice per year, as required.

The Superintendent or a designee shall take the necessary actions to develop and annually update a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs at school or on school property involving a student engaged in a violent act, while in possession of a weapon.

Section 912 of the Crimes Code of Pennsylvania states:

A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from an elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education, or any elementary or secondary parochial school.

Possession of an Edged Weapon

For the purposes of this handbook, an “Edged Weapon” will be defined as any item, device or instrument that is not a part of any approved athletic sporting activity and that could be used to pierce, puncture, slash or otherwise cause injury or bodily harm.

Any student found in possession of a weapon will be suspended for the maximum duration allowed by the laws of the Commonwealth of Pennsylvania.

Possession of a Firearm

For the purposes of this handbook, a “Firearm” will be defined as any item, device or instrument that is designed to propel a projectile with enough force to penetrate the human body. According to this definition, a B.B. Gun WILL be considered a Firearm (while a straw with wad of paper might not).

The administration will immediately alert the law enforcement officials to remove any student suspected of being in possession of a firearm. Any student found in possession of a Firearm will be immediately expelled from this school.

Violent Acts Involving a Weapon

For the purposes of this handbook, “Violent Acts Involving a Weapon” will be defined as the physical act of inflicting pain, injury or any type of bodily harm to another person with the use of any item that would increase the severity of the intended injury. The administration will immediately alert the law enforcement officials to remove any student engaged in a violent act involving a weapon. Any student found engaged in a violent act will be immediately expelled from this school.

The Board recognizes the danger that terroristic threats and acts by students’ presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

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

1. The building principal or designee may immediately suspend the student.
2. The building principal or designee shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The building principal or Superintendent shall inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of students with disabilities, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

Disorderly Conduct

In addition to students receiving school consequences for being disorderly, they may also be cited for disorderly conduct by local authorities. An ordinance prohibiting disorderly conduct in a public place was adopted by the Morrisville Borough Council on October 10, 1995. The Morrisville Borough ordinance 875 states:

A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a public risk thereof, he/she engages in fighting or in threatening, violent or tumultuous behavior, makes unreasonable noise, creates a hazardous or physical

offensive condition by any act which serves no legitimate purpose to the actor. Any person who shall violate any provision of the ordinance shall, upon conviction thereof, be sentenced to pay a fine of not more than \$600.00 and costs, and in default of payment of said fine and costs, to imprisonment to a term not to exceed 30 days.

Obscene Language, Profane Gestures, Etc.

The use of obscene language in school or at school functions will not be tolerated. Use of such language, etc. is disruptive to the educational program and will be met with appropriate and progressive consequences. Students who choose to use obscene or profane language directed toward any member of the staff will be cited for Disorderly Conduct.

Theft/Vandalism

In the event theft or vandalism occurs, those persons having knowledge of the activity have a duty to report the facts as they understand them to the appropriate school official. In the case of theft, a report should be filed in the Principal's office. Any person involved in such activity, or any person withholding information useful in identifying those involved, will be subject to the stiffest possible penalties, up to and including the possibility of expulsion and police involvement.

Snow Balls

Throwing snow balls on school property is prohibited. Students throwing snowballs will receive a disciplinary consequence such as administrative detention. In situations that become severe, charges may be filed in district court.

CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES

Morrisville School District offers students a variety of athletic and non-athletic activities to enhance and enrich their educational experience. It has been the experience of many students that their high school years have been more enjoyable because of their participation in these co-curricular activities and extracurricular activities. Students are entitled to, and have access to, extracurricular activities and assemblies, based on their desire and capabilities.

Extracurricular Code of Conduct

Morrisville School District believes that anyone who participates in an extracurricular activity is acting as an ambassador of the school. Each member of a club or team must meet a minimum set of requirements to actively participate in any extracurricular activity. These requirements include the following:

1. Failing one class will exclude a player/member from participating for at least one week.
2. A student who may be eligible to participate during a current season, but then fails more than one subject for that current marking period becomes ineligible to participate in extracurricular activities for the first 15 school days of the next athletic season, beginning on the first day of the new activity.
3. Students assigned to alternative schools may not be eligible to participate in any co-curricular or extra-curricular activity or sport.

Any student participating on a Morrisville High School athletic team must meet the following academic eligibility requirements.

1. Has not failed more than one subject the semester prior to the season. A student who has failed one subject is ineligible to participate in scrimmages or games for 15 school days with the understanding he/she is meeting all academic requirements. (PIAA)
2. During the season, any student who is failing ONE or more course(s) will be ineligible to participate in scrimmages or games for a one week period (Sunday to Saturday). The student will also be required to attend a mandatory one hour study session. After the study session, the student will be able to participate in

practice assuming he/she has met all academic eligibility standards.

4. Attend all after school tutoring sessions.

Clubs

Clubs are organized by students and sponsored by a faculty member when there is a common interest to be served. Students interested in forming a club must first seek the permission of a school administrator.

PUBLIC PERFORMANCES BY STUDENTS

Board Policy 230

The Board recognizes the value to students of sharing their talents and skills with the community through student participation and performances in public events.

The Board endorses such performances when they constitute a learning experience which contributes to the educational program; they do not interfere with other scheduled activities of the school; and the circumstances of the event do not pose a threat to the health, safety and well-being of the students who will be involved.

All requests for public performances by student groups require the approval of the Superintendent or designee who shall report such requests to the Board.

The Superintendent shall develop procedures to implement this policy which require that the interests of students are protected and guarded against exploitation.

Parental permission shall be sought and received before students may participate.

No student shall be compelled to participate in a public performance or penalized in any way for failure to do so.

When public performances are scheduled as a regular part of planned instruction taken for credit, students shall be informed in advance of their obligation to participate; and they will be excused from participation only in accordance with the rules and procedures governing school attendance.

No student, group of students or employees of this Board may receive compensation for the performance in public of students organized as a school representative.

Marching Band & Concert Band

Marching Band and Concert Band is open to students. Contact the band director for information.

STUDENT GOVERNMENT

Board Policy 228

The Board acknowledges the importance of offering students the opportunity to participate in self government within the establishment of the schools.

Students shall have the right to organize, conduct meetings, elect officers and representatives and petition the Board.

The Board will recognize the Student Council as the official voice of the student body.

The Board shall appoint a qualified member of the faculty to serve as advisor to student government activities.

The Superintendent shall establish rules and regulations to implement this policy which invite the participation of students in their formulation, assure that all students have equal access to the student government and an

equal opportunity to vote and hold office, and which require fiscal accountability and adherence to Board policy for all financial aspects of student government activity.

Student Government *High School grade 9-12* *Middle School grades 7-8*

The administration is committed to a strong and active Student Government Association in the Middle/Senior High School. The elected representatives are the vehicle for student expression on school government and student life issues. Elected officers must sign and abide by the student code of conduct.

Theater Arts

A major production will be presented during the academic year. Participation is determined by audition. The objective of the theatre arts program is to culturally develop students who participate in theatrical productions as well as to culturally educate the rest of the student body who participates as members of the audience. Creative maturity is the goal of each student active in theatre arts.

Yearbook

The yearbook is published by the yearbook members and is available for purchase.

National Honor Society

The National Honor Society, with chapters in all 50 states and in American High Schools overseas, represents the highest ideals to which pupils can aspire. Its purpose is to further true scholarship, sound character, constructive leadership, and unselfish service to others.

Membership in the Morrisville Chapter is by election of a Faculty Council representing all areas of the curriculum. Students cannot apply for membership, they must be chosen. To be considered as a candidate for the National Honor Society, a student must be a member of the sophomore, junior or senior class and must have completed one full semester at the Morrisville High School. To be considered as a candidate for the Junior National Honor Society, a student must be a member of the eighth or ninth class and must have completed one full semester at the Morrisville Middle School. A student may not have a grade point lower than a 3.25. In addition, a student may have no more than one C on final semester exams. A grade of D or F on any exam, will automatically nullify candidacy. Only final grades in AP courses will be weighted. Exam grades will not be weighted. A student's cumulative grade point average for the previous school year must be 3.25, with no more than one C on final semester exams.

Once elected to membership, students must maintain all the standards which qualified them. If they fail to do so, they will be placed on academic warning and will have the following marking period to regain the required level of performance. If the student fails to do this, he or she will be dismissed and may never again become an Honor Society member. Students should understand that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.

Dances/Special Events, Etc.

All dances and/or special events must be arranged with, and approved by, the Administrative Intern. Identifying faculty or staff advisors is the first condition for securing approval. This advisor(s) will be the responsible party for coordinating all details pertaining to the proposed dance or event with the Administrative Intern. No request for a dance or activity will be approved without a minimum of two school chaperones. All verbal or written contracts with outside parties must be reviewed and approved by the Administrative Intern ***prior to commitment.*** Following are some rules and regulations for dances:

1. Doors to the dance will remain open to a time designated by an administrator. Students will not be permitted to enter the dance after this time.
2. Once admitted to the dance, students must remain at the dance. If a student chooses to leave before the official end of the dance, he/she may not return and must leave school grounds.

3. Alcoholic beverages and drugs are not permitted on the school premises. Disciplinary action consistent with the drug and alcohol policy will be taken against all offenders.
4. If a student or guest appears to be under the influence of drugs or alcohol or has the odor of alcohol on his/her breathe, the student will be denied admission to the dance and asked to leave the premises. Further disciplinary action may be taken and parents will be notified.
5. Those attending the dance will be restricted to the cafeteria and lavatories nearest the cafeteria.
6. High school dances are open to students in grades nine through twelve only.
7. Guests will be permitted to attend high school dances only if accompanied by a Morrisville Middle/Senior High School student. ***A Social Function Attendance form must be completed and returned to the Administrative Intern.*** Hosts are responsible for their guests. (see appendix)
8. All students must respect the authority of the chaperones.
9. Compliance with all school rules and regulations are expected. Violators will be excluded from future dances and may face possible Administrative consequences.
10. Prior approval to advertise for dances (i.e., display posters) is restricted to the school building. Flyers and posters are not to be placed outside of the school building, unless prior administrative written authorization is given.

ATHLETIC ACTIVITIES

Philosophy of Participating in Athletics

The primary purpose of the athletic program in the Morrisville School District is to promote the physical, social, emotional, and mental well-being of the participants. It is hoped that athletics in our school will be a positive force in preparing youth for an exciting and vital role in society. The athletic program is an important and integral part of the total school program and is open to participation. The athlete gives time, energy, and loyalty to the program. They also accept the training rules, regulations, and responsibilities that are unique to the athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations because the role demands that the individual makes sacrifices not required of others.

The rules and regulations for the student athlete have been approved by the Morrisville administration and the Board of School Directors and shall apply to any violation -- on and off the school premises, during the sport season of participation. Morrisville School District offers interscholastic athletic teams in the following sports:

GIRLS

Field Hockey

Soccer (Co-ed)

Basketball

Bowling (HS only)

Softball

Cheerleading (HS only)

BOYS

Football (H/S only)

Soccer (Co-ed)

Basketball

Bowling (HS only)

Baseball

Requirements to Participate in a Sport

In order to practice or participate in any sport, a student must:

1. Submit a certificate of consent signed by the parent.
2. Provide a proof of fitness from a licensed physician.
3. Adhere to PIAA and Morrisville's academic standards.
4. Maintain good attendance and conduct.

School Attendance & Eligibility for Athletics

A student must be in school by 10:00 a.m. in order to participate in an athletic contest or practice that day. An exception will be made if the student has a medical appointment, in which case, the student must present to the building administrator a signed statement from the doctor regarding the absence. A note from the parent/guardian for illness will also be acceptable.

If a student is absent the last school day of the week, and the competition is on a non-school day, the student must have administrative and parent permission to participate. It is recommended that the coach call the parent regarding the absence.

Academic eligibility for athletic activities is based on the premise that academic performance is the keystone of the curriculum and the standard against which participation is measured.

A student who is absent 20 days in a semester will be ineligible to compete in athletics for the remainder of the semester. A student, who has unexcused absences from school during a semester for a total of ten or more school days, shall not be eligible to participate until he/she has been in attendance for a total of sixty school days following their tenth day of absence, except where there is a consecutive absence of five or more school days, due to a confining illness or injury, death in the immediate family, court subpoena, or quarantine. The attendance office will have the authority to review an extreme hardship case.

Reporting Procedures for Eligibility

The Athletic Director will check the grades of all students involved in interscholastic athletics twice a week. The first check will be on Wednesday of each week to give an update on any student who has D or is failing a course. This information will be forwarded to the coach and student. On Monday morning at 9:00 AM grades will be checked. Any student who is failing (2) two courses will be ineligible to travel or participate in any contest from Monday thru Saturday of that week. Eligibility shall be cumulative from the beginning of the grading period, and will be reported on a weekly basis. The Athletic Director will compile athletic eligibility reports.

Student-Athlete Conduct Policy

Violations of the Morrisville High School Student Handbook which require administrative action will be handled in accordance with the provisions of the specific sections as outlined in the Student Handbook.

1. For example, if a violation involves a suspension, then said athlete will be suspended from practices/contest of that team for those days.
2. It should be clearly understood that the same standard of behavior and discipline for the regular student shall also apply to the student-athlete and any violations of the Student Conduct Policy may result in forfeiture of the privilege to participate on a Morrisville athletic team.
3. The school administration reserves the right to suspend or remove an athlete who has been found to have engaged in behavior detrimental to the school. This can include actions related to school or criminal/civil actions outside of school. The parent/guardian will be informed of the administration's desire to remove their son/daughter and be requested to attend a meeting. The parent/guardian will have an opportunity to present information regarding their son/daughters actions. For athletes, the removal would be effective during a specific sports season.

Most teams compete in the Bicentennial Athletic League and are governed by the regulations set forth by the Pennsylvania Interscholastic Athletic Association. Our classification in the P.I.A.A. system is Class A, District One. This classification is based on student enrollment.

P.I.A.A.

Morrisville High School is a member of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) and subscribes to the philosophy and intent of its by-laws. The P.I.A.A. by-laws that pertain to age, awards, attendance, health, transfers, and residence, participation, representation, curriculum, and seasonal rules will be followed. Each coach is responsible to know the rules, inform team members and parents, and to enforce them.

Tobacco Use/Anabolic Steroid Use

P.I.A.A. Board of Control Policy prohibits the use of tobacco products by participating and nonparticipating team personnel, including coaches, during any level of interscholastic athletic competition. In addition, the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics is prohibited.

Sportsmanship

Student athletes must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow students, fans, opponents, and the media. Therefore, student athletes have an obligation to serve as positive role models by subscribing to the following:

1. Show respect for authority and property.
2. Maintain academic eligibility and training rules.
3. Emphasize the ideals of the sportsmanship, loyalty, ethical conduct, and fair play.
4. Understand that striving to win is important to success in athletics just as in every facet of life.

Any display of unsportsmanlike behavior toward an opponent, official, or a spectator during the season, will result in counseling by the coach and possible suspension from the team.

Hazing of Athletes

The practices of hazing will not be tolerated in the Morrisville High School Athletic Department. Any violations should be reported immediately to the head coach and/or athletic director. Violators face suspension and/or dismissal from the team, and additional school consequences.

Coaching Rules

Each coach will be issued an Athletic Handbook prior to their season. The athletic director and principal must approve any additional rules or regulations developed by the Head Coach of any sport. These additional rules must be issued to all participants in their sport and be in writing. A copy of these rules must be in writing and on file in the Athletic Office. These additional rules and regulations must be in writing and on file in the Athletic Office.

Practices and Contests

Each member of any team is required to make a commitment to that sport during the season. Part of that commitment involves being at every scheduled practice and contest throughout the season. Unexcused absence from scheduled practices/contests will result in counseling by the head coach and notification of parent if necessary. If subsequent violations occur, a suspension and/or possible dismissal may occur.

Traveling to Competitions

Athletes must travel to and from contests, away from Morrisville, in transportation provided by the school. The only exceptions are:

1. Injury to a participant which would require alternate transportation.
2. Prior arrangement made in writing between the participant's parent/guardian and the coach for the student to ride with the parent/guardian. A student may not drive to any contest.

Equipment and Uniforms

Equipment and uniforms are issued to students on a loan basis and are to be worn only when authorized by the coach. If any of the equipment is not returned at the conclusion of the season, an obligation will be issued to the student for the fair cost of replacing it. Until the obligation is resolved, the student will not be eligible for athletic awards and will not be permitted to participate in any future athletic seasons or other extracurricular activities as outlined in this handbook.

Completion of Sports Season

In order for the student athlete to be eligible for a letter, team and/or individual awards, it is required that they complete the sports season, including post-season playoffs, tournaments and exhibitions. The only exception will be illness and/or injury, which limit participation. No awards will be given to any student athlete suspended and/or dismissed from the remainder of the season for Student Handbook violations; or who has an outstanding obligation with Athletic Department.

N.C.A.A. Division I Athletic Eligibility

Students must meet certain specified requirements in order to practice and compete on intercollegiate Division I teams. These requirements do not apply to Division II and III institutions and they do not affect a student's eligibility for admission.

The requirements are:

A qualifier used herein is defined as one who is a high school graduate and at the time of graduation from high school presented an accumulative grade-point average of 2.0 (based on a possible 4.0) in a core curriculum of at least eleven academic courses including at least three years in English, two years in mathematics, two years in social sciences, and two years in natural or physical sciences (including at least one laboratory class, if offered by the high school) as certified on the high school transcript or by official correspondence, as well as a (minimum) 700 combined score on the SAT verbal and math sections or a (minimum) 15 composite score on the ACT.

Graduation requirements from Morrisville Middle/Senior High School exceed the above stated minimum requirements in the various academic areas. Students and parents should be aware that the 2.000 minimum grade-point average solely includes courses taken in the core curriculum areas of English, mathematics, social sciences, science, foreign language and computer science. Grades from courses in other departments are not included.

The school requests that students and parents complete the attached form and submit it to their first period teacher. Students that do not submit this form are still accountable for the school district's rules, procedures, and policies.

VERIFICATION OF UNDERSTANDING

Students are expected to read and adhere to the contents of the *Morrisville High School Student Handbook and Parent Guide*. In addition, students are expected to share it with their parents or guardians and contact the school if they have any questions.

We have read the Morrisville High School Student Handbook and Parent Guide and understand the policies, including the Computer/Internet regulations, contained therein.

Student (Print)

Student (Signature)

Grade

Parent/Legal Guardian (Print)

Parent/Guardian (Signature)

Date

Date _____

MEDIA RELEASE FORM

- **To protect your rights and the rights of your child you MUST complete this form, sign and return to your child's first period teacher.**

I grant permission to the Morrisville School District to use my child's:

Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Picture or Video	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Child's Last Name

Child's First Name

Parent/Guardian (Print)

Parent/Guardian (Signature)

TECHNOLOGY CONSENT

In order to benefit from the use of school technology, students must agree to the computer use guidelines listed below.

1. I have read and agree to both the Morrisville School District's Acceptable Use Policy and School Board Policy 815. (Available on www.mv.org under Board policies.)
2. I will use the computer that I have been assigned.
3. I will respect the other users of that laptop/computer.
 - a. I will only view my files that are stored on the H: drive.
 - b. I will not delete, alter, or view other student's files.
 - c. I will not alter the desktop or any of the programs on the laptop/computer.
4. I understand technology is a tool. I will follow teacher instructions and use only those programs that have been recommended for my current assignment. This means I will not attempt to use proxy sites to access blocked information.
5. I also understand that if I violate Morrisville's Acceptable Use Policy or any of the above guidelines, there will be disciplinary consequences for my actions.
6. I will follow classroom procedures while handling a laptop/ equipment and I will be responsible with the equipment.

I have read and agree to these guidelines

Student (Print)

Parent (Print)

Student Signature

Parent Signature

Morrisville School District

Planned Absence Special Request Form

Personal Information:

Name: _____

Grade: _____

Address: _____

Phone: _____

1st Pd. Teacher: _____

Procedure:

1. *Student – Complete Personal Information, and Event Information*
2. *Teacher – Sign and make comments*
3. *Parent – Signature*
4. *Principal – Signature, Circle: Excused or Unexcused*

Course:	Teacher's Signature	Teacher Comments

All of your Teachers must sign before the request will be acted upon!

Teachers should make comments concerning the student's grades and attendance.

Event Information:

Type of Event:_____ **Number of school days involved:**_____

Dates of the trip: _____

Principal's Signature:_____

204-AR-9. REQUEST FORM FOR EDUCATIONAL TRIPS

Dear Parent/Guardian:

The School Board members and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a non-school-sponsored trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204, Attendance and the corresponding Administrative Regulations.

If you have any questions or require assistance, please contact the principal of the school which your child attends.

Sincerely,

Jason B. Harris
Superintendent

REQUEST FORM

Parent/Guardian Name: _____ Phone: _____

1. Destination: _____

2. Day(s) the student(s) will be missing school; _____

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.

4. State the reasons why the educational trip cannot be taken on days when school is not in session

5. Student will be accompanied by parent or guardian. Yes _____ No _____
6. .Name(s) of school age students attending the trip and the building to which they are assigned:

Student

Grade Level

Building

PLEASE RETURN TO THE PRINCIPAL OF THE SCHOOL YOUR OLDEST CHILD ATTENDS.

Parent/Guardian

Date

Approved: _____

Disapproved: _____

Superintendent

Date

Morrisville School District

In School Suspension

Student Assignment Form

Student's Name: _____

Dates of ISS: _____

Parent/Guardian Signature: _____

PD.	Teacher:	Subject:	Assignment:
1			
2			
3			
4			
5			
6			
7			
8			

Morrisville High School

Request for a Student from another School to Attend a Social Function

This form must be completed by a building administrator (principal or Administrative Intern).

_____ (Name of Morrisville student) has requested a student
from your school be permitted to attend an upcoming social event. I would like your input on
_____ (Name of student) social, behavioral, and academic standing.

Has this student been involved in any major (fighting, possession of a weapon, possession of illicit substances, etc.) disciplinary incidents this school year? _____

Is the student in good academic standing? _____

Has this student been excluded from attending any of your school's social functions this year? If so, please provide the reason this student was excluded. _____

Would you recommend permitting this student to attend our upcoming social event? _____

Administrator's Name

Administrator's Title

Name of School

Contact Number

Thank you for your cooperation in this matter.
If you have any questions or concerns please contact (215) 736-5260.

Military Opt Out Form

Dear Parent/Guardian and Sophomore/Junior/Senior Student:

As stated in the Student Handbook, part of the No Child Left behind Act of 2001 (NCLB), schools are required to provide a directory of secondary school student' names, address, and telephone numbers to military recruiters.

Students have the right to respond, in writing within 21 days after the first day of school, with a request to be excluded from this disclosure. The request at the bottom of this letter may be used and should be sent to the Student Accounting Office (A-6).

Sincerely,

Jason B. Harris

OPT OUT FORM

Section 9528 of the **No Child Left Behind Act of 2001** requires schools to release our family's private information to military recruiters unless we **"opt out"** in writing.

_____ As a parent, I am exercising the right to "opt-out" and request that you do not turn over the name, address and telephone number of the following student to military recruiters.

_____ As a student, I am exercising the right to "opt-out" and request that my own name, address and telephone number not be released to military recruiters.

School: Morrisville High School

Student Name: _____

Signature of Parent: _____

Signature of Student: _____

Date: _____

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires the school district to notify students and parents of the right to Opt-Out from this by requesting that the district not release student's information to military recruiters. This form is intended to serve as a request to withhold this information.