

**Iroquois Junior-Senior High School  
2016 – 2017 Student Handbook**

4301 Main Street  
Erie, PA 16511  
814/899-7643  
www.iroquoissd.org

**Our Mission:**

The mission of the Iroquois School District, in partnership with family and community, is to prepare students for an ever-changing world and promote responsible citizenship by providing diverse educational opportunities and effective learning techniques.

**Welcome!**

Success in school is dependent upon our efforts to create an atmosphere of respect for learning. As students of the Iroquois Junior-Senior High School, you are expected to maintain an approach to learning and the learning environment that respects your classmates, your teachers, and the adults you encounter each day in our school community. This handbook outlines our expectations that will help support your success this year.

Have a wonderful, productive year!

The Administration  
Iroquois Junior-Senior High School

Name \_\_\_\_\_

Grade \_\_\_\_\_

*It is the policy of the Iroquois School District not to discriminate on the basis of age, religion, sex, race, color, national origin, ancestry, disability, or non-job related disability in the admission or access to, or in the provision of services, programs, or employment in compliance with Title VI, Title IX, Section 504. For information regarding civil rights, grievance procedures, or services, activities, and facilities that are accessible to and usable by handicapped persons, contact Mrs. Kimberly Smith, Business Manager at 899-7643, ext. 4003.*

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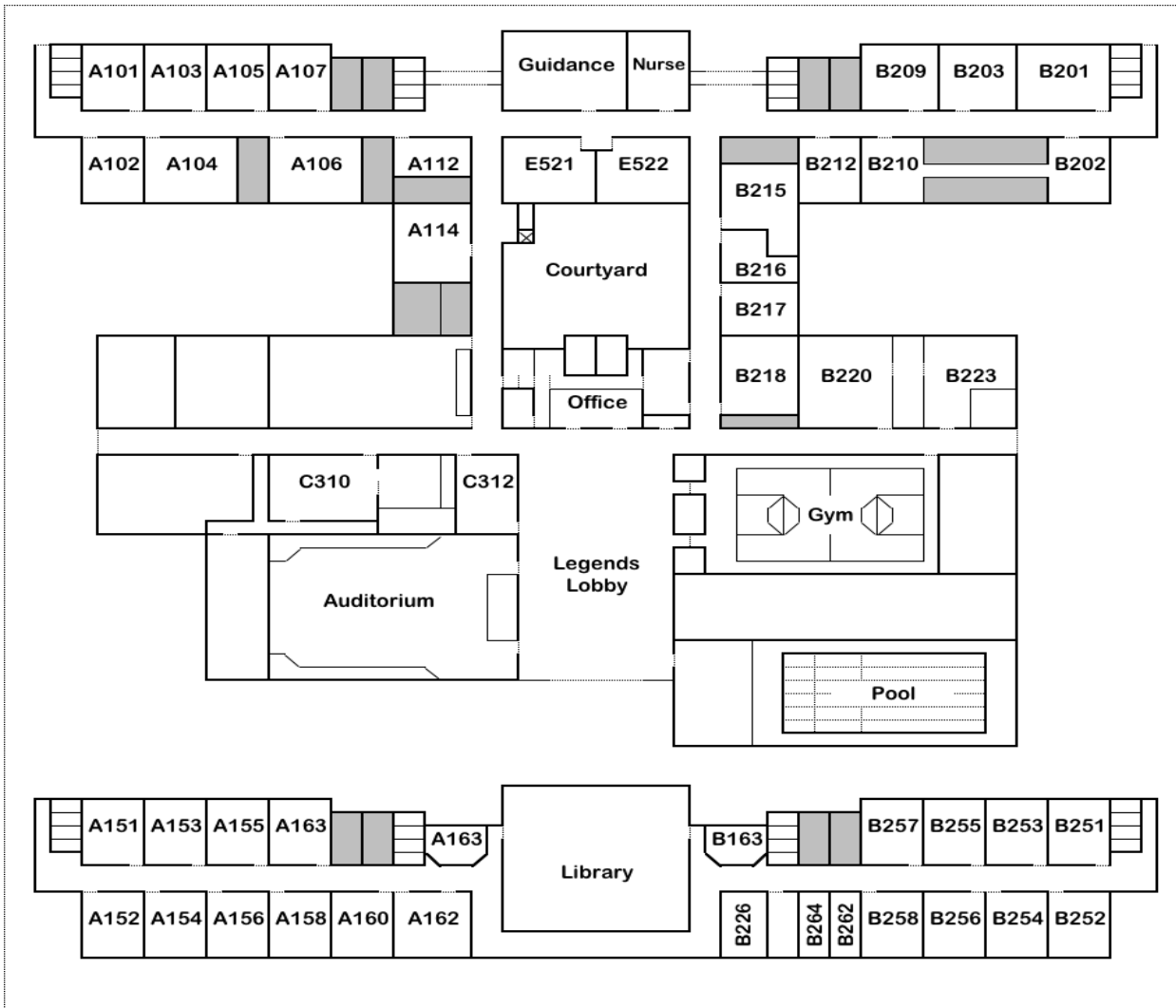
## SCHEDULE

### Regular Day Bell Schedule

PERIOD	START	END	DURATION
1	7:48 AM	8:38 AM	:50
2	8:42 AM	9:23 AM	:41
3	9:27 AM	10:08 AM	:41
4	10:12 AM	10:53 AM	:41
5A	10:57 AM	11:27 AM	:30
5B	11:27 AM	11:57 AM	:30
5C	11:57 AM	12:27 PM	:30
6	12:31 PM	1:12 PM	:41
7	1:16 PM	1:57 PM	:41
Tutorial	2:01 PM	2:40 PM	:39

Lunch	5B_C	
5A	Lunch	5C
5A_B		Lunch

## BUILDING MAP



Iroquois School District policy references and excerpts are contained throughout this handbook. Complete policies can be viewed at our district website, [www.iroquoissd.org](http://www.iroquoissd.org)

## ACADEMICS

### Commencement and Diploma Requirements

Students must meet every graduation requirement in order to participate in the Commencement exercises. Successful completion of the Culminating Graduation Project is required to be issued a diploma. Seniors must complete the Keystone Exams for Algebra I, Literature, and Biology. Completion of these Keystone Exams and/or a local assessment as approved by the administration is required to be issued a diploma. Students with obligations will not be permitted to participate in commencement until the matter is resolved to the satisfaction of the building principal.

<b>Credits to Graduate Until 2019 Grades 9-12</b>	
Math	3
English	4
Science	4
Social Studies	4
PE/Health	1
Fine & Practical Arts	2
Electives	6
<b>TOTAL</b>	<b>24</b>

<b>Credits to Graduate from 2020 Grades 9-12</b>	
Math	4
English	4
Science	4
Social Studies	4
PE/Health	1
Fine & Practical Arts	2
Electives	6
<b>TOTAL</b>	<b>25</b>

### Culminating Graduation Project

Students must complete a culminating graduation project in order to be awarded an Iroquois High School Diploma. Students may select from several options including: Academic Showcase, Career Exploration, and College Application. Students are assigned a teacher-mentor who will advise the student during the project and monitor its completion.

### Curriculum

The curriculum guides for both the junior high school and senior high school students are available on the district website, [www.iroquoissd.org](http://www.iroquoissd.org) and at the high school guidance office. These guides describe the graduation requirements, grading scale, course descriptions, and pathways to credit accumulation. Additionally, information regarding Erie County Technical School, the Regional Choice Initiative for Dual Enrollment, and the Junior Reserve Officer Training Corps is found in the guides.

### Erie County Technical School

The Erie County Technical School (ECTS) provides career and technical education for the students of our school. Students in grades 10 through 12, who are interested in a technical career, should see their school counselor for information concerning application and selection. A curriculum guide for ECTS is available in the counseling office. Students selected are enrolled in half-day attendance at ECTS and half-day at their home school. Many post-secondary institutions have articulation agreements with ECTS. These agreements allow our students guaranteed admission, advanced placement or exemption from taking certain classes. Articulation agreements save students both time and money for the work they have completed in high school.

## **Grading (Policy 214: Class Rank)**

The grading scale is as follows:

100 – 93	A
92 – 85	B
84 – 77	C
76 – 70	D
69 – 0	F

Incomplete grades are granted exclusively for illness or special circumstance, not for neglect or laziness, which has prevented completion of assigned work.

Incomplete grades must be removed ten (10) days after the applicable grading period. An “F” will replace grades not made up, unless special arrangements have been made with the high school office by the parents. Incomplete grades cannot be issued for the final grading period.

If a student is unable to participate safely or successfully in a regular course of study, a medical grade may be issued if proper documentation and approval are acquired. A student will receive an earned credit for the course but no quality grade points or attempted credit.

Final tests account for 15% of the final course grade. Class rank is determined by the cumulative course credit and points associated with the letter grade.

Students failing required courses will be scheduled into the next occurring section of the course whenever possible. Students may also take approved summer school courses or other approved credit recovery studies to earn credit for required failed courses. In either instance, grades for repeated or summer school courses will not replace the original transcript grade, but will be added to the student transcript. All grades on the student transcript are used in GPA calculation.

## **Cheating**

Cheating is defined to include the giving, receiving, offering, or soliciting of information in an examination, plagiarism, collusion, or other form of academic dishonesty. Any student suspected of cheating on examinations or other schoolwork shall be required to surrender the papers in question immediately and have a conference with the teacher. A conference between the student, teacher and administrator will be scheduled in order to determine the disposition, being a minimum of one (1) day of In School Suspension. Any student guilty of cheating will receive a zero for the assigned work. In all cases, parents will be informed of the incident.

## **Guidance Department**

The school counselors are available to assist students with a variety of concerns. Students are encouraged to take advantage of the assistance and information found in our guidance suite.

## **Honor Roll**

Honor Roll is determined at the close of each quarter grading period. Students earning all A's will be recognized as part of the Principal's Honor Roll. Students earning all A's and B's will be recognized as part of the Honor Roll.

## **Physical Education/Aquatics Classes**

### **(Policy 221: Dress and Grooming)**

Students are required to participate in physical education/aquatics classes. The instructors for the classes will review the requirements for attire and participation. Students must wear appropriate attire (sneakers, socks,

T-shirt and/or sweatshirt, shorts, or sweatpants) for both indoor and outdoor physical education program activities. The attire must be separate from clothes worn to school, excluding sneakers.

### **Special Education**

The Iroquois School District hereby notifies parents and guardians of special education services available to eligible students ages 3 to 21. If you suspect that your child may have a learning problem requiring special education services, there is help through the Iroquois School District with a variety of services available. Some services are in the Iroquois School District while others are in neighboring districts depending on the individual needs of the student. All services are at no cost to the parents.

The types of support include:

- **Early Intervention** - for children 3 to 5 years of age with development delays or disabilities;
- **Learning Support** – for students with learning problems in academic areas associated with learning disabilities or mild mental retardation;
- **Emotional Support** – for students with emotional or behavioral mental health problems;
- **Life Skills Support** – for students who require instruction in a daily living skills and readiness for basic skills associated with moderate to severe mental retardation;
- **Sensory Support** – for students who are deaf, hard of hearing, blind or have visual impairments;
- **Autistic Support** – for student with autism or a pervasive developmental disorder;
- **Physical Support** – for students with physical problems such as cerebral palsy;
- **Gifted Support** – for students who are mentally gifted and need enrichment/advancement to their curricula;
- **Multi-handicapped Support** – for students who have a combination of disabilities such as mental retardation and physical disability.

Students with disabilities who do not require special education services, but who need some accommodation, can receive support through protected handicapped service agreements. The district participates in proactive screening activities to help identify students who may be experiencing difficulties. The screening activities include the following:

**Level I:** screening or group-based data such as cumulative records, enrollment records, health records, report cards, and group achievement tests. This is done periodically based upon the culmination of standardized state testing, along with teacher and administrative concerns.

**Level II:** screening by the Building Level Team (BLT), grades 7 to 12, which may include the parent/guardian and educational staff in determining strength and needs of the student. The team determines strategies to use to help the student to be successful in school.

**Level III:** screening of sensory areas, which include motor, hearing, vision and speech language skills. This is done when a problem is suspected and/or as required by the PA school code.

To refer your child for screening and/or evaluation, contact one of the following:

**Preschool to school age** (age 3 to 5):

Northwest Tri-county Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412  
814-734-5610 or 1-800-677-5610 (Early Intervention Project)

**Elementary School** (Grade K to 6):

Iroquois Elementary School, 4231 Morse St., Erie, PA 16511  
814-899-7643, ext. 2000

**High School** (Grades 7-12):

Iroquois Jr.-Sr. High School, 4301 Main St., Erie, PA 16511  
814-899-7643, ext. 1000

Notice is also given to parents/guardians regarding confidentiality requirements for students who are referred for special education services. These requirements are found in both federal and state regulations. Records generated by the identification evaluation and programming process are confidential and cannot be released outside the school district or intermediate unit without written parental consent. A copy of the confidential plan for collecting, disseminating and destroying of records can be seen at each district building in Iroquois upon request.

The special education office is located at the Iroquois School District Administrative offices. If you have questions or concerns about the Iroquois School District Special Education programs, contact Amy Hartleb, Director of Pupil Services, at 814-899-7643, ext. 4010.

### **Textbooks/School Property**

Textbooks and other school property are issued to the students each year. Students are held accountable for the condition of the books issued to them. Lost or damaged books are to be paid for by the students.

### **EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

Students who participate in extra-curricular activities, including sports or school-sponsored academic teams, are subject to the **No F Rule** on a weekly basis. Eligibility will be determined each week on Friday. All teachers are responsible for submitting accurate weekly grades before the start of school (7:48 AM) on Friday. Students determined to be ineligible or in need of tutoring will have from the following Monday to Friday to schedule and complete the required tutoring. Failing to meet this criteria will result in mandated non-participation for the following week regardless of the grade. During the first two weeks of the grading period eligibility will be kept, but not enforced. PIAA requirements must be met during this two-week period.

A student with one F can still play, practice, and participate with their team or activity; however he/she must attend a 50-minute tutoring session before or after school with a subject area teacher the week of the eligibility period.

Students who have two F's must attend two after-school tutoring sessions during the week, one for each class. Student can practice with two F's but may not participate in or travel to competitions, meets, or extra-curricular activities related to the team. If they fail to attend tutoring for both subjects, they are ineligible for the following week.

Students who have more than two F's must attend two tutoring sessions to become eligible for the following week. However, they are not allowed to play, practice, or travel with the team.

All teachers must enter weekly grades before the start of the school day (7:48 AM) on Friday. Students must meet all other attendance/academic requirements set by the PIAA to be eligible to participate in athletic programs at Iroquois School District.

### Tutoring:

- Tutoring for major subject areas will be offered twice each week, whenever possible.
- Non-core subject area tutoring will have to be worked out with individual teachers.
- This tutoring must be for a period of fifty (50) minutes before or after normal school hours (7:48 a.m. – 2:40 p.m.).

It is up to the individual student to confirm when and where the tutoring will occur during that week.

If there is a shortened week due to a holiday, weather cancellation, or other unforeseen circumstance, the Building Principal may allow the mandated tutoring to occur during the following week. However, if a grade



remains an F for a second week, that student must get tutoring twice in that make-up situation. These situations will be handled on a case-by-case basis by administration.

## ATHLETICS

The primary purpose of the athletic program in the Iroquois School District is to promote the physical, social, and emotional wellbeing of the participants. Iroquois High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA).

The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athletes give time, energy, and loyalty to the program. They also accept the training rules, regulations, and responsibilities, which are unique to an 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 make sacrifices not required of others. 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. They, therefore, have an obligation to serve as positive role models by subscribing to the following:

1. Showing respect for authority and property.
2. Maintaining academic eligibility and training rules.
3. Emphasizing the ideals of sportsmanship, loyalty, ethical conduct and fair play.
4. Understanding 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, coach, spectator or school personnel during the season will not be tolerated.

### Academic Eligibility for Student-Athletes

*See Extra-Curricular Activities Eligibility*

### Athletic Programs

Spring			Fall			Winter		
Sport	Level	Grade	Sport	Level	Grade	Sport	Level	Grade
Golf (co-ed)	Varsity	9 - 12	Basketball (boys)	Varsity	10 - 12	Softball (girls)	Varsity	9 - 12
Football (boys)	Varsity	9 - 12		Jr. Varsity	10 - 11		Jr. Varsity	9 - 11
	Jr. Varsity	9 - 11	Jr. High	9	Baseball (boys)	Varsity	9 - 12	
Volleyball (girls)	Jr. High	7 - 8	Basketball (girls)	8 <sup>th</sup> Grade	7 - 8	Volleyball (girls)	Jr. Varsity	9 - 11
	Varsity	9 - 12		Varsity	9 - 12		Jr. High	7 - 8
Basketball (girls)	Jr. Varsity	9 - 11	Swimming (boys)	Jr. Varsity	9 - 11	Track & Field (coed)	Varsity	9 - 12
	Jr. High	7 - 8		Varsity	9 - 12		Jr. High	7 - 8
Soccer (boys)	Varsity	9 - 12	Swimming (girls)	Varsity	9 - 12	Wrestling (boys)	Varsity	9 - 12
	Jr. Varsity	9 - 11		Varsity	9 - 12		Jr. High	7 - 9
Soccer (girls)	Varsity	9 - 12	Cross Country (coed)	Varsity	9 - 12	Varsity	9 - 12	9 - 11
	Jr. Varsity	9 - 11		Jr. High	7 - 8			

### **Athletic Uniforms**

Equipment and uniforms are issued to students on a loan basis and are to be worn only when authorized by the coach. Students who are issued school athletic uniforms are responsible for returning them in clean condition at the end of the season to their respective coach. If any of the equipment is not personally returned at the conclusion of the season, an obligation will be issued to the student for the fair cost of the replacement. The student will not be eligible for athletic awards and will not be permitted to participate in any future athletic season until the obligation is resolved to the satisfaction of the athletic department.

### **Attendance for Athletes**

Tardy students who are involved in athletics will not be permitted to participate in an athletic contest, practice or activity on the day that their tardiness took place. A student must be in his/her first period classroom on time and remain in school for the balance of the day in order to actively participate in an athletic contest/ practice on that day. If the student has an approved medical appointment, he/she is excused from this requirement. The student must present a signed statement from the doctor to the principal and a copy to the athletic director regarding the absence. College visitation, funerals, and other extenuating circumstances will be dealt with on an individual basis.

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

Any student who has been injured and has had medical treatment cannot participate until medical clearance has been granted in writing by the parent and the physician.

### **Coaching Rules**

The principal and athletic director prior to the season must approve any additional disciplinary rules and regulations developed by the head coach of any sport. These additional rules and regulations must be in writing and on file in the athletic office.

### **General Regulations**

Student-athletes should leave all valuables at home or with coaches, not in the locker room. Student-athletes should be neatly groomed and properly dressed when traveling to any contest. No athlete may quit one sport and try out for another after the season has begun without mutual consent of both coaches and the athletic director. Any civil law infraction or conduct by a student-athlete that occurs during a sport season that is determined by the administration to be detrimental to the athletic program or the school district will result in counseling by the school administration and head coach and possible suspension/dismissal from the team.

### **Practice 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:

1. Counseling by the head coach and notification of parents, if necessary.
2. Suspension from the team and possible dismissal for the remainder of the season if subsequent violations occur. Suspension is at the discretion of the coach; dismissal requires administrative knowledge and approval.

## **Student-Athlete Drug, Alcohol & Tobacco/Nicotine Policy**

### **(Policy 227.1)**

The Board considers participation in athletic competition to be a privilege and not a right. Students choosing to participate in athletics are expected to accept the responsibilities that accompany the privilege. Among these responsibilities is the obligation to be drug, alcohol and tobacco/nicotine-free on a year-round basis. Toward this end, students participating in district athletics are required to cooperate with and agree to be tested for drugs in accordance with this policy. As an athlete, a student is a representative of the district and the community at large. The district recognizes athletes as role models for younger students who frequently model their own conduct and lifestyle on that of the student-athlete.

Thus, when a student chooses to participate in athletics, she/he has also chosen to accept the responsibility of modeling a drug, alcohol and tobacco/nicotine-free standard.

The district recognizes that drugs, alcohol and tobacco/nicotine products have a serious and deleterious effect on motivation, memory, judgment, reaction time, coordination and performance and that continued or long-term usage of these substances can compound these problems and negatively affect the user academically, physically, and emotionally. In addition, impaired athletes could injure themselves and/or others while engaged in the athletic program.

The primary purpose of this policy is to provide students with motivation and reason to refrain from the use of drugs, alcohol or tobacco/nicotine products and to provide assistance for those who have a problem with the substance abuse.

It is not the intention of this policy to punish students nor to penalize a student who is taking a medication prescribed by a licensed physician for treatment of a medical condition. It is not the intention of this policy for district officials to report any positive test results to law enforcement without a subpoena, which the district will not initiate.

#### *Definitions –*

Athlete - Any student choosing to participate on an athletic team or cheerleading squad (including managers, student trainers, student aides, etc).

Athletic Year – The athletic year begins the date of the first PIAA approved practice for that sport and continues for 365 days thereafter. Each student participating in athletics agrees to be tested at any time, or any number of times, during the athletic year.

Distribution - Giving, selling, passing to another person, or otherwise facilitating transfer.

Drug - Shall mean controlled substance as defined in Pennsylvania under the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et. seq. as; (i) substances recognized in the official United States Pharmacopoeia, or official National Formulary or any supplement to either of them; and (ii) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals; and (iii) substances (other than food) intended to affect the structure or any function of the human body or other animal body; and (iv) substances intended for use as a component of any article specified in clause (i), (ii), or (iii), but not including devices or their components, parts or accessories. For purposes of this policy, this definition includes steroids.

Drug Paraphernalia - Shall mean paraphernalia as defined in Pennsylvania under the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et. seq. as; all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing,

harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.

Misrepresented Substance - A substance which has been inaccurately described or implied to another individual as a drug or controlled substance, or has been implied to have a value other than its actual value (i.e. "look-a-likes").

MRO – The Medical Review Officer (MRO), is a licensed physician hired by the district to review and analyze drug test results.

In-Season Athletic Days – First legal day of practice through the conclusion of the regular season unless the athlete is selected for post-season competition.

Possession - Keeping or carrying in hands, pockets, wallets, purses or anywhere about the body, as well as in lockers or personal automobiles, or in books, papers, or any other mediums or containers which a student may carry or transport.

Consent - Prior to any student being permitted to practice or participate in the athletic program, both the student and his/her parent/guardian must sign a consent form agreeing for the student to participate in drug testing at any time during the athletic year as defined in this policy. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in the activity. If a student moves into the district after the first practice begins and wishes to participate in an activity, the student shall be required to provide a properly executed consent before being allowed to practice or participate.

Drug Testing - Testing will be done without prior notification to the student. The district, in its sole discretion, shall determine the dates of testing and the number of tests to be performed. The identity of the students to be tested shall be determined randomly by a district-approved program. The testing may be performed at any time during the athletic year.

Students to be tested will be notified by a representative of the administration, the Athletic Director, a coach or the school nurse and shall proceed directly to the testing site. The student will be provided with a facility affording privacy, but which has been prepared to preclude tampering with the sample. The student shall provide the requested urine sample and shall return it directly to the test administrator without tampering with or diluting the sample. All costs of collection, testing, and interpretation shall be paid by the district.

The sample shall be marked with a number or bar code to preserve the student's anonymity outside the district. The key to the number or bar code connecting the identity of the student to a particular sample shall be maintained by a member of the administration and shall be kept confidential from the public. Appropriate members of the administration or district and the Medical Review Officer (MRO) shall be made aware of the results.

The appropriately labeled urine samples shall be maintained to prevent contamination and shall be delivered directly into the possession of a representative of the testing laboratory in a manner to preclude any possibility of contamination of the samples. A split sample shall be maintained so that repeat testing can be done on the same sample in the event of a positive result on the first test.

Once the laboratory prepares the results of the testing, the results shall be sent directly to a MRO, a licensed physician hired by the district to review and analyze the test results. The MRO shall then notify the designated administrator of the results of the testing. Any negative test results shall result in a congratulatory letter being sent to the student and parents/guardians.

If any tests prove positive, then the testing laboratory shall repeat the test on the remaining split sample and if the result is negative, the test shall be regarded as a negative test. If the second test confirms a positive result, then the MRO shall contact the parents/guardians of the student and the designated administrator shall advise the student of the test result. The student and parents/guardians shall be given an opportunity to respond to the test result, but unless some objective evidence proves that the test results were wrong, or were due to properly prescribed and administered prescription medication, then sanctions will apply. Confidentiality shall be maintained with regard to any positive test results.

#### Violation

1. **The use, unauthorized possession, or distribution of drugs, drug paraphernalia, misrepresented substance, alcohol or tobacco/nicotine products on school property, school buses, traveling to or from school, or during activities under school jurisdiction is prohibited and shall constitute a violation of this policy and result in sanctions as outlined in this policy.** Additional disciplinary sanctions outlined in district policy and student handbooks shall also apply.
2. A positive random drug test shall constitute a violation of this policy and result in sanctions as outlined in this policy.
3. Student refusal to take a test upon request shall constitute a violation of this policy and result in sanctions as outlined in this policy.

Sanctions - Sanctions apply to participation in P.I.A.A.-sanctioned interscholastic sports and to any district-sponsored or sanctioned sports activity.

#### First Violation –

1. The student shall be suspended from the athletic program for a period of 30 athletic in-season days including post-season activity if applicable.
  - a. Suspension will commence after the student and parents/guardians have been notified by the administration and have had an opportunity to respond to the violation notification.
  - b. If a student cannot complete the in-season athletic program suspension prior to the conclusion of the current season in which they are involved; or, if the student is not currently participating in an athletic season, the balance of the suspension must be served during the next successfully completed athletic season in which the student chooses to participate, excluding pre-season conditioning.
2. The student shall be required to undergo drug counseling, with a counselor or program approved by the district at the parent's/guardian's expense. The student is required to comply with all recommendations of the counselor to gain reinstatement in the athletic program.
3. The student will be tested at the discretion of the school district as specified by the Medical Review Officer and test drug-free prior to being readmitted to the athletic program. The student will not be randomly tested sooner than 30 days following the initial violation notification.

#### Subsequent Drug or Alcohol Violations –

1. The student shall be suspended from the athletic program for a period of one calendar year. Suspension will commence after the student and parents/guardians have been notified by the administration and have had an opportunity to respond to the violation notification.
2. The student shall be required to undergo drug counseling, with a counselor or program approved by the district at the parent/guardian expense. The student is required to comply with all recommendations of the counselor to gain reinstatement in the athletic program.
3. To be considered for reinstatement to the athletic program, the student must continue to participate in the random testing program as described and consented to in this policy for the duration of the athletic

program suspension. The student will not be randomly tested sooner than 30 days following the initial violation notification.

4. Refusal to comply with requested random testing during the suspension period will constitute another subsequent violation and extend the suspension period for one calendar year from the test refusal date.
5. The student will be tested at the discretion of the school district as specified by the Medical Review Officer and test drug-free prior to being readmitted to the athletic program.

#### Tobacco/Nicotine Violation(s) -

1. The student shall be suspended from the athletic program for a period of 30 athletic in-season days including post-season activity if applicable.
  - a. Suspension will commence after the student and parents/guardians have been notified by the administration and have had an opportunity to respond to the violation notification.
  - b. If a student cannot complete the in-season athletic program suspension prior to the conclusion of the current season in which they are involved; or, if the student is not currently participating in an athletic season, the balance of the suspension must be served during the next successfully completed athletic season in which the student chooses to participate, excluding pre-season conditioning.
2. If the student chooses to enter a tobacco cessation program recommended by the District, but at the expense of the student, and comply with any issued disciplinary measures, he/she may be reinstated to the athletic program prior to the conclusion of the athletic program suspension.

#### Documentation

A record of the positive test as well as the student's subsequent compliance with counseling, retesting, etc. shall be maintained at school, but shall not be included with information provided to colleges, employers, the armed services, etc. and shall remain in an envelope within that file marked confidential.

#### **Student-Athlete Conduct**

Violations of the Iroquois School District Code of Student Conduct that require administrative action will be handled in accordance with the provisions of the code. For example, if a violation involves in-school suspension (ISS) or out-of-school suspension (OSS), then said athlete will be suspended from active participation (attendance required) in practice/contests throughout the suspension period. Student-athletes may return to practice or competition on the day the entire suspension is completed. Student-athletes assigned detention may participate in scheduled practices or events at the coach's discretion. It should be clearly understood that the same standard of behavior and discipline for the regular student shall be the minimum acceptable level for the student-athlete and any violations of the Code of Student Conduct may result in forfeiture of the privilege to participate on an Iroquois athletic team.

#### **Transportation to/from Athletic Events**

Student athletes and extra-curricular participants must ride the bus to and from all events unless permission is granted by the head coach/advisor for the student to be transported by his/her parent or guardian. Students are not permitted to drive themselves to and from events. The request forms are available from the coach/advisor or in the high school office and a parent must complete a request form and submit it to the head coach/advisor prior to the event.

A note from a player/student is unacceptable. Alternate transportation requests may be accepted by the coach/advisor at away events at their discretion. A parent/guardian can only be responsible for his/her son/daughter. A parent or guardian cannot drive an athlete who is not his or her son or daughter home from an event. **(This is not permitted even with a note from the other student's parent.)** Students are not to be released from the away event by the head coach or advisor without "face-to-face" confirmation that the student is leaving with their parent or guardian.

## **ATTENDANCE**

### **Absences (Policy 204: Attendance)**

The Law of the Commonwealth of Pennsylvania requires regular attendance at school if a student is between the ages of 8 and 17, unless one has graduated from high school. Students are expected to be in school except in cases of emergency or for the following reasons:

1. Quarantine
2. Personal illness
3. Religious reasons
4. Death in the immediate family
5. Natural disaster and/or severe weather
6. Educational trips require prior approval of the administration. (Parents must complete a trip form available in the school office.)
7. Reasons agreed upon by the administration in advance

### **Excused Absences**

A parental excuse noting a reason as described above will be accepted for any day's absence to a total of ten (10) days throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of ten (10) days of parental excuses.

Following the accumulation of five (5) days of parental excuses, a written notice will be sent to the parents, as well as a copy of the official policy.

Following the accumulation of ten (10) days of parental excuses, a written notice will be sent to the parents stating that the district will require written doctor's excuse for each day's absence from that time until the end of the school year.

Failure to submit a legal, written excuse within three (3) days returning from the absence will cause the student's absence to be declared unexcused or unlawful/illegal. All written excuses must contain the student's name, date of absence, reason for absence, and parent or physician's signature.

Parents/guardians are encouraged to notify the school via telephone on the day that a student will be absent. The student must still submit a written excuse as described above upon his/her return.

Upon returning to school from an excused absence, a student will have one (1) day for each absent day to make up any graded work assigned during an absence. However, if a student misses school again before completing the make up assignments, all assignments are due on the next attendance day in class. Students are responsible for gathering all work missed due to an excused absence.

### **Unexcused Absences**

A student who is absent from school without parent/guardian consent/knowledge and/or legal reason is considered to be unlawful. Failure to submit a legal, written excuse within three (3) days upon returning from the absence will cause the student's absence to be declared unexcused or unlawful/illegal. Such absences will lead to disciplinary consequences assigned by the administration. After 11:30 AM, a student is considered a full day absent.

For students who are under 17 years old, a first notice of truancy, an unlawful or illegal absence, will be sent to the parents after the first day of truancy. A second notice will be sent after the second day of truancy. Any subsequent truancy will merit filing of truancy offenses with the District Justice. Act 29 allows District

Justices to set the fine for truancy at \$300 for each day of truancy plus court costs. If a student is age 13 or older, and the Justice determines that the student is at fault, the student can be issued the fine instead of the parent and the student may also lose driving privileges.

For students 17 and older, school disciplinary consequences will be assigned for unexcused absences. When ten (10) or more consecutive days of absence occur, the district may withdraw the student from enrollment as per PA Code, section §11.24.

Any student with unexcused absences may lose field trip privileges.

Students with illegal/unlawful absences may be retroactively given a zero (0) for all assignments, tests, or projects, etc. that were due or completed on the day of the unexcused absence.

Absences for reasons such as missing the bus, not having a ride, over sleeping/alarm clock failure, babysitting, power outage, refusing to attend school, job related activities other than those listed previously, trips and vacations not previously approved by administration, and any absence not verified by a medical excuse from an accredited physician after the accumulation of ten (10) absences, will be considered unexcused.

## **Tardiness**

### *Tardy to School*

Timely arrival to school is essential to take full advantage of the educational program. Students are expected in their first period classes by 7:48 a.m. Any student arriving after this time must report to the school office for a pass to first period. Students arriving after 7:48 a.m. will be marked absent until the time of arrival. Student attendance is tracked within each class period. Any student who misses an entire class period due to tardy arrival to school will be marked absent for that period. Arrival to school during a class period will result in a tardy for that class period with the arrival time documented. Tardy arrival to school may be included in a charge of truancy. Any student who is unexcused tardy for an entire period may receive a zero (0) on any assignment that was given or is due on the date of an unexcused tardy. Students are responsible to gather work missed due to an unexcused tardy.

- When a student has accumulated a total of four (4) through nine (9) unexcused tardies to school per year, he/she will receive one (1) office detention for each unexcused tardy up through and including the 9<sup>th</sup> unexcused tardy to school in a year.
- When a student has accumulated a total of ten (10) or more unexcused tardies per school year, he/she will receive one (1) Saturday detention per unexcused tardy.
- If detentions and parental notification fail to change a student's behavior and he/she is chronically tardy to school or class, suspension (ISS) can be assigned for each subsequent tardy and may result in additional ISS at the discretion of administration.
- For every additional unexcused tardy beyond the initial ten (10) accumulated unexcused tardies, an unexcused/illegal absence may be recorded to reflect accumulated minutes of the scheduled school day. In addition, appropriate disciplinary and/or legal action may be pursued as deemed necessary by administration.

### *Tardy to Class*

Timely arrival to each class within the day is essential to take full advantage of the educational program. Students are expected to be in the classroom by the time the bell signals the start of the class.

- Tardiness to class will be handled by the individual instructor using the same criteria as tardiness to school.
- If the tardiness to class becomes a serious problem, the student will be referred to the office for disciplinary action.
- A student must be in his/her first period classroom prior to the bell ringing and remain in school the balance of the day. If the student has an approved medical appointment, an exception will be made.



The student must present to the Principal a signed excuse from the doctor regarding the absence prior to the athletic contest, practice, or activity.

- College visits, funerals, and other extenuating circumstances will be dealt with on an individual basis.

### **Appointments within the School Day**

Students may be excused within the school day for appointments that cannot be made during after school hours. Students must provide a note from the parent requesting the dismissal. This note should be given to the first period teacher at the start of class. Students leaving school for a medical or court appointment should provide an excuse from the physician's office or court agency upon their return to school. Maximum use of classroom time is important. We do understand that special circumstances may arise and a parent/guardian may need to pick up a child early. We ask that you do this only on a rare occasion to allow for maximum instruction to take place. If a parent needs to sign a child out early, the parent must come to the school office and the student will be called. Parents are asked to remain in the office while waiting for their child. Students must sign out/in at the school office when leaving for or returning from an appointment. Continuous early dismissals may result in attendance disciplinary procedures including truancy charges as these days are added to the total absence count.

### **Early Release for Illness**

Students must report to the school nurse when they feel ill. They are not permitted to use their cell phone to text or call parents before seeing the nurse. The nurse will assess the student. If the nurse determines the student needs to go home, parents will be contacted. In these instances, the student will be marked as medically excused from school. This procedure does not negatively impact the student's attendance record. Please note that if a parent signs a student out from the office without the nurse's consent, the absence will be counted as one of the ten allowable absences excused by a parent.

### **Educational Trips/Vacations**

A student may make a trip of an educational nature with his/her parent/guardian. The parent should notify the school of such a planned trip at least one week in advance by completing a trip request form available from the attendance secretary. Any days that a student is approved by the administration to make a trip with his/her guardian are among the ten (10) for which parents are legally able to excuse their child from school each year. Therefore, such trips are discouraged during the school year. Administrative approval is required for such family trips. Failing grades in any class(es) are a deterrent for administrative approval. No educational trips will be approved by administration during the state testing windows (Dates are posted at [www.iroquoissd.org](http://www.iroquoissd.org)) for students in tested grades/subjects.

### **College Visits**

Juniors/Seniors may visit colleges throughout the school year. These visits are limited to three (3) days per year. The student must provide a letter on letterhead from the institution he/she visited, stating the date of the visit. This letter should be submitted to the first period teacher who will then forward it to the attendance secretary. Any days that a student is approved by the administration to visit a college with his/her guardian are among the ten (10) for which parents are legally able to excuse their child from school each year.

### **Field Trips**

Classes are enhanced with field trips to sites that explore deeper into concepts learned in the classroom. Students must have signed parent permission slips to attend a school sponsored field trip, along with passing grades and a good discipline record.

### **Job Shadow**

Students may choose to participate in a job shadow experience as part of the Culminating Graduation Project or a curriculum-related study. These experiences require administrative approval one week prior to the scheduled job shadow experience. Refer to the Culminating Graduation Project guidelines for further information.

## Senior Release

IHS will be conducting an early release program, *Senior Release*, this school year. Juniors and Seniors who meet the criteria will be released from their tutorial obligations and permitted to either leave school early (2:01 PM) or attend a “Senior Lounge” room. This program is intended to promote and reward academic success, positive behavior and good attendance. Early release privileges will begin for Seniors who meet all criteria at the half-way point of the first nine (9) weeks for the 2016-2017 school year. Juniors can earn Senior Privilege for the final grading period of their Junior year by meeting all criteria throughout the first 3 grading periods.

### Criteria:

1. Student maintains grades of C or better in all classes with no incompletes.
2. Student has good attendance with no illegal absences.
3. Student has no discipline referrals, including dress code infractions.
4. Student has not earned detention due to three (3) or more tardies to school and/or class.
5. Student obligations are all met; no restitution owed to the school.
6. Student has a positive school driving record with no driving/parking violations.
7. Student has not missed more than five (5) days of school during any grading period.

Student must provide a signed parent/guardian permission permitting early release from school.

### IMPORTANT NOTES:

1. Under no circumstances will younger siblings/students be released early to ride with someone who has earned Senior Release.
2. Failure to meet the criteria at any time will result in the loss of Senior Release for a period of time to be determined by IHS administration. Students who have not earned/ have lost Senior Release will report to their regularly scheduled Tutorial classes.
3. Students who are late to school on any given day without a medical excuse must attend Tutorial. The students will not be eligible for Senior Release on that day.

## Homebound Instruction (Policy 117: Homebound Instruction)

The inability of a student to attend school must be certified by a physician, licensed clinical psychologist, or psychiatrist. All applications for homebound instruction must be verified by the administration and approved by the superintendent prior to the assignment of a tutor.

Requests for homebound instruction extending beyond nine (9) weeks, must be substantiated by an updated statement from the student’s attending physician, psychologist, or psychiatrist. These requests are also subject to review and approval from the Pennsylvania Department of Education.

## CAFETERIA

Students may choose from a prepared lunch, ala carte items, or bring their own packed lunch. Students must report directly to the cafeteria at their assigned lunchtime. Students must request a pass from the cafeteria monitor in order to leave the cafeteria during their assigned lunch. Students are dismissed only upon the direction of the cafeteria monitor.

Free and reduced-price lunches are available for eligible students. Applications for approval for free and reduced-price lunches are distributed at the beginning of each school year.

The following guidelines will be in effect for the cafeteria:

- Be on time. Tardiness may result in disciplinary consequences.
- Throwing of any objects or material is strictly prohibited and will result in disciplinary consequences.
- Students must clean up their immediate area and return their tray.
- Students are not permitted to share accounts with another student, and students should not share their identification number with any other student. Using another student’s identification number to purchase

a breakfast or lunch is illegal and will result in monetary charges to the district.

- Students are permitted to charge a lunch. After three (3) or more unpaid lunch charges have accumulated, no further charges will be allowed. All charges from the previous school year(s) are included. Students may charge for a full meal only. Students may not charge ala carte items. Students charging must go to the end of the line. No charges are accepted during the last week of school.
- Any student with a medical intolerance to milk may substitute juice for the milk with a medical excuse signed by a physician. A new excuse is required for each school year.
- Theft of food from the cafeteria will result in disciplinary consequences as well as notification of law enforcement.
- Please be aware that we are part of the breakfast/lunch program that is partially funded by government sources. Because of this funding and agreements with our food supplier, we cannot have outside deliveries to our school cafeteria or to classrooms as a substitute for the breakfast or lunch period. This includes pizza and fast food deliveries. Therefore, it is not permitted to have food delivered to the school or brought in from outside sources unless pre-authorized by administration. Furthermore, it is prohibited to sell food fundraisers during breakfast or lunch periods.

### **CODE OF STUDENT CONDUCT (Policy 218: Student Discipline)**

The Iroquois School District recognizes as acceptable only that behavior which contributes to the education of all concerned. The statements below serve to inform the students and parents of the procedures to be followed in dealing with inappropriate behavior. Good conduct and behavior are necessary if full enjoyment of the facilities of the district and effective use of the educational program are to be realized. Students, teachers, and administrators who loyally support the district's policy concerning discipline will enjoy a greater appreciation of the district's resources. Poor school behavior and lack of respect for property will not be tolerated.

#### **CHART OF INFRACTIONS AND CONSEQUENCES\*\***

<b>Infractions</b>	<b>Possible Consequences</b>
1. Alcohol/Drugs	H-L, N
2. Arson/Other Related Activities	H-M
3. Assault/Battery	E, H-K
4. Buses – Misconduct on	F-H, P
5. Cafeteria - Inappropriate Behavior	F-H, O
6. Cheating/Plagiarism	E-J
7. Class Cuts	E, H
8. Computers - Inappropriate Use of	E-M
9. Contraband	H-L and N
10. Defiance	E, H-J
11. Destruction/Damage to School Property	F-M
12. Disorderly Conduct	E-L
13. Disrespect	B-J
14. Disruptive Behavior	E-L
15. Dress Code	A-F, H
16. Electronic Devices	H
17. Falsifying Information	E-J
18. Fighting	E, H-L
19. Harassment/Bullying	D-L
20. Insubordination/Failure to Serve Detention/Saturday detention	E, G-J, L
21. Motor Vehicle Violations	E-M and Q
22. Profanity	E-I, K
23. Tardiness	A-H
24. Theft	H-M
25. Tobacco	E, H, J, K
26. Truancy	F-H, L
27. Unlawful Entry	E, H-K, M
28. Vandalism	E-K, M
29. Weapons	H, J-L

## Consequences

- A. Warning – Reprimand
- B. Teacher/Student Conference
- C. Teacher/Parent/Student Conference
- D. Principal (Designee)/Parent Conference
- E. Principal (Designee)/Parent/Student Conference
- F. After School Detention
- G. Restricted List
- H. Suspension
  - 1. In-School Suspension
  - 2. Out of School Suspension
  - 3. Saturday Detention
  - 4. Extra-Curricular Activities – See Policy 122
- I. Discipline Hearing
- J. School Board Hearing/Expulsion
- K. Notification of Police
- L. Alternative Placement
- M. Restitution
- N. Mandatory Drug/Alcohol Assessment
- O. Eating Alone
- P. Suspension of Riding Privileges
- Q. Loss of Driving Privileges

\*\*List is intended to inform parents and students of possible consequences. It is not intended to outline a consequential hierarchy. Consequences for misbehavior will be based on the severity and frequency of the misbehavior.

### **Consequences**

#### **Restrictions**

Field trips, assembly attendance, athletic attendance are a few of the special events a student could be restricted from due to misconduct.

#### **Detention**

Detention is held from 2:45 p.m. to 3:45 p.m. in the assigned room. Room assignment will be determined as needed. The administration will assign the date and time to serve. Detentions will be sixty (60) minutes in length. The school assumes no responsibility for the transportation of students who are assigned detention.

#### **Saturday Detention**

Saturday detention will be held in the cafeteria and operate from 8:00 a.m. to 12:00 p.m. The doors will open at 7:45 a.m. and attendance will be taken PROMPTLY at 8:00 a.m. Students not present at 8:00 a.m. will be considered absent from Saturday detention. Administration will be responsible for assigning Saturday detention and the school assumes no responsibility for the transportation of students who are assigned Saturday detention. Any student who misses a Saturday detention will be assigned one day of ISS on the next attendance day as well as be required to serve the missed Saturday detention on the following Saturday. Students who miss two (2) Saturday detentions may be considered for alternative placement.

#### **Missing Detention**

Students involved in extra-curricular or voluntary activities may not be excused from detention to participate in those activities. Students who work outside of the school hours will be expected to make arrangements with their employers to attend detention on the day assigned.

Students may be excused from detention for medical or dental appointments, but will be required to serve that detention time on the following day. A student must bring verification of the appointment from the doctor's office on the next school day.

If a student is absent on the date listed on the detention form, the student must be prepared to serve the detention the day of returning to school without teacher/administration having to reschedule the detention. Student-athletes assigned detention may participate in scheduled practices or events at the coach's discretion so long as the scheduled practice or event does not interfere with the student attending his/her assigned detention. If a student skips an after-school detention without a permissible excuse, he/she will be assigned a Saturday detention and also be expected to serve the initial after-school detention that was skipped. If a student skips a Saturday detention without a permissible excuse, he/she will be assigned one day of ISS and also be expected to serve the initial Saturday detention that was skipped.

### **In-School Suspension**

In-school suspension is held in the Refocus Room 266. Students assigned ISS must first report to period 1 for the Pledge of Allegiance and the announcements. Students should then report to room 266 with all materials needed for the day. Students must remain alert and on-task during the day of ISS. Any student who does not remain consistently engaged, may be assigned additional ISS time on the next day following his/her last assigned day of ISS. If a student is absent on the date assigned to serve the ISS, the student must be prepared to serve the ISS the day of returning to school without the administration having to reschedule the ISS. If a student refuses to serve the assigned ISS then automatic OSS will be assigned.

### **Out-of-School Suspension**

Students assigned out-of-school suspension (OSS) must remain under the supervision of the parent/guardian during regular school hours. Students assigned out-of-school suspension are not permitted on school property or at school events during the day(s) assigned OSS. Regardless of the time a student is assigned to OSS, all missing work must be turned in within three (3) days upon returning to school. Families are responsible for contacting the office to acquire missed work during the time a student is assigned OSS.

Students may be excluded from school for a period of one to ten days by action of the principal. Out-of-school suspension will be considered in the most serious cases or when all other possible consequences have failed to change the student's behavior or when detention assignments have reached the maximum level. All out-of-school suspension cases will be handled in compliance with the due process provisions of Chapter 12 of the Regulations of the State Board of Education of Pennsylvania, the Policy 233: Suspension and Expulsion of the Iroquois School District.

### **Expulsion**

When the options of classroom discipline techniques, parent conferences, detentions, ISS and OSS fail to prove effective in correcting a student's behavior, then the administration shall have the power and it shall be their duty to initiate action which may lead to full suspension (10 days) and possible expulsion of the pupil at a board level hearing. All expulsion cases will be handled in compliance with the due process provisions of Chapter 12 of the Regulations of the State Board of Education of Pennsylvania, the Policy 233: Suspension and Expulsion of the Iroquois School District. Some infractions may not go through these steps but straight to a board level hearing for expulsion.

The following behaviors by students may lead to suspension and possible expulsion:

- Bringing onto school property or having in the pupil's possession, dangerous or illegal weapons, including look-alikes, ammunitions, explosives, etc.
- Selling, using, possessing, or aiding in the procurement of alcoholic beverages, narcotics, or restricted drugs, or controlled substances, including but not limited to marijuana or any material purported to

be such, and any other violation of the policy of the Iroquois School District pertaining to the use and abuse of alcohol or drugs.

- Making a terroristic threat or committing a terroristic act.
- Engaging in violent actions threatening to the safety of pupils and school personnel. This includes loud statements that may possibly lead to disruption of the school environment.
- Overt insubordination to the clear directions of a school district employee.
- Using school or personal electronic devices to transmit lewd, lascivious, inappropriate and/or disruptive messages or other media while under school jurisdiction.
- Committing immoral acts or gestures.
- Making salacious statements, either verbally or in writing.
- Theft.
- Destruction or defacing of school property.
- Failure to be in an assigned area.
- Truancy.
- Smoking or carrying smoking materials on school property or at school sponsored functions.
- Failing to comply with the requirements of, or failing to take advantage of, alternative education to which the student was assigned.
- Accumulation of disruptive offenses.
- Violation of the laws of the Commonwealth of Pennsylvania or the United States of America.
- Recalcitrant behavior, including repeated and disruptive violations of student conduct expectations as outlined in this handbook and in school board policy.

### **Auditorium Behavior**

Throughout the year, students will attend various assemblies in our auditorium. Students are expected to sit in their assigned location. Behavior must be respectful of the presenter. Inappropriate noises, sitting improperly, or any disruptive behavior will not be tolerated.

### **Book Bags/Back Packs/ Large Purses**

#### **(Policy 221: Dress and Grooming)**

Book bags/back packs/large purses are not to be carried through the building during regular school hours. Lockers have been provided for student use. Book bags/back packs/large purses are to be secured in the lockers at all times. Purses no larger 8.5 X 5.5 may be carried throughout the school day.

### **Bullying/Harassment (Policy 249: Bullying/Cyberbullying and Policy 248: Unlawful Harassment)**

All Iroquois School District students have the right to:

1. Be treated with courtesy, kindness and respect.
2. Study and plan in an atmosphere of cooperation and harmony.
3. Be valued for their individuality, including that of race, gender, cultural, physical or intellectual diversity or sexual orientation.

To support these rights, all Iroquois School District students have the following responsibilities:

1. Treat others with courtesy, kindness and respect.
2. Listen to others with mutual respect.
3. Maintain a safe and secure school environment.
4. Support school rules.
5. Develop responsibility for his/her own actions.
6. Value others for their individual differences.

Bullying/harassment involves the inappropriate use of power by one or more students on a student or group and is generally repeated over time. These repetitive attacks can take many forms that may include but are not limited to the following actions:

1. Assault – when one or more persons are physically attacking another person with the intent to do him/her bodily harm.
2. Non-verbal – writing threatening notes, e-mail on or with school property or through the use of social networking sites.
3. Physical – tripping, pushing, unwanted touching, vandalizing possessions.
4. Psychological – stalking, profane gestures, acts that instill a sense of fear or anxiety, persistent annoying behavior directed at others.
5. Verbal – name-calling, threatening.

Individuals are encouraged to report immediately any instances of aggressive behavior in writing. Such complaints should be directed to the building administration. The complaint will be examined and resolved expeditiously, impartially, and confidentially. A student filing a complaint found to be false may be subject to penalties as determined by the gravity/severity of the offense.

### **Cell Phones/Electronic Devices (Policy 237: Electronic Devices)**

Many students possess cell phones and other electronic devices such as music players. These devices should not detract from our efforts to maintain an environment that respects the learner and the learning that is to take place. Cell phones and other electronic devices should not be used by the student during the instructional day (7:48 a.m. – 2:40 p.m.). Students are responsible for ensuring that cell phones are on silent during the school day and secured. The district is not liable for the loss, damage, or misuse of any electronic device. Violations of these expectations by a student during the school day will result in the following disciplinary action:

- **First Offense** - The electronic device will be confiscated and the student will be assigned one (1) Saturday detention. The electronic device will be held by administration until a parent/guardian is available to retrieve the device.
- **Second Offense** - The electronic device will be confiscated and the student will be assigned one (1) Saturday detention. The electronic device will be held by administration until a parent/guardian is available to retrieve the device. The student will not be permitted to bring the device to school from the date of the second violation to the end of the current school year.
- **Third and Subsequent Offenses** - The electronic device will be confiscated and the student will be assigned two (2) days of ISS/OSS suspension. The electronic device will be held by administration until a parent/guardian is available to retrieve the device.

Students are not permitted to possess laser pointers and attachments and telephone paging devices/beepers in district buildings, on district property, on district buses and vehicles, and at school-sponsored activities.

The act of using a cell phone or other electronic devices to send or possess images, photos, or messages which are sexually explicit, lewd, indecent, or pornographic is inappropriate. This act, while at school or a school-related function, constitutes gross disobedience or misconduct and is subject to disciplinary consequences. Such behavior that occurs off school property or outside of school hours may still be subject to discipline if it disrupts or interferes with the educational environment. Administrators may search a cell phone or other electronic device if there is reasonable suspicion that the student may have been involved in such behavior. Such behavior will result in disciplinary consequences as well as possible notification of law enforcement and/or the District Magistrate.

### **Drug Free Schools**

#### **(Policy 227: Controlled Substances/Paraphernalia)**

The Iroquois School District supports a drug free learning environment. Students receive information addressing the legal, social, and health consequences of drugs and alcohol throughout their experience at Iroquois School District.

The administration and Board maintain the position that the unlawful possession, use, and/or distribution of illicit drugs, alcohol, or both by students on school property, at any school-sponsored event is prohibited. The term “school property” includes any school building, a school bus or vehicle used to provide transportation to or from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the Iroquois School District. Compliance with these regulations is mandatory. Additionally, any student under the influence of alcohol, drugs, or both on school property, or at any school-sponsored activities, is prohibited. The term “school property” is defined above.

When the administration has determined, according to school board policies for responding to student drug and alcohol use and the statutes of the Commonwealth of Pennsylvania, that a student is in unauthorized possession of or under the influence of illegal drugs or a substance thought by the student to be an illegal drug or in possession of drug paraphernalia (while the student is under the jurisdiction of the school including activities approved by the school board which are not held on school property) the student shall be suspended.

Upon a second offense involving illegal drugs while the student is under the jurisdiction of the school (including activities approved by the school board which are not held on school property), the student shall be suspended and referred to the school board for a disciplinary hearing which may result in expulsion and/or referral for prosecution.

A peddler/provider/supplier of illegal drugs or one who represents a substance to be an illegal drug, including look-alikes and supplies, sells or otherwise provides such substances to one or more persons within the school premises or school activities or otherwise within the jurisdiction of the school (while the student is under the jurisdiction of the school including activities approved by the school board which are not held on school property) shall be suspended and referred to the school board for a disciplinary hearing which may result in expulsion and/or referral for prosecution.

Violation of alcohol/drug laws shall be reported to the proper law enforcement agencies.

Definition of illegal drugs includes but is not limited to the following:

1. Alcohol
2. Prescription drugs intended or prescribed for another
3. Prescription drugs not taken pursuant to the doctor’s recommendation
4. Any controlled substance as defined by the statutes of the Commonwealth of Pennsylvania
5. Look-alike drugs
6. Any substance, such as chemicals or gas, that may be used for the purpose of inhalation

## **Dances**

Dances are sponsored by various school organizations throughout the year. Organizations wishing to sponsor a dance must seek administrative approval and are responsible for securing faculty chaperones as well as police officer coverage. Students absent the day of the dance may not attend the dance. Students absent the day prior to a formal dance may not attend the dance without a doctor’s note or administrative approval.

The following guidelines describe expectations for students attending a dance.

- All school rules are in effect for dances.
- Students leaving the dance before the end will not be permitted to return.
- Dances are intended for Iroquois Junior-Senior High School students only. Guests are permitted only at the Homecoming Dance, Prom, and other senior high semi-formal dances, with prior administrative approval.
- Iroquois students in grades 9 through 12 are permitted to attend the Homecoming Dance. Students in grades 11 and 12 are permitted to attend the Prom. Iroquois students in grade 10 may attend Prom if they



- are registered as a guest of an Iroquois junior or senior.
- Students with financial obligations may be prohibited from attending school dances, including the prom.

### **Dress Code (Policy 221: Dress and Grooming)**

All students are expected to dress in a manner appropriate for school. Apparel or unusual clothing that distracts from school decorum or disrupts the educational process is not permitted. The following is a non-exhaustive list of items inappropriate for students to wear to school: tanks tops, halter tops, tube tops, wide mesh shirts, torn shirts such as cut-off t-shirts, torn pants, pajama pants, clothing with vulgar or inappropriate language on it, clothing with language or pictures promoting drug, alcohol or tobacco use, clothing supporting gang affiliation, hats, spandex pants, yoga pants, and tight or revealing clothes. If any part of any undergarment is visible then a violation has occurred and the student will be referred to the administration. Modesty and the avoidance of distracting influences are to be the keys to dress and appearance.

Shirts must be covering the midriff when arms are extended overhead. Shirts must cover the shoulders with straps/sleeves that measure at least Two (2) inches wide. Shirts must cover the entire back below the shoulder blades. Students are required to wear a shirt that meets dress code requirements underneath any shirt or blouse that can be seen through.

All shorts, skirts, and dresses must be no more than four (4) inches above the knee. Longer is appropriate, shorter is not. Students may not wear chains or excessive straps on pants. Pants must be worn around the waist with no undergarments or skin showing.

Hats must be stored in the locker during the instructional day.

Students may be required or permitted to wear certain types of clothing while participating in physical education classes, some elective courses, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

Students in violation of the dress code will be sent to ISS until an appropriate change of clothes can be obtained. The first dress code violation will be a warning. Any additional violation will result in a detention and or additional suspensions.

### **Driving and Parking (Policy 223: Use of Motor Vehicles)**

The use of student vehicles on school property during and after school is a privilege, not a right. Students are welcome to drive to school, but due to the potential for serious harm to persons and property, the following procedures must be adhered to:

*Driving Permit* – All vehicles used by students and parked on school property during school hours must be registered at the main office within three days of the first day the vehicle is driven to school. Failure to comply with this procedure will result in revocation of driving privileges.

Driving permit applications may be obtained in the high school office. Permit tags are issued for a one-time fee of \$5.00 provided the tag is returned at the end of every school year. The fee is collected for the purpose of purchasing the permit tags, which are the property of the Iroquois School District. An additional permit fee will be assessed if tags become lost, damaged or stolen.

### *Regulations*

1. Student drivers must comply with all school policies. Violation of school policies such as poor attendance, skipping school, tardiness to school, behavior problems, discipline code violations, student

debt, etc. may result in the revocation of driving privileges. This applies whether or not any vehicle was used in or part of any violation.

2. Vehicles driven to school are subject to search.
3. Student drivers are subject to all laws pertaining to the operation of motor vehicles including observation of the posted speed limit (10 mph).
4. Driving permits must be clearly displayed from the rearview mirror at all times.
5. Students are not permitted to congregate in or around private vehicles in the parking lot.
6. Upon arrival to school, students are to park and lock their vehicle and immediately enter the school building.
7. Students are not permitted to go to their car during the school day without permission from the administration.
8. During dismissal time, buses have the right of way. Once the buses start moving, all cars must wait/ yield.
9. The operation of a motor vehicle on the grounds of the Iroquois School District is a privilege, not a right. This privilege may be revoked by the administration at any time and for any reason.

*Driving/Parking Violations* – Reckless driving, endangerment of safety and welfare, or violation of any other school policy will result in disciplinary and/or legal action. Consequences will be determined by the administration based upon the circumstances and/or severity of the situation.

*Discipline Options:*

- Warning – written/verbal
- Temporary loss of driving privileges: 10, 30, 90 days
- Revocation of driving privileges
- Notification of law enforcement

*ECTS Drivers/Riders* - Erie County Technical School (ECTS) students who wish to drive or ride in private cars must be authorized in writing by a parent/guardian and the building principals of both Iroquois Junior-Senior High School and ECTS. The ECTS rider/driver permission form is available in the high school office. ECTS drivers must also obtain an Iroquois Driving Permit.

1. Drivers must register their cars at both Iroquois Junior-Senior High School and ECTS.
2. All drivers/riders must sign out at the office.
3. Authorized drivers/riders are dismissed at 11:25.
4. Driving permits must be clearly displayed on the rearview mirror.
5. All driving and parking regulations apply.
6. Failure to comply with these rules will result in loss of driving privileges and/or disciplinary action.

**Hall Passes**

Students are expected to remain in the classroom during instructional periods. If a student must leave the classroom, the student must sign out on a teacher provided sign out sheet as well as have a pass. Students are not permitted to leave one classroom for another without the prior consent of the receiving teacher noted with a signature on the written pass.

**Hazing (Policy 247: Hazing)**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Students who have been subjected to hazing should promptly report in writing such incidents to the building administration.

## **Internet Use**

Technology resources are available via the Internet and local/wide area network at the Iroquois School District (ISD). We are pleased to provide access to our district and believe these resources offer vast, diverse and unique opportunities to the students and staff. Our goal in providing this service to students and staff is to ensure educational excellence in the Iroquois School District by facilitating resource sharing, innovation, and communication. Students are responsible for appropriate behavior on computer networks. With access to these technological resources comes the availability of material that may not be considered of educational value in the context of the school setting. Despite the availability of filters and blocking software, students may nevertheless gain access to electronic information that may not be reliable or appropriate. In such cases, general school rules for behavior and communications apply.

Students and staff are expected to use the Internet and ISD hardware as educational resources. ISD will block access to sites for a variety of reasons, including but not limited to inappropriate or objectionable sites, blogging or diary sites and sites that are not educationally valuable. ISD is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. ISD will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Students are not permitted to share their passwords with others. Sharing your password with another will result in disciplinary consequences.

To ensure enforcement of these expectations, ISD will monitor use of the technological resources through direct supervision, monitoring Internet use history or various software and hardware tools. However, it is not practically possible for ISD to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents or legal guardians bear primary responsibility for transmitting their particular set of family values to their children. The district encourages parents and legal guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.

System users have a limited privacy expectation in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating this policy, other district policies or the law. An individual search may be conducted if there is a reasonable suspicion that the user has violated the law or District expectations.

Violation of Iroquois School District's expectations for appropriate Internet use in any way may result in suspension or loss of the privilege to access the Internet or other technology resources provided by the school.

Internet access will be granted upon return of signed acceptance of responsibility for Internet use on the form located at the end of this student handbook.

## **Lockers (Policy 226: Searches)**

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers or any other areas on school property. Students may not use their own locks. Students may not place stickers on their lockers.

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

The Board authorizes its administrators and/or their designee to randomly inspect any student's locker at any time, without student consent, and without a search warrant 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 or object that poses a hazard to safety of building occupants or jeopardizes the good order of the schools. These searches will be done without prior warning with the utilization of a certified police dog, metal detection wands, or any other device deemed useful in protecting the health and welfare of the school population.

Students, parents and staff shall be notified at least annually, or more often if deemed appropriate by the 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.

Procedures:

- All requests or suggestions for the search of a student's locker shall be directed to the Principal.
- An administrator and a representative designated by the administrator shall be present whenever a student locker is inspected based on reasonable suspicion.
- Prior to an individual locker search, the student shall be notified and given an opportunity to be present. The exception to this rule occurs 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. In that case, student lockers may be searched without prior warning.
- All materials found to be illegal or in violation of law or this policy will be seized and may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. The administrator and/or their designee shall be responsible for the safekeeping and proper disposal of any substance, object or material found in violation of law, board policy or school rules.
- School officials are authorized to and will randomly 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.
- All 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.
- Administrative discipline and criminal penalties may be imposed as a result of the searches of student property.

Locker assignments will be granted only upon return of signed Code of Student Conduct/Locker Waiver located at the end of this student handbook.

**Obligations**

Students are notified at least annually of any accumulated obligations to the school or district. Examples of these obligations may include cafeteria charges, textbook repair/replacement costs, equipment repair/replacement costs. Students with obligations may not be permitted to attend school dances, included but not limited to prom. All obligations must be resolved prior to the start of the next school year and/or graduation. Students with obligations will not be permitted to participate in commencement until the matter is resolved to the satisfaction of the building principal. It is the responsibility of the student to empty his/her locker at the end of the school year. Any items left in the locker may be discarded.

**Terroristic Threats/Acts (Policy 218.2: Terroristic Threats/Acts)**

Any student communicating a terroristic threat against others on school district property will be suspended and may be reported to law enforcement. Referral to the School Board for action may result in possible expulsion. Any student setting fires or assisting in setting fires on school property will be suspended. Arson charges will be filed against the student by the Iroquois School District and the individual may be referred to the School Board for further action.

Any student communicating a bomb threat will be suspended and will be reported to law enforcement. Referral to the School Board for further action will be considered.

### **Tobacco Products (Policy 222: Tobacco Use)**

Possession and/or use of tobacco and nicotine dispensing products by students while under the jurisdiction of the school district or on any part of school property (which shall include school buses) during the school day, is strictly prohibited. Act 145 of 1996 defines possession or use of tobacco products or smokeless tobacco products by a student in a school building, a school bus, or on school property owned by, leased by, or under the control of the school district as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than \$50 and to pay court cost, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record. Students possessing or using tobacco or nicotine dispensing products or related paraphernalia will be assigned disciplinary consequences.

### **Vandalism (Policy 224: Care of School Property)**

Vandalism is considered to be willful and malicious destruction or defacement of public property. Depending upon the nature and the severity of the offense, any or all of the following may occur: detention, an informal hearing, parent conference, suspension, a board hearing or involvement of law enforcement authorities.

### **Weapons (Policy 218.1: Weapons)**

Any student found in possession of or transporting a weapon during school hours or activities on school property or any public or private conveyance providing transportation to the school or school sponsored activity, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the School Board for a formal expulsion hearing for a period of not less than one (1) year in accordance with the Pennsylvania School Code.

Any student who threatens to use any instrument\* capable of inflicting serious bodily injury shall be suspended and shall not be permitted into classes until a parent conference is held with an administrator and the incident reported to the appropriate law enforcement agency.

\*Definition: "Instrument capable of inflicting serious bodily injury includes but shall not be limited to any of the following: Knife, metal object designed for protection or harm to others or any object intended by the student to do bodily injury or threaten any bodily injury." Students are prohibited from carrying, bringing, using or possessing any firearm\*\* (explosive weapon) in any school building, on school grounds, in any school vehicle or at any school-sponsored activity that is approved by the school or district.

\*\*Definition: "Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun or spring gun, or ammunition."

Violation of this policy shall require proceedings for the expulsion of the student involved to be initiated immediately by the building principal. Act 26 requires the expulsion to be for not less than one (1) year from the date of the expulsion hearing. The provisions of the Act also require adoption of school board policy and permits discipline other than expulsion on a case-by-case basis.

## **NEXUS**

### **What is Nexus?**

Under the Public School Code of 1949, all schools reserve the right to claim jurisdiction over students during non-school hours and at off campus locations. If a nexus (connection) can be made to the school during standard school hours, then the school may deem it necessary to take action in certain circumstances.

### **In Loco Parentis**

The term *in loco parentis*, Latin for “in the place of a parent” or “instead of a parent”, refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. In Loco Parentis allows institutions, such as colleges and schools to act in the best interests of the students as they see fit, although not allowing what would be considered violations of the student’s civil liberties. The principals of IHS will only act in this regard at the request of law enforcement or child services agencies, or unless every effort has been made to contact the parent or guardian of the student.

### **Recalcitrant Pupil**

A recalcitrant pupil whose behavior is a hindrance to the proper conduct of the school may be subjected to temporary suspension or full suspension, and wherein the principal has exhausted all possible means of improving the conduct and attitude of said pupil, evidence of the same shall also be grounds for expulsion.

### **NURSE**

The nurse’s office is available to offer attention to students who may experience illness throughout the school day. The nurse and support staff manage the everyday medical needs of some students in addition to responding to emergency situations and students who have become ill. Students will be dismissed due to illness at the nurse’s or support staff’s discretion after contact with a parent/guardian. In these instances, the student will be marked as medically absent excused from school. This procedure does not negatively impact the student’s attendance record. Students should not contact their parents to request they be picked up due to illness. Students may visit the nurse’s office only with a signed pass from the instructional period teacher.

Please note that if a parent signs a student out from the office without the nurse’s consent, the absence will be counted as a parental excuse. After ten (10) parental excuses, medical excuses are required for subsequent absences or parental sign-outs. Failure to supply a medical excuse in these instances will result in the absence being marked unexcused and/or illegal.

### **Medication Dispensing (Policy 210: Use of Medications)**

The administration of medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Before any prescribed medication may be administered to any student by district personnel or self-administered by a student during school hours or school sponsored activities in the presence of the school nurse or designee, a written request from a parent/guardian on an official district form is required. This permission form shall be kept on file in the office of the school nurse.

A medication brought to school in a prescription bottle is not a valid medication order. A prescription provides instruction by the pharmacist for dispensing the medication, while a medication order provides instruction for the nurse for administration of the medication. Medication orders are required for both prescription and over-the-counter (OTC) medications and herbal remedies.

Medication orders from a licensed prescriber should be provided to the school nurse in writing, with an original signature or an authorized electronic signature. These orders must be signed and dated by a licensed prescriber and can be accepted from a licensed prescriber on his/her letterhead, prescription pad or on an Iroquois School District Authorization for Medication at School form provided by the school for this purpose. This form is available in the school nurse’s office.

All medication orders and signed authorization by the parent/guardian must be renewed at the beginning of each academic year. When a medication is discontinued, it is recommended that the parent/guardian provide a written order from the prescribing health care provider.

Medications should always be administered within thirty (30) minutes before or after the prescribed time. If there is a medical order for medication, the nurse is responsible to carry out that order. If a student fails to report to the health room for medication, efforts will be made to locate and remind the student to take his/her medication. If a student refuses to take a prescribed medication the parent/guardian will be notified. A student will not be forced to take a medication.

Although parent/guardian consent is not needed for the administration of medications during a life-threatening emergency, consent is required for the administration of OTC medications. Tylenol, Tums, and Benadryl may not be given to a student unless the Iroquois School District Parent Consent for Standing Orders form is completed and returned to the building school nurse. This form is available in the handbook under Signature Pages. In accordance with standard nursing practice, the nurse may refuse to administer or permit the administration of a medication, which based on his/her assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the nurse (CSN, RN, or LPN) must notify the parent/guardian and licensed prescriber immediately, if appropriate, and explain the reason for the refusal.

If it is not a required necessity for the student to take medication during school hours, arrangements should be made to dispense medication at home.

Unauthorized use or distribution of medication may result in disciplinary consequences.

#### **Asthma Inhalers (Policy 210.1: Possession/Use of Asthma Inhalers)**

Students will be permitted to possess and self-administer the prescribed medication used to treat asthma when such is parent-authorized. The parent/guardian must submit a written request that complies with the order of the physician, certified registered nurse practitioner or physician assistant. Completion of the Iroquois School District Student Contract to Carry Asthma Inhaler is required for permission to be granted. This form is available in the school nurse's office. This form will be kept on file in the school nurse's office.

The student shall notify the school nurse the same day and within a reasonable time period following each use of an asthma inhaler. Violations of these expectations will result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

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.

## **RESOURCES**

### **Infinite Campus**

Infinite Campus is a complete home and school community portal that shows parents and students what is happening each day at school and in the classroom.

Infinite Campus will allow students and parents to view information such as daily attendance, schedules, report cards, conduct, events, messages from teachers, messages from administrators, homework assignments, and grades. For information and instructions on accessing Infinite Campus, please call 899-7643, ext. 1503. Infinite Campus access will be granted only upon return of signed Infinite Campus Access form located at the end of this student handbook.

### **Library Services**

The Iroquois High School Library is available to students throughout the school day. A wide range of titles, periodicals, and other resources is available. Access Pennsylvania offers many additional resources to our students. Students are encouraged to take advantage of the many research opportunities offered by the library.

### **Lost and Found**

All lost and found items are located in the hall near the school office. Any found items should be turned into the school office. All lost and found items will be kept until the end of the current semester. At the end of each semester, items in the lost and found will be discarded or donated to charity. The administration is not responsible for the safe keeping of items in the lost and found.

### **Media Notification Statement**

Our students, education programs, school events and community-oriented activities are sometimes made the subject of recording by video tapes, audiotape, photography, or the like, for use as instructional and information tools. The district will allow students to be recorded, interviewed, and/or photographed for legitimate public purposes.

Throughout the school year, students may be interviewed, and/or photographed by newspaper, television stations, and district communications office personnel or their designees and these items may be publicly displayed. We will permit this to occur unless parents have placed a written objection on record with the school principal. Any written objections must be filed at the beginning of the school year with the child's school principal. If parents do not file a written objection, their silence will serve as an implied consent.

### **National Honor Society**

In order to obtain membership, students have to maintain a cumulative 3.25 GPA, hold leadership positions both in and out of school, provide service to the school and surrounding community, all while maintaining a strong character. Students who maintain this grade point average are given the opportunity to apply for membership during their junior or senior year. A faculty council evaluates the applications based on the criteria set forth by the national office.

### **Privacy Act/Armed Forces Exclusion**

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

- a playbill, showing a student's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- 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.

If a parent/guardian does not want Iroquois School District to disclose directory information from the child's educational records, he/she must notify the district in writing within the first 10 days of the school year.

Iroquois School District has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- Grade level
- Date of birth
- Parent's name

Written requests for Armed Forces Exclusion should be addressed to:

Iroquois Junior-Senior High School  
Attn: Principal  
4301 Main Street  
Erie, PA 16511

### **School Resource Officer**

The Iroquois School District, in partnership with the Lawrence Park Police Department, employs a school resource officer (SRO) within our school. The SRO's responsibilities include, but are not limited to, law enforcement, law-related counselor, and law-related educator.

### **Student Activities**

Student activities form an important part of the total school program. Students who are involved in school activities generally have a more positive self-concept, do better academically and enjoy school more than students who are not involved.

Iroquois Junior-Senior High School sponsors a wide variety of activities. New activities can be organized whenever there is sufficient interest and an available sponsor. Students interested in starting a new activity should discuss the idea with the administration.

Students participating in extra-curricular activities must ride the bus to and from all events unless permission is granted by the head coach/advisor for the student to be transported by their parent or guardian. Students are not permitted to drive themselves to and from events.

### **Student Assistance Program**

The Student Assistance Program (SAP) supports students who are experiencing challenges that affect their performance in the school setting. These challenges may be related to emotional issues, drug and alcohol use, depression, codependency issues, and other family problems. The SAP team members serve as case managers on assigned student cases. The case managers work with students to help identify struggles within the school setting. The SAP team members do not counsel students or provide therapy. Within the SAP process, team meetings are held to review cases and to identify professional resources that are available to the student and family.

Students, teachers, parents, coaches, advisors, and/or administrators may all refer a student to SAP. Referrals are kept confidential. Anyone wishing to make a referral to SAP should contact the school counselor. Administrators, school counselors, school psychologist, teachers, drug and alcohol liaison, and a mental health liaison are all members of the SAP team process.

## **Transportation Services**

Bus students are to enter and remain in school as they depart from buses in the morning and are to go immediately to their assigned buses when they are dismissed from school in the afternoon. Failure to comply will result in disciplinary consequences.

All school rules apply during transportation. Drivers have the authority to assign seats, to insure the safety of the riders, and to provide an orderly atmosphere on the bus. The administration will deny transportation privileges to disruptive students. Additional penalties may be assigned in severe cases. Students will be expected to make restitution for any damages incurred.

- Students are to remain seated while the bus is moving.
- Loud talking and/or abusive language are unacceptable.
- Pushing, fighting or other unruly behavior will not be tolerated.
- Students are not to eat or drink on the buses. These practices can be unsafe and create problems with litter.
- Vandalism on the buses will require restitution by the student.
- The driver is in charge. Student respect to the school bus driver is expected at all times.
- Failure to comply with directives issued by the bus driver will result in a discipline report being filed with the school administration.

## **Visitors**

All visitors must enter through the community lobby doors and report directly to the school office. Visitors will sign in at the office and be issued a visitor badge to wear during the time at the junior-senior high school. Visitors must return their badge to the office staff and sign out before leaving. A written request for approval of a classroom visit must be submitted to the administration in advance. If a parent/guardian has made arrangements for a conference with a teacher before or after school hours, the parent is still required to report to the office, sign the visitor book, and obtain a visitor pass.

## **Volunteers (Policy 916: Volunteers/Coaching Aides)**

The Iroquois School District, its board of education, and administration are committed to the security, safety, and overall wellbeing of its students, staff/faculty, buildings and grounds, school community. All volunteers are required to have all appropriate and required clearances to become a volunteer for Iroquois School District. Individuals interested in volunteering should obtain a volunteer application in the school office. This application outlines responsibilities for clearances for various levels of volunteer activity.

## **Wellness**

Iroquois School District recognizes that student wellness and proper nutrition are related to students' physical wellbeing, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. Iroquois School District will promote healthy alternative snacks, physical education, activities, etc.

## **Work Permits**

Work permits are issued through the office secretaries. A parent or guardian must present a birth certificate or other acceptable proof of age at the time of application. Parents are required to complete the application process in person as their signature must be witnessed by a school employee.

### **Entry into the Building**

Students must enter through the community lobby entrance located at the back of the building. No student entry is permitted prior to 7:00 a.m. Students must remain in the community lobby or the cafeteria until dismissal by supervisors at 7:40 a.m.

### **Snow Days**

In case of severe weather, snow, ice, etc., the official announcements for closings or delays may be heard over the local radio, television stations and the Alert Now telephone call system.

In the event of a delayed start, time should be calculated by adding the announced delay to the regular time. (For example, if the bus usually picks up your child at 7:20 a.m. for the school opening at 7:48 a.m., a two-hour late start would mean a bus pick up of 9:20 a.m. for the 9:48 a.m. start.) School may be dismissed early if a severe storm or emergency arises.

Parents should use their own discretion about sending their children to school during very inclement weather. If you choose to keep your child home due to weather conditions and school is in session, this will be an excused absence. Parents must provide a written excuse with the student's name, date of absence and reason for absence within 3 days of the student's return to school.

### **Staying After School**

Students may stay after school for supervised activities only. Students must make their way to the supervised activity in a timely manner. Students are not permitted to remain in the building beyond the regular instructional day without supervision. Remaining in the building without supervision may result in disciplinary consequences.

### *Alma Mater*

*By the waters of Lake Erie  
Home of Iroquois Braves,  
Where we gather strength and courage,  
Garnered from the bygone days –  
Loyal sons and worthy daughters,  
Faith so tried and true,  
Hold your lofty banners higher  
As we pledge our strength to you.  
Press we onward, ever upward –  
Goals in life be strong.  
Keeping mind and spirit healthy.  
Ever knowing right from wrong.  
Hail to thee, our Alma Mater!  
We are proud as Braves of old.  
Hail to thee, our Alma Mater,  
Guardian of the Black and Gold!*



Many are strong,  
Few are  
**Braves**

**SIGNATURE PAGES**

**Code of Student Conduct/Locker Waiver**

Parent Section:

I have reviewed the 2016-2017 Iroquois Student Handbook containing the Student Code of Conduct, expectations for locker use, as well as participation in the athletic program. I will assume responsibility for knowing the rules and regulations.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Section:

I have received the 2016-2017 Iroquois Student Handbook containing the Student Code of Conduct, expectations for locker use, as well as participation in the athletic program. I understand the lockers are the property of the Iroquois School District. As such, I have no expectation of privacy in my locker or any other areas on school property. I also understand the Board has the authority to designate an administrator to randomly inspect my locker at any time, without notice, without my consent, and without a search warrant.

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Student Name (Please Print) \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Internet Safety and Acceptable Use**

Student User Agreement:

I understand and will abide by the procedures and Internet Use as described in the Student Handbook: Student Code of Conduct for independent access to the electronic resources of the Iroquois School District. I further understand that any violation of the regulations listed is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the Iroquois School District's electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold Iroquois School District harmless from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

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Student Name (Please Print) \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Consent for Independent Use:

As the parent/guardian of the student signing above, I have read expectations for Internet use described in the Student Handbook: Student Code of Conduct and guidelines for independent use established by the Iroquois School District. I grant permission for my son or daughter to access networked computer services such as electronic mail, the Internet and world wide web. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computers, or Internet may be objectionable despite the fact that the District uses Internet filtering software. I accept responsibility for guidance of computer or Internet and world wide web use, setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information or media.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Infinite Campus Access**

Parent/Guardian Consent for Student to become a member of Infinite Campus:

As the parent/guardian of the student signing above, I have reviewed the Infinite Campus description in the Student Handbook under Resources and consent to allow my child to become a member of Infinite Campus.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Consent for Student to disclose e-mail address:

As the parent/guardian of the student signing above, I have reviewed the Infinite Campus description in the Student Handbook: Resources and consent to allow my child to disclose his/her e-mail address to be used by teachers, school administrators and the system administrator at the school for communication purposes related to Infinite Campus utilization.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Iroquois School District  
Parent Consent for Standing Order Medications**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Standing orders are medical directives written by the school's physician. These orders authorize administration of specific over-the-counter (OTC) medications, such as acetaminophen or antacids or emergency oral anti-histamines to students. Consent is required for the administration of the following OTC medications (Please check all medications you permit your child to have at school.):

- Tylenol 80 mg Children's chewable (or generic equivalent) according to age;  
orally every 4-6 hours PRN per nurse's discretion.  
Student age 5 years = 3 tablets  
Student age 6 years to 8 years = 4 tablets  
Student age 9 years and 10 years = 5 tablets  
Student age 11 years = 6 tablets
  
- Tylenol 325 mg (or generic equivalent) 1 tablet orally every 4-6 hours for children 6 years to 11 years PRN per nurse's discretion.
  
- Tylenol 325 mg (or generic equivalent) 2 tablets orally every 4-6 hours for adults and children 12 years or older PRN per nurse's discretion.
  
- Tums (or generic equivalent) 1 or 2 Tums orally every 4 hours PRN per nurse's discretion.
  
- Benadryl 25 MG (or generic equivalent) 1 tablet orally in the event of an allergic reaction. Dosage for a student age 12 years or older.
  
- Benadryl 12.5 single dose oral ampule (or generic equivalent) orally in the event of an allergic reaction. Dosage for a student age 6 years to 11 years.

*With the intent to be legally bound, we hereby release, discharge, hold harmless, and indemnify the Iroquois School Board, its employees, and agents from any liability whatsoever for any personal injury, damages, or expenses to student or to parent/guardian caused or occasioned by the administration of this medication.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Date

**Medication will not be given to any student unless this form is completed by the parent/guardian and returned to the School Nurse.**