



**OXFORD AREA  
HIGH SCHOOL**

**STUDENT/PARENT  
HANDBOOK**

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**THIS HANDBOOK MUST REMAIN INTACT. IT WILL NOT BE ACCEPTED AS A HALL PASS IF ANY PAGES ARE MISSING. STUDENTS NOT HAVING THEIR AGENDA ARE SUBJECT TO DISCIPLINARY CONSEQUENCES.**

**School/District Numbers**

High School Office	610-932-6640
Guidance Office	610-932-6646
FAX	610-932-6649
Library	610-932-6654
Health Room	610-932-6643
Athletic Director	610-932-6653
Food Service (District)	610-932-6660
Transportation (District)	484-365-6021
District Office	610-932-6600
Superintendent	610-932-6603
Jordan Bank (K)	610-932-6625
Elk Ridge (1-2)	610-932-6670
Nottingham (2-4)	610-932-6632
Hopewell (5-6)	484-365-6150
Penn's Grove (7-8)	610-932-6615

**Other Useful Numbers**

Crisis Intervention	877-918-2100
Human Services	610-696-4900
Oxford Neighborhood Services	610-932-8557
Children, Youth & Families (CYF)	800-692-1100
Juvenile Probation	610-344-6295
Oxford Borough Police	610-932-2500
PA State Police	610-268-2022

**Websites**

Oxford Area School District	<a href="http://www.oxford.k12.pa.us">www.oxford.k12.pa.us</a>
Pennsylvania Dept of Ed (PDE)	<a href="http://www.pde.state.pa.us">www.pde.state.pa.us</a>

**Television**

Cable Channel 68

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**RIGHTS AND RESPONSIBILITIES**

Oxford Area High School, mindful of the dignity of the individual, guarantees to all students who are in attendance in district school certain rights and responsibilities.

**STUDENTS HAVE THE RIGHT TO:**

1. Attend scheduled classes, participate in authorized school functions, and utilize school facilities for approved purposes as outlined by the PA Code and Oxford Area School District Policy.
2. Be a functioning pupil regardless of social, emotional or physical capacity.
3. Dress and groom according to personal preference consistent with policy
4. Expect reasonable requests by teachers and administrators
5. Expect others to be honest in both academic and school-related affairs.
6. Expect to be safely transported to and from school when such transportation is provided.
7. Be informed of academic requirements.
8. Be informed of those school procedures established to protect the well-being of the student body
9. Appeal any suspension and have adult representation as directed by the state code.
10. Freedom of expression, assembly petition and dissemination of information provided it does not disrupt the educational process or infringe on the rights of others.
11. Expect that every precaution will be taken to insure the confidentiality of their school records.
12. Expect adequate provision for the storage of educationally necessary personal and academic materials.

13. Protection from physical and verbal abuse by school personnel and other students.
14. Be disciplined or reprimanded in private, if possible.

**STUDENTS HAVE THE RESPONSIBILITY TO:**

- 1) Know and abide by local, state and federal laws which could lead to suspension\* or expulsion\*\* if violated, such as:
  - a) Inappropriate operation of all motor vehicles.
  - b) Trespassing on school grounds or in a building (a student will be considered trespassing if he/she is not enrolled or has been suspended from the particular school.)
  - c) Theft, arson, assault and battery, destruction of property, and gambling.
  - d) Threats of harm to persons or property, or by speech or action clearly inciting to immediate violence.
  - e) Possession of dangerous weapons.
  - f) Knowingly making a false fire alarm or other false or disruptive rumor or report.
  - g) The sale, distribution, possession, or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol, look-a-like substances, and other non-prescribed substances while on the school premises or at school-related affairs.
- 2) Know and abide by school regulations which could lead to suspension\* or expulsion\*\* if violated, such as:
  - a) Disrupting the learning environment or interfering with the peaceful rights of others.
  - b) Being absent from or tardy to assigned school activities.
  - c) Dressing and grooming in a manner disruptive to the educational process or in violation of health and safety rules.
  - d) Non-compliance with reasonable directions or requests from members of the staff in the performance of their duties while on school premises or at related affairs off school premises.
  - e) Engaging in incidents of verbal intimidation or threatening action.
  - f) Being dishonest regarding school affairs.
  - g) Behavior on school buses which endangers personal safety.
  - h) Utilizing school storage facilities such as lockers for substances other than clothing and educational materials.
  - i) Smoking on school grounds or at school-related affairs.
  - j) Verbal abuse of school employee.

\* Suspension is defined as a 1 to 10 day interruption in normal school activities for disciplinary purposes.

\*\* Expulsion is defined as the removal from school.

**ADMINISTRATORS HAVE THE RIGHT TO:**

- 1) Make professional interpretation of stated rules and regulations.
- 2) Receive the support of all school employees in the implementation of district and school regulations.
- 3) Suspend, recommend for expulsion, and refer to civil authority students involved in cases of flagrant and continuing misconduct.

**ADMINISTRATORS HAVE THE RESPONSIBILITY TO:**

- 1) Execute school board policy and administrative rules and regulations.
- 2) Treat students, parents, teachers, and citizens with the respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
- 3) Maintain an orderly atmosphere which is conducive to educational development and individual growth.
- 4) Inform parents of consistent or serious student misconduct and disciplinary actions taken.
- 5) Consider disciplinary referrals made by any certified or classified employee.
- 6) Maintain confidentiality in all matters relating to student records whenever possible.

**TEACHERS HAVE THE RIGHT TO:**

- 1) Expect students to maintain an accepted standard of behavior in the classroom.
- 2) Expect cooperation from the administration in establishing and maintaining a school atmosphere conducive to learning.
- 3) Assume, in the school or at school-sponsored activities, the same authority granted to a parent or guardian.

**TEACHERS HAVE THE RESPONSIBILITY TO:**

- 1) Maintain a school atmosphere conducive to learning.
- 2) Reprimand or discipline students in an appropriate manner.
- 3) Maintain a reasonable standard of student behavior throughout the school facility.
- 4) Keep accurate attendance and achievement records.
- 5) Make written discipline referrals to the administration.
- 6) Enforce the rules and regulations of the district and school. Education is a cooperative function between the home, school, and

community. Parental involvement is necessary if the school is to accurately reflect the desires and hopes of its community.

**PARENTS/GUARDIANS HAVE THE RIGHT TO:**

- 1) Expect a classroom atmosphere that permits meaningful learning to take place.
- 2) Assume that a student will not be exposed to verbal or physical abuse.
- 3) Expect that the disruptive actions of a few will not interfere with the total educational process.
- 4) Be informed of behavior on the part of their child which is jeopardizing his/her own, or a fellow student's, opportunity to learn.
- 5) Be informed of any disciplinary action taken as the result of severe or continuing infractions, and the right to appeal such action.
- 6) Assume the school staff will meet with them at a mutually agreed upon time to discuss pertinent matters.
- 7) Expect every precaution will be taken for complete confidentiality in matters regarding their child whenever possible.

**PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:**

- 1) Understand that the state law requires every parent to properly care for, train, educate, discipline and control their child.
- 2) Accept that the teacher can assume in the school the same authority granted the parent or guardian.
- 3) Be available, at the mutually agreed upon time, to confer with school authorities concerning their child.
- 4) Direct their concerns regarding the education of their child to the professional most directly involved. As constructive dialogue stimulates progress, it is welcomed by school personnel.
- 5) Be financially responsible for any damage to personal or school property committed by their child.

**GENERAL INFORMATION**

**Mission Statement**

The mission of the Oxford Area School District is to have all students achieve academic excellence in a safe and nurturing environment. In partnership with families and the community, we will prepare each student to be a confident, contributing, productive and responsible citizen.

### **Bell Schedule**

Students Arrive	7:30
Warning Bell	7:35
<b>TCHS Bus Departs</b>	<b>7:40</b>
Homeroom	7:40- 7:46
1 <sup>st</sup> Period	7:50- 8:31
2 <sup>nd</sup> Period	8:35- 9:16
3 <sup>rd</sup> Period	9:20- 10:01
4 <sup>th</sup> Period	10:05- 10:46
5 <sup>th</sup> Period	10:50- 11:31
6 <sup>th</sup> Period	11:35- 12:16
7 <sup>th</sup> Period	12:20- 1:01
8 <sup>th</sup> Period	1:05- 1:46
9 <sup>th</sup> Period	1:50- 2:31

### **Building Evacuation Procedures**

During both fire and severe weather alert drills, students will be under direction of their teacher. In the interest of safety, all directions must be followed in an orderly and timely fashion. All students are required to report to their homeroom teachers at their designated locations in front of the building during fire drills. Failure to do so may result in discipline assignment.

### **Contacting Students during the School Day**

From time to time, parents, guardians or other family members may need to contact their child during the school day. **Do not contact your child on his or her electronic device during the school day.** These items are not to be turned on in the building. If there is an emergency, contact the main office and we will assist you. **All contacts with students must be made through the main office.**

### **Closings: School Emergency**

Oxford Area School District provides information concerning closings to area radio and television stations, as well as with ALERT NOW. Announcements concerning emergency closing will be made over WCOJ (Coatesville), WCAU (Channel 10, Philadelphia), WDAC – 94.5 and WGAL (Lancaster). Oxford Area School District also reports emergency closing information to the Philadelphia Emergency

headquarters, as well as local cable channel 68 and the district website. Most Philadelphia radio stations report school closings using a numerical code. The number **858** means Oxford Area School District is closed. Code **5858** indicates one-hour late start and **6858** indicates a two-hour late start.

### **ALERTNOW**

We have adopted the ALERTNOW Notification Service which will allow us to send a telephone or e-mail message to parents providing important information about school events or emergencies. ALERTNOW will be used to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open houses, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

### **WHAT YOU NEED TO KNOW ABOUT RECEIVING CALLS SENT THROUGH ALERTNOW**

- Caller ID will display the school's main number when general announcement is delivered.
- Caller ID will display 411 if the message is an urgent emergency.
- ALERTNOW will leave a message on any answering machine or voicemail.
- If the ALERTNOW message stops playing, press any key 1-9 and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers and email address. If this information changes during the year, please let the school know immediately.

### **Lockers**

**Lockers are the property of the Oxford Area School District and subject to search at any time, without notice, without consent, and without search warrants.** We assign lockers to all students. Locker-assignment and the combination are printed on a student's schedule. Students are not permitted to share lockers. Lockers should be secured and locked when not in use. Do **not** give your key or combination out

to other individuals. The school is not responsible for items missing or stolen from lockers. Lockers that become inoperative or malfunction should be reported to the Assistant Principal's office. The opening of a locker by anyone other than the student that the locker was issued to requires administrative approval. Students enrolled in Physical Education courses will be required to purchase locks for their issued lockers. Physical Education teacher must receive a copy of the key or combination.

#### **Parent/Teacher Organization**

The Oxford PTO is the parent organization for all the schools in the district. The purpose of the PTO is to improve communication between the home and schools, to provide support for school programs, and to encourage parent involvement in the education of our children. The PTO meetings are held monthly, as announced in the school and PTO newsletters. At the high school level, parent volunteers are always needed. Parents and community members are encouraged to become active members and support this worthwhile organization and its programs.

#### **Visitors**

All visitors must enter the building through the main office. *Students may not have friends or relatives visit and/or spend the day with them at school.* Unless authorized by the building administration, visitors may not remain on school property or in the vicinity of the buildings. Anyone on school property without the approval of the administration will be considered a trespasser, subject to removal by the police.

#### **Publishing Student Images and Work Samples**

As part of celebrating student achievement, programs, and special activities, the school district may wish to publish student work and images on the district web site or district cable communication system. Only a student's first name and/or grade level would accompany the published work or photographs; last names will not be used.

## **STUDENT SERVICES**

#### **Guidance**

School counselors assist students with improving school achievement, exploring solutions to personal problems, making career plans, selecting post-secondary schools, and identifying financial aid options for higher education. A student wishing to meet with his/her counselor should contact the guidance secretary to request an appointment.

Parents wishing to see their child’s counselor should also contact the guidance secretary to schedule an appointment.

### **Graduation/Promotion Requirements**

Students and parents should consult the Course Selection Guide for information on graduation and promotion requirements. The Course Selection Guide details the requirements for each graduating class, including the specific departmental requirements for each core subject area. Students are responsible for knowing the graduation requirements and scheduling their courses accordingly.

### **Graduation Project**

In order to graduate from high school, a student shall complete a project under the guidance and supervision of the high school faculty. The purpose of the project is to assure that the student is able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding through a presentation. Students who meet the necessary requirements may present prior to their senior year. Seniors who do not present their graduation project during the designated three day period in November will face disciplinary consequences and loss of senior privileges, which includes Senior Prom. Graduation project papers and information are available online. Students should contact Mr. Canaday with any questions.

### **Grading**

Grades will be reported to students and parents at the midterm and end of each marking period. Teachers will explain their grading procedures to students as part of their opening of school procedures and periodically review their practices with students throughout the year. To Find Average For Year Long Courses – Add the 4 marking periods and multiply by 2, then add the final and midterm exam scores, then divide the total by ten. To Find Average For Semester Courses – Add the 2 marking periods and multiply by 2, then add the final exam score and divide the total by five.

### **The grading scale for the high school is:**

90 – 100 = A	60 – 69 = D
80 – 89 = B	0 – 59 = F
70 – 79 = C	

A student who withdraws failing from a specific course will have this grade appear as a “0” on his/her cumulative record. The grade is also a factor in calculating a student’s G.P.A.

### **Student Academic Progress**

Student grades, assignments and other information are available through PARENT PORTAL online. Information regarding access of PARENT PORTAL is posted on the High School website.

**Teachers will also contact parents regarding student progress when they feel a significant change in student performance (positive or negative) has occurred.**

Parents are encouraged to contact their child's teacher(s) when they are concerned with their child's progress in a course.

### **Grade Point Average**

Grade point average (G.P.A.) is cumulative and is computed at the end of each marking period. Grade point averages are calculated using two methods: the traditional 4.0 scale (unweighted) and the quality points (weighted) method.

#### **Grade Point Average is calculated using the following steps:**

1. Each grade is assigned a numeric value:
  - a. A=4, B=3, C=2, D=1, F/WF=0. (unweighted)
  - b. A=5, B=4, C=3, D=2, F/WF=0. (weighted)
- \*\* Weighted courses include all Advanced Placement (AP), Honors, French IV, Spanish IV, and Latin IV courses.
2. Multiply the value of the letter grade for each course by the credit value of that course to obtain the quality points.
3. Total the credit value for all the courses and total the quality points for all the courses.
4. Divide the total quality points by the total credits to arrive at the grade point average.

### **Class Rank**

To determine the class rank, the weighted grade point average is used.

### **Honor Roll**

Honor rolls are published to recognize outstanding student performance. Students' names will appear on the distinguished honor roll if they have attained a 4.0 or above G.P.A and no grades below a "B-" or 80%. Students will be awarded high honor roll status if they have obtained a 3.6 to 3.99 G.P.A. and no grades below a "B-" or 80%. Students will be awarded honor roll status if they have obtained a 3.0 to 3.59 G.P.A. and no more than 1 grade of "C" or below 70% in a

marking period. Placement on the honor roll is based on the marking period grade point average, which is calculated using unweighted grades.

The student must be scheduled for at least three (3) credits per semester in order to be eligible. Quality Points: A = 4; B = 3; C = 2; D = 1; F = 0 **Total quality points for all subjects / Number of credits scheduled = Marking Period G.P.A.**

#### **Scholarships and Awards**

Numerous scholarship and award opportunities become available to students throughout the year. The types of awards and deadlines vary greatly. A “*Scholarship Update*” is regularly published by the guidance office and lists the available scholarships, applicable deadlines, and eligibility criteria. The “*Scholarship Update*” is distributed to English teachers, posted in the guidance office, and available on the school website. Students should also pursue other opportunities in addition to those that come through the Guidance Office (on-line resources, parents’ employers, instructional specific aid, etc.) It is the student’s responsibility to review the opportunities and determine which scholarships he/she is eligible to receive. .

#### **Student Parking**

Buses are provided for students in need of transportation. **Driving to school and using student parking is a privilege and a convenience to the student.** Students who fail to follow the rules will have their parking privilege revoked and will be required to ride the bus to and from school. Students in grades 12, 11 and 10 may apply for a parking tag, and priority will be given to upper classmen. Students who have outstanding school obligations or who do not provide proof of vehicle ownership/insurance/Pennsylvania driver’s license will be denied a parking tag. Designated parking spots will be established and communicated to the student driver when he/she is issued a parking tag. Once a parking tag is issued it must be displayed on the inside driver’s window or visor. Students are not permitted in the parking lot during the day, unless given permission by the administrative office. **Students may not transport other students to or from school without written permission from the parent of the driver and the rider.** These forms will be kept on file in the main office. Violations of driving privileges and/or multiple disciplinary offenses may result in suspension of the parking privilege. Continual violations will eliminate this privilege and could result in the automobile being towed at the owner’s expense.

#### **Transcripts**

Students needing to obtain an official transcript must complete a transcript release form. This form is available on the school website and in the Guidance Office. Please allow at least 2 weeks for processing. If a transcript is to be mailed, the student should allow additional time for mailing.

### **Working Papers**

Students under the age of 18 who need working papers (Employment Certificates) in order to gain employment may obtain them from the guidance office secretary. The student must have the promise of a job in the state of PA before the application for working papers will be issued. Once a physical examination is completed and other relevant documents are submitted (including proof of age), the working papers will be issued. Students/parents desiring to obtain working papers should contact the principal's secretary to schedule an appointment. Students wishing to obtain working papers for a job outside of PA must contact that state's labor department.

### **Student Records**

The Family Educational Rights and Privacy Act of 1974 provides parents or students who have reached the age of 18 the right to inspect personally identifiable information about a student obtained by the school district; challenge information in the record which a parent considers inappropriate or inaccurate or misleading or which violates the privacy or other rights of the student; precludes the release of records absent written consent of the parents with certain exceptions concerning directory information which is noted below; to file with the U.S. Department of Education a complaint under Section 34 CFR Section 99.64 concerning alleged failures by the institution to comply with the requirements of the Act. The school district's policy concerning parents' and students' rights under this law is available at the Administration Building, 125 Bell Tower Lane, Oxford, PA 19363.

In addition to the above rights, FERPA provides that the school district may release certain information without the parent's written consent, unless a parent gives written notification to the school district not to release such information. The Oxford Area School District Board of Directors has determined that the following information is directory information:

**Name; school clubs and activities; sports; weight and height of athletic team members; graduation date; awards received.**

For example, a newspaper could seek the above-listed directory information on all students. Those students whose parents have issued a written objection to the release of directory information would not have the information above released. Those students whose parents have not signed such a written objection would have information listed above released to the public. Accordingly, if parents do not wish their child's directory information released as a part of the school district's public record, the parents must contact the building principal and give written notice of their objection to the release of directory information about their child. Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent requests that such information not be released without prior written parental consent.

### **Special Education**

The Oxford Area School District offers a variety of programs for students who require special services or who are identified as mentally gifted. Any questions regarding special education programs should be directed to the guidance office or to the high school administration.

### **Freshman Success Program**

The Freshman Success Program, developed around the concept of a small learning community, is a school-within-a-school organized around interdisciplinary teams of English, math, science, and social studies, who share a specific area of the school building. Incoming freshmen are connected to a select team of caring and competent staff with a commitment to providing students with the academic and social supports that will facilitate a successful transition to the high school environment. Teachers will utilize instructional strategies that are research-driven and match the needs of our students. Teaching and learning techniques and strategies will reflect best practice. The curriculum will be rigorously addressed. Teachers work in a collaborative environment and are committed to the success of the students they share. The freshman orientation course, "Freshman Seminar" focuses on developing and refining the social and academic skills of the students, while connecting them to their academic and career pathways that will define their next three years of high school and open up diverse post-secondary opportunities.

### **Health Services**

Health room staff will be comprised of a registered nurse and a health room assistant.

All students must have a current Emergency Form/Health Update, signed by a parent or guardian, on file in the health room, in order to be treated by the nurse or assistant, except in the case of an emergency. Please reference OASD Policy 5600@ <http://www.oxford.k12.pa.us/board/policies/index.html>

### **Medications**

No student may carry or give medications to another student. Violators are subject to OASD Policy 5430. Exceptions are made for emergency medication which requires the completion of the Self-Carry/Administration form and building administrator permission. Prescription and non-prescription medications require a written request from parent/guardian **and** health care provider. Additional information is in OASD Policy 5610 - <http://www.oxford.k12.pa.us/board/policies/index.html>. All forms are available on the High School web site, Health Room link.

### **Immunization**

All students attending OASD must adhere to immunization regulations established by the PA Department of Health. A student may be declined entrance into school until proof of immunization is presented. New students may be allowed to enroll on a provisional basis if they have at least one dosage of each required immunization. Requests for religious or medical exemption must be presented to the school nurse in writing.

### **Cafeteria**

- Students should report to the cafeteria promptly at the beginning of their lunch period and remain in the cafeteria until the period ends.
- Students who need to leave the cafeteria before the end of the lunch period should obtain permission from the faculty monitor before leaving.
- **Food and/or beverages may not be taken from the cafeteria or consumed in the halls, courtyard or classrooms.**
- Students are responsible for bringing up their trays, depositing their trash, and leaving their table ready for others to use.
- Book bags and jackets are not allowed in the food distribution area.

- Food may not be ordered and delivered from outside businesses during the school day.

### **Library**

Students coming to the library must have an agenda to be admitted. Students should report to assigned classes or study halls to get permission to go to the library. Library computers may only be used for school related work. Scheduled classes have first priority for library use. Reference books and encyclopedias are circulated overnight and must be returned the following morning before classes begin. All other books may be borrowed for three weeks. Magazines may not be taken from the library. Lost or damaged books should be paid for promptly. The charge for a lost or damaged book will be the amount necessary to replace the book. If a lost book is recovered, the borrower will receive a refund. Students who are habitually delinquent on returning materials may have their borrowing privileges suspended until they have met their obligations.

### **Lost and Found**

Any item found, such as jewelry, glasses and clothing must be turned in at the office. Students are requested to check the office to claim any item they may have lost. Periodically, items turned in are donated to charity.

### **Peer Mediation**

Peer Mediation is a process in which students trained in the mediation process assist other students in resolving conflict without the fear that an adult will judge their behaviors, thoughts or feelings. Students can access this program through their counselor.

### **Student Assistance Program**

The Student Assistance Program (SAP) consists of faculty and staff trained to identify issues that may pose a barrier to a student's academic success. Concerns related to health, attendance, mental health, academics and substance abuse are addressed in a confidential manner. A student may go to any team member for help with concerns about him/herself, a family member or a friend.

## **STUDENT ACTIVITIES**

### **Dances and School Functions**

Students attending dances and school functions are subject to the rules and regulations in effect during normal school hours. All policies regarding conduct and behavior will be strictly enforced. **Students who have not reached high school are not permitted to attend OAHS sponsored dances. Individuals who are 21 years of age or older are not permitted to OAHS sponsored dances.** Dances are considered CLOSED to out-of-school persons and require that a guest permission form be completed and approved before a guest may attend.

Guest permission forms may be secured from the office the week prior to the event. The form must be completed and returned to the activity advisor by the designated date. After screening by the advisor and administration, the forms will be returned to the person making the request. If permission for a guest has been granted, the signed guest permission form must be presented at the door of the dance or activity to gain admittance. Guest must be accompanied by the person requesting permission for the guest to attend. Guests may be required to provide identification and/or proof of age. Adult chaperones or advisors may deny admittance or request the removal of anyone not in compliance with established policies/dress code. Dances will be scheduled from 7:00 p.m. to 10:00 p.m. and **no one will be admitted after 8:00 p.m.** Persons leaving the dance will not be allowed to return or remain on school property. Junior/Senior formals will follow all guidelines with the exception of extended hours.

### **Class Officer Elections**

Class officers are students who are elected by their peers to serve their classes. Each class elects a president, vice-president, secretary and a treasurer to serve a one-year term. Incoming freshman class elections will be held during the first marking period. All other classes will hold elections during the fourth marking period. To be a candidate for office, a student must complete a nominating petition with fifty signatures from his/her class and five faculty members. Class advisors will oversee the elections and a simple majority of votes will determine the winners. Every officer is held to a higher standard; therefore, as a representative of his/her class, an officer who receives discipline action may be removed from office.

### **Oxford Renaissance Program**

The Renaissance program is an educational enrichment program used to encourage, motivate, and reward students to improve or maintain:

attendance, academics, school spirit and pride, and appropriate behavior. Each Renaissance Card allows the student card holder to be eligible for rewards, discounts and privileges throughout the marking period. The higher the level, the more rewards a student can redeem. These include discounts at local businesses, attending school events, and being exempt from financial cost to attend designated athletic and school event.

### **Student Council**

Student Council is an organization whose main purpose is to be of service to the students and to the school. Each year the council raises money through various activities. The council either donates money to the school or purchases supplies/equipment for the school. The council members also assist with seating during the assemblies, sponsor spirit week, and act as a liaison between the administration and the students. Students who serve on Student Council may also be elected to a class office. Students may not serve as both an officer in Student Council and an officer of a class.

### **National Honor Society**

The National Honor Society is sponsored by the National Association of Secondary School Principals and was first organized in 1921. Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student.

National Honor Society recognizes students for scholarship, leadership, service and character. Membership is by invitation to Sophomores, Juniors and Seniors who have at least a 3.5 cumulative weighted GPA and are recommended by the NHS faculty council. Invitations are mailed in September to all students who have at least a 3.5 cumulative weighted GPA at the end of their freshman, sophomore or junior years to submit further material supporting membership, which can be found at [oxfordnhs.wikispaces.com](http://oxfordnhs.wikispaces.com). The supporting material must provide evidence that the student is actively involved in school and community activities and demonstrates leadership. All decisions of the faculty council are final and not subject to appeal.

National Honor Society meets together at least once per month (more if necessary); other communication is facilitated through email and the Oxford NHS website ([oxfordnhs.wikispaces.com](http://oxfordnhs.wikispaces.com)). Members are

required to perform a minimum of 15 hours of service each year, at least 5 hours must be for community service and at least 5 hours must be for school service. Members are expected to attend all meetings, maintain their cumulative weighted GPA of 3.5 or above and uphold the standards of scholarship, leadership, service, and character.

### **Clubs and Organizations**

Students wishing to form a new club or organization should submit a written request through the student council. The request should include the name of the organization, the purpose of the organization, potential activities, proposed members and any other information directly related to the proposed organization. The student council shall be responsible for considering the merits of the proposal and making a recommendation to the school administration. The school administration shall be responsible for reviewing the proposal and recommendation, considering expenses, staffing and space availability. The school administration shall provide a written response. Participation in a club or organization is dependent upon academic/behavioral performance per the discretion of the advisor.

## **ATHLETICS**

### **Athletics Handbook**

All OAHS athletes should receive an athletics handbook at the start of the season. The handbook details athlete and coach responsibilities and expectations. The handbook contains more detail than what is included in these pages. Anyone wishing to review a copy of the athletics handbook should contact the athletic director or visit the school website.

### **Athletic Eligibility**

Students must carry a minimum of four credits in order to participate in our interscholastic sports program. Students who earn two failing grades during the week will be ineligible to participate in such contests the following week. Any student earning two failing grades at the end of a grading period or as final grades at the end of the school year will be ineligible to participate for 15 school days following the issuance of the report card. Attendance also affects a student's eligibility. Any student who is absent from school for more than 20 school days a semester must be in attendance for 60 days following the 20<sup>th</sup> day of absence before he/she may participate in interscholastic contests.

Individual coaches will establish rules concerning practice during the period of ineligibility and conditions upon which an athlete may or may not return after the period of ineligibility. Students must be in attendance by 10:58 A.M. on any given day in order to participate in athletic contests and practices the same day

### **Regulations for Spectator Decorum**

1. PIAA rules prohibit the use of banners and noisemakers.
2. CHESMONT and OAHS passes will not be honored after the doors have been closed due to a sell-out.
3. Ticket sales stop immediately after half time of the varsity game.
4. Anyone leaving the building may not return.
5. Food may be purchased at half time and between games only.
6. The purchase of a ticket is not a license to act disrespectfully to players, officials or other spectators. Violators may be dismissed from the area of competition for the contest during which the violation occurs and for future activities.

### **Sports Physicals**

Students may not practice or participate in any scrimmages or contests until they have on file with the school a complete physical as described below. The Pennsylvania Interscholastic Athletic Association (PIAA) requires one (1) complete physical examination performed by a doctor, nurse practitioner, or physician's assistant before his/her sports season's first day of practice.

Physical exams for fall sports shall be done AFTER June 1st. Specific rules and information are available at [www.piaa.org](http://www.piaa.org). Oxford Area School District no longer provides a complete physical examination. It is the STUDENT'S responsibility to have the completed physical and submit the paperwork signed by a parent and returned to the school nurse PRIOR to the date of participation. A student may receive a re-certification physical by the school district in order to give him/her the opportunity to participate in more than one sport season without having the full cost of multiple physicals.

## **ATTENDANCE**

### **Policy 5150 Excuses for Absence**

A. It shall be the duty of each school principal to vigorously enforce and strictly interpret the compulsory attendance laws as stated in the Pennsylvania School Code.

B. Every day of student absence shall be explained by a written note from the student's parent or guardian. Principals have the authority to require a written excuse from a physician in such cases, as they deem necessary.

C. Failure to produce a required excuse within three (3) school days from the student's return to school shall cause an absence to be considered "illegal."

D. If a student is denied school furnished transportation for disciplinary reasons, the compulsory attendance laws still apply and students who are absent because transportation is not furnished shall be considered illegally absent.

E. In order to obtain academic credit for a high school course, a student may not be absent more than twenty (20) days in a semester course or thirty-five (35) days in a two-semester course. When extenuating circumstances cause a student to miss excessive days of school, the parent may request a waiver to this rule. The written request must outline compelling reasons for a waiver to be granted. The Administration, in coordination with the teacher, will review individual cases to determine if there are circumstances that merit waivers to be granted.

G. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or the place where the student is receiving approved tutorial instruction or health care, or at a place where the student is engaged in an approved and properly supervised work-student or career education program or at home when the student is receiving approved homebound instruction.

H. Tardy shall be defined as not being present for less than one-third ( $1/3$ ) of the instructional time. Absent shall be defined as not being present for more than one-third ( $1/3$ ) of the instructional time.

I. An appeal process shall be established for those students who have excessive absences due to extenuating circumstances.

J. Students in their senior year who are in good standing academically, have excellent attendance, and have no discipline referrals may be granted permission to arrive late or leave early from school. This would only apply if they have a first or last period study hall.

K. The Superintendent or designee shall develop procedures for the implementation of this policy. These procedures shall be made part of the building handbooks.

### **Guidelines**

Students are expected to be in school unless excused for a lawful absence. After absences, it is the student's responsibility to complete all

missed work. Students who will be absent should to get their assignments from PARENT PORTAL or email their students teachers.

**Students must be in school by 10:50 a.m. to participate in school activities. Failure to comply may result in suspension from future activities.**

**Steps to follow upon a return from an absence or when arriving tardy:**

- The student must give written excuses that have been signed by a parent or legal guardian, stating the date, the number of days absent, reason for absence, and a phone number to verify the note to their homeroom teacher. **After 10 days of absence or tardy to school, a doctor’s note is required to excuse the occurrence.**
- If a student returns to school after homeroom, he/she should report to the Main Office in order to present his/her excuse.
- Students who fail to bring an excused note within three days will be considered unexcused for the day of absence.

All excused (lawful) absences from school for temporary periods can be classified under the following reasons:

- Bona fide religious holiday
- Tutorial work in a field not offered in the district’s curricula
- To obtain non-school professional health care
- Illness or other urgent reasons, such as funerals, impassable roads, quarantine. The term, “urgent reason” shall be strictly construed and shall not permit irregular attendance.
- Educational activity (See also policy 5160)
- Graduation preparations of not more than three days.
- Work Study Programs

Students receiving homebound instruction are counted as present. If a student fails to attend school and his/her absence is determined to be unexcused (unlawful), the following procedure will be followed:

**Compulsory School Age Students—students below 17 years of age:**

After one day of unlawful absence or its equivalent, parent will be notified in writing of the absence.

After a second day of unlawful absence or its equivalent, parent will be notified in writing and a conference will be requested.

After a third day of unlawful absence or its equivalent, parent will be served with a written notice by certified mail in accordance with Section 1333 of the Public School Code. (First notice)

After the first unlawful absence after the first notice, parent will be served a warrant, in compliance with School Code, Section 1333, through the district justice, for violation of school attendance law.

**Noncompulsory School Age Students—17 years of age or older:**

After one day of unlawful absence, parent will be notified in writing. After a second day of unlawful absence, parent will be notified in writing.

After a third day, a parent conference will be requested. Unexcused absence beyond three days may be considered reason for withdrawal from school. Further attendance in school will require a decision from the principal, and may require approval of the Superintendent and/or the Board of School Directors. Students shall be permitted to make up work missed when absent from school if the absence is excused. It is the responsibility of the student to see that missed work is made up.

**20/35 Day Rule Procedures**

When a student reaches twenty (20) days absent in a semester course or thirty-five (35) days absent in a full-year course, a letter will be generated and parents will be notified. Any time a student misses a class; it counts as an absence toward the 20/35-day total. Only approved school activities do not count toward the 20/35. (Examples: field trip, sports activity). If a student is not in a class, the teacher should count the student absent. Each teacher must keep daily class attendance. Parents should monitor attendance using the Parent Portal system and contact the attendance secretary if there are questions. This system has several checks and balances, which will ensure that all students are receiving letters in a timely manner.

There is an appeal process available to parents and students. The administration, in coordination with the teacher, will review individual cases to determine if there are circumstances that merit waivers to be extended. All teachers must follow this procedure and allow the appeal process to be the student's or the parent's remedy for cases that are worthy. If the teacher feels that the student should not fail, the teacher has the opportunity to influence the principal's decision.

**Early Dismissal**

STUDENTS REQUIRING EARLY DISMISSAL FROM SCHOOL  
SHOULD PRESENT A NOTE TO THE ATTENDANCE

SECRETARY THAT IS SIGNED BY A PARENT OR LEGAL GUARDIAN AND INDICATES THE DATE AND TIME TO BE DISMISSED, A PHONE NUMBER TO VERIFY THE NOTE, AND THE REASON FOR THE EARLY DISMISSAL. STUDENTS MUST BE SIGNED OUT IN THE MAIN OFFICE BY A PARENT OR GUARDIAN. IF RETURNING TO SCHOOL BEFORE THE END OF THE DAY, THE STUDENT MUST “SIGN IN” IN THE MAIN OFFICE. THE ADMINISTRATION RESERVES THE RIGHT TO CHECK THE LEGITIMACY OF EARLY DISMISSAL NOTES OR TO DENY EARLY DISMISSAL FOR REASONS NOT CONSIDERED CONSISTENT WITH GENERAL DISTRICT GUIDELINES ON ATTENDANCE AND ABSENCE FROM SCHOOL. HAIRDRESSING APPOINTMENTS, TANNING TREATMENTS, CAR INSPECTIONS, FISHING TRIPS, ETC., ARE NOT ACCEPTABLE REASONS FOR EARLY DISMISSAL. STUDENTS MAY BE REQUIRED TO SUBMIT A DOCTOR’S/DENTIST’S NOTE UPON RETURNING FROM THOSE APPOINTMENTS

#### **Late or Tardy to School**

- Students not in their homeroom class by 7:40 a.m. will be considered tardy to school.
- Students will report to the main office when arriving after Homeroom – (7:46 AM).
- Accommodations will be made for students arriving on late buses.
- **Students reporting to school after 10:50 a.m. will receive a whole day illegal/unexcused absence.**
- Students who fail attend homeroom and who have not signed in at the office will be considered to truant from class. (Please see the Discipline Code section of this handbook for an explanation of consequences.)
- **Examples of Excused Lateness: Illness, medical or dental appointment, death of family member or friend of the family, counseling and/or court appointments.**
- **Examples of Unexcused Lateness: Missed the bus, overslept, car trouble, ride came late, etc.**

#### **Late or Tardy to Class**

- Tardiness is a disruption to the educational process.
- Teachers are to be aware of students arriving late to class and determine the reason for tardiness.

- If the teacher determines that the tardiness is unexcused, they will follow the steps listed below.
- If a student is unexcused tardy to class for more than 1/3 instructional time they will be counted as truant and should be referred to the administration.

#### **Unexcused Tardiness to School and/or Class Consequences**

Unexcused tardiness will accumulate throughout the duration of a course. Tardiness to school or class will result in consequences such as detention, Saturday School, School Probation, Suspension, and revocation of driving/riding privileges

1. 1st unexcused tardy - warning by Teacher
2. 2nd unexcused tardy - warning and parent contact by Teacher
3. 3rd unexcused tardy – 1 detention with Teacher
4. 4th and subsequent unexcused tardys – Refer to Administrator Level I to IV consequences.

#### **Leaving School Grounds**

Once on school property, a student may not leave without parental and administrative approval. Parental requests shall be written, unless approved by an administrator. No student may leave the campus during the hours between his/her arrival and his/her approved departure time except by administrative approval. **No students are permitted to visit their automobile without permission from the school administration.**

#### **Make-up Work**

- Students are allowed to make up any work missed due to excused absence.
- Students should contact their teachers to get missed assignments.
- **Students will have the same amount of time as they were absent to submit missed work.**
- In instances where a student is absent for a long-term illness, a doctor's note is required. In such cases students may be eligible for homebound instruction. Parents or guardians should check with the guidance office for information about homebound instruction.

### **Vacation/Trips**

Students planning to miss school due to a vacation or trip must obtain prior administrative approval. A form for such absences must be obtained in the main office. The completed form must be returned to the office 5 school days prior to the absence. The student must carry the approved form to his/her teachers to request assignments. The student must make proper prior arrangements to avoid unexcused absences. A student who is absent more than 10 consecutive days must be withdrawn from school by a parent/guardian in the guidance office. The student may enroll upon return.

### **School Trips**

Students attending school-sponsored activities where transportation is provided are required to use school-provided transportation to and from the activity. Special circumstances will be considered prior to activity on an individual basis.

## **CHAPTER 12**

### **Introduction**

Self-discipline is the ideal. In the event that the student does not follow that ideal, the Oxford Area School Board has the authority to make reasonable and necessary rules governing the conduct of students in school, as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals and Principals over Pupils.

- Faculty and administration should know and respect student rights.
- Students should respect the rights of faculty and administration.
- Students must obtain permission for activities and/or requests not covered specifically in the handbook.
- Students involved in school activities with faculty supervision shall have access to the building until 3:00 p.m. when school is in session.
- Students have a right to confidentiality concerning their personal, social and emotional development.
- A student may be elected by the student body as a non-voting member of the school board.
- **Chapter 12** includes information about student responsibilities, school rules, discrimination, corporal punishment, suspension and expulsion, hearings, freedom of expression, the Pledge of Allegiance, hair and dress, confidential communications, searches, and student records.

- The Oxford Area School Board adopts Chapter 12: Student Rights and Responsibilities Regulations of the State Board of Education of Pennsylvania approved September 13, 1974; Section 12.31 and 12.32 approved July 14, 1974 and amended July 15, 1977; Chapter amended March 10, 1983 – effective February 18, 1984.

**§ 12.1. Free education and attendance.**

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

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

**§ 12.2. Student responsibilities.**

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

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

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

**§ 12.3. School rules.**

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter.

This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

**§ 12.4. Discrimination.**

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

**§ 12.5. Corporal punishment.**

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

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

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

**§ 12.6. Exclusions from school.**

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent

shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection.

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

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

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63

(relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

**§ 12.7. Exclusion from classes—in-school suspension.**

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

**§ 12.8. Hearings.**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons or the suspension shall be given in writing to the parents or guardians and to the student.

- (ii) Sufficient notice of the time and place of the informal hearing shall be given.
- (iii) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses on his own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

**§ 12.9. Freedom of expression.**

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
  - (1) School authorities may restrict the use of certain bulletin boards.
  - (2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

#### **§ 12.10. Flag Salute and the Pledge of Allegiance.**

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

**§ 12.11. Hair and dress.**

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

**§ 12.12. Confidential communications.**

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

**§ 12.14. Searches.**

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

**§ 12.16. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

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

*Governing board*—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

*School entity*—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

*Student assistance program*—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

*Student services*—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

## **STUDENT RECORDS**

### **§ 12.31. General requirements.**

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records

(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

## **SERVICES TO STUDENTS**

### **§ 12.41. Student services.**

(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K—12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. §§ 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P. O. Box 90, Harrisburg, Pennsylvania 17108.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.

(ii) Student services staff may arrange for referrals to other school based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.

(2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.

(4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational

program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student, if the student, is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

**§ 12.42. Student assistance program.**

School entities shall plan and provide for a student assistance program under the Early Intervention Services System Act (11 P. S. §§ 875-101—875-503).

**Grievance Procedure**

Any parents/guardians who feel their student’s rights have been violated must first, make an attempt to resolve the issue with the involved teacher. If not satisfied, a written appeal should be presented to the Assistant Principal within five days. If the grievance is not resolved at this level, it can be appealed to the Principal then to the Superintendent and finally the Board of School Directors.

**Gang-Related Activity/Unauthorized Groups/Hate Groups**

Gang-related or unauthorized group activities will not be permitted at Oxford Area High School. Participation in any unauthorized club or gang activity including, but not limited to: the display or possession of gang symbols, hand signals, soliciting others for membership, requesting the payment of dues, insurance or other forms of protection from any individual or group, wearing or otherwise displaying colors or items of dress, etc., intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property will not be tolerated and will result in disciplinary action.

**CODE OF CONDUCT**

**Introduction**

School rules come from many sources, including State Law, Board of Education Policy, and District Guidelines and Regulations. The aim of this chapter is to provide personnel, parents, students, and other members of the community with a clear understanding of violations of

those rules and the resulting disciplinary actions. The following pages list, categorize and define certain violations that disrupt the school environment and the instructional process, and specify disciplinary actions that may be taken by the school administrator. A major

consideration of the Student Code of Conduct is to identify appropriate disciplinary actions to bring about positive student behavior. The severity and frequency of the misbehavior are considered in defining appropriate disciplinary action. While administrative personnel bear the major responsibility for effectively carrying out the discipline policies, the entire staff plays a vital role in resolving problems influencing student behavior. The principal or designee shall conduct such an investigation as is reasonable under the circumstances to confirm that the charged offense has, in fact, been committed.

#### **When is the Code in Force?**

The code is in force:

- On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation.
- While students are on the school bus for any purpose.
- At all school-sponsored events and other activities where school administrators or other school personnel have jurisdiction over students.

That portion of the Code that protects school buildings and grounds is always in force. Additionally, the principal is authorized to take administrative action when a student's misconduct when traveling to or from school has a harmful effect on the other students or on the orderly educational process.

### **PARENTS' GUIDE TO THE STUDENT CODE OF CONDUCT**

Oxford Area High School is committed to ensuring that all students are learning in a safe and nurturing environment. To this end, policies are enforced in a fair and consistent manner. We have developed a Student Code of Conduct to serve as a disciplinary framework and support all behavioral and discipline policies, as well as Chapter 12 and other applicable state laws and policies.

All students are expected to be aware of and abide by this Student Code of Conduct. Parents are asked to read this Student Code of Conduct carefully and discuss the information with their children. It takes all of us—school staff, parents, and students—working together, to create and maintain a safe and nurturing environment that is conducive to learning for all children.

Disciplinary action may also be taken for off-campus incidents if the action disrupts educational or administrative activity on the campus.

Loss of credit for assignment or course may be appropriate in addition to any of the consequences below.

Restitution for loss or damage may be requested in addition to any of the consequences below.

Where appropriate, law enforcement officials will be involved.

#### **Level I**

##### **Staff/Administrative Response Options**

- Verbal reprimand
- Time-out or out of classroom
- Restricted access/School Probation
- Teacher/administrator/Guidance conference with student
- Campus Clean Up
- Contact with parent

#### **Level II**

##### **Staff/Administrative Response/Parent Involvement Options**

- Phone call to parent
- Notification of parent
- Conference with parent
- Campus Clean Up

#### **Level III**

##### **Staff/Administrative Response Reallocation of Student's Time Options**

- Detention
- In-school suspension
- Campus Clean Up

- Saturday school
- Restricted access/School Probation
- Notification of Parent

#### **Level IV**

##### **Staff/Administrative Response Exclusion from Normal School Activities Options**

- Restricted access/School Probation
- Suspension
- Recommendation for Alternative placement
- Parent notification required at this level

#### **Level V**

##### **Administrative Response Recommendation for Expulsion Options**

- Recommendation for Expulsion
- Parent notification required
  - Police will be notified when required by Law or Policy

### **EXPECTED STUDENT BEHAVIORS**

At Oxford Area High School all students are expected to:

- Engage in learning activities and take school work seriously
- Take responsibility for his/her own behavior
- Be courteous
- Respect the personal, civil, and property rights of others
- Attend school regularly, on time, and prepared to learn
- Complete assignments on time
- Seek alternatives to verbal or physical conflicts
- Speak appropriately
- Dress appropriately
- Exhibit self-control
- Cooperate with others
- Behave ethically

## **BEHAVIOR-RELATED OFFENSES AND CONSEQUENCES**

### Offense Definition Range

**Absence-Unlawful Truancy** - An absence for a school day or any portion of a school day for any reason other than those cited as lawful and/or failure to bring a note written by a parent to verify a lawful absence. **I to IV**

**Acceptable Use Policy (AUP)** – violation of District’s technology use policy. **I to V**

**Alcohol Violation** - Possession or use of any alcoholic substance, including constructive possession and possession with intent to sell, deliver, or distribute. See Drug and Alcohol Policy at the end of this section for more detail. **III to V**

**Arson/Fire Violation** - Attempting to, aiding in, or setting fire to a school building or other school property. **IV to V**

**Bullying** - shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of, physically, emotionally or mentally harassing a student, damaging,

extorting or taking a student’s personal property, placing a student in reasonable fear or physical, emotional or mental harm, placing a student in reasonable fear of damage to or loss of personal property, or creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities. **I to V**

**Cyber Bullying** - includes, but is not limited to, the following misuses of technology, harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, employee or volunteer of the School District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of, physically, emotionally or

mentally harassing a student, damaging, extorting or taking a student's personal property, placing a student in reasonable fear or physical, emotional or mental harm, placing a student in reasonable fear of damage to or loss of personal property, or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities. **I to V**

**Bus Misbehavior** - Any violation of school system policy or bus driver rules, or interfering with the safe transportation of students on a school bus. **I to IV**

**Cheating/Academic – Dishonesty** - Receiving or providing information other than that which is appropriate and authorized for the administration of a test. Action taken by a student that is deemed inappropriate based on information, rules, guidelines, or procedures found in such places as examiner's manuals, test administration and coordinator manuals, handbooks, memos or related documents from the Pennsylvania Department of Education or the school system. (See also "Plagiarism") **II to IV**

**Computer/Electronic Communication Misuse**

Any unauthorized use of computers, software, or internet/intranet account to access the internet/intranet; accessing inappropriate websites; misuse of a website, internet/intranet account or internet/intranet resource. Any violation or misuse of technology/internet in an inappropriate manner as defined by Board policy No. 6330 and the Acceptable Use Agreement. **I to V**

**Cutting Class** - Unlawful absence from a class or school activity. **II to IV**

**Defamation** - Making, or causing others to make, false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. **II to IV**

**Destruction of Property/Vandalism** - Damage, destruction, or defacement (including graffiti) of property belonging to the school or others. **I to V**

**Discrimination** - Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits or sexual orientation as a basis for treating another in a negative manner. **II to V**

**Disrespect Toward Adults** - Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community. **I to IV**

**Disruption** - Classroom Behavior or dress that interferes with the learning of others in any learning environment. Inciting, and/or Participating in Behavior that is disturbing the educational atmosphere or order of the school. **I to V**

**Dress Code** - Oxford students are expected to dress tastefully and appropriately for weather conditions. Parent support is important in the effort to maintain a productive academic atmosphere. The following guidelines were developed to assist students, parents, administrators, teachers, and security personnel in determining appropriate student attire. Guidelines apply to all areas of Oxford High School (including the courtyard and gym areas) during regular school hours, periods of detention, Saturday Detention and school sponsored events. Administrative exceptions to the dress guidelines may be made for special circumstances.

- Shirts and blouses must cover the midriff, chest and back and substantially cover the shoulders.
- Pajama bottoms are not appropriate.
- Pants, skirts and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed.
- Clothing of a revealing or sexually suggestive nature is prohibited.
  
- Footwear is required at all times on school premises. Clothing bearing imprinted messages or images must not promote a life-style that is inconsistent with good taste, educational values and wellness.
- The advertisement of drug, alcohol or tobacco products and the depiction of violent or sexually explicit messages or

images are prohibited.

- Display of messages, or images with double meanings, and those that strain interpersonal or inter-group relations are prohibited.
- Head Coverings, outerwear, coats, and jackets may not be worn or carried at any time during the school day. These items are to be placed in the lockers prior to homeroom and remain until the end of the school day.
- Exceptions are for headwear associated with religious beliefs or for hair accessories designed to hold hair in place.

A student whose attire does not conform to the standards listed will be removed from class attendance until the item of clothing is either replaced or covered or until the school day ends. Serious or repeated violations of the dress guidelines are subject to further discipline. **I to IV**

**Drug Violation** - Possession or use of (including constructive possession and possession with the intent to sell, give, or distribute) any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, over-the-counter medicines, look-a-likes, and substances represented as controlled dangerous substances; or drug paraphernalia. See Drug and Alcohol Policy at the end of this section for more detail. **III to V**

**Extortion/Strong-arming/Blackmail** - The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat. **IV to V**

**Failure to Serve Assigned Consequences** - Failure to serve detention, contract room, Saturday school, suspension or other assigned consequences. **I to IV**

**False Alarms/Bomb Threats** - Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher. **IV to V**

**Fighting** - A hostile confrontation with physical contact involving two or more students. Police will be notified. **III to V**

**Fireworks or Explosives Possession** - use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles. **IV to V**

**Forgery** - To use, make, or reproduce another's signature for deceptive purposes. **I to IV**

**Gambling** - Wagering money or property. **I to IV**

**General Disruption of the Educational Process** - School Behavior or dress that interferes with the safe and orderly environment of the school or school activity, including behavior that originates off campus. **I to V**

**Hazing** - Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team. **IV to V**

**Indecent Exposure** - Exposure to sight of the private parts of the body in a lewd or indecent manner. **II to IV**

**Insubordination** - Failure or refusing to follow a valid directive from a person in a position of authority. **III to IV**

**Intimidation/Harassment/Bullying** - Conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability, or is threatening or seriously intimidating. **II to V**

**Leaving School Grounds Without Permission** - Leaving school grounds during regular school hours without written or verbal permission from a parent or someone listed on the emergency procedure card and the school administration. **III to IV**

**Electronic Devices-** Use of electronic devices during the school day is prohibited. **I to IV**

**Public Display of Affection** - the physical demonstration of affection for another person while in the view of others including hugging, kissing, and other forms of intimate contact. **I to IV**

**Physical Attack on Staff** - Aggressive action directed at school staff, with physical contact, while on school grounds or at a school-related activity, including a situation where a staff member is intervening in a fight or other disruptive activity. **IV to V**

**Physical Attack on Students or Others** -Aggressive action, with physical contact, directed at another person, student or non-student, on school grounds or at a school-related activity. **IV to V**

**Plagiarism** - Unauthorized copying from a book, newspaper, journal, or any other print or non-print source without crediting the source or author and with the intention of deriving an academic benefit or reward. (See also Cheating/Academic Dishonesty.) **II to V**

**Profanity** - Using vulgar or abusive language; cursing, swearing. **I to IV**

**Refusal to Obey School Rules** - Failure to comply with school rules, regulations, policies, and/or procedures. **I to V**

**Sexual Activity** - Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials. **I to IV**

**Sexual Harassment** - Unwelcome conduct of a sexual nature that interferes with another individual's enrollment, employment, or other privilege of the individual's relationship with the school system.

**II to V**

**Stalking** - A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in

reasonable fear of serious bodily injury or death, or which might cause serious bodily injury or death to a third person. **IV to V**

**Tardiness** - Lateness to school or class; student not in the school/classroom when the day/period begins. See Attendance Section

**Theft** - Taking or obtaining the property of another without permission or knowledge of the owner. **II to V**

**Threat to Staff, Physical or Verbal** - Expression, conveyed by word or action, of intent to do physical harm to a staff member. **IV to V**

**Threat to Students, Physical or Verbal** - Expression, conveyed by word or action, of intent to do physical harm to another student or groups of students. **IV to V**

**Tobacco Violation** - Possession or use of any tobacco or tobacco products. **III to V**

**Trespassing Violation** - Unauthorized presence on school property including while on a restrictive access, suspension, or expulsion. Entrance onto school property by an individual who is not identified as an authorized user of the property, and who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. **II to V**

**Uncooperative Behavior** - Intentional failure to follow reasonable directions of staff members or participate cooperatively in a school or class activity. **I to IV**

**Weapons Violation** - Possession of an object or implement capable of causing harm or used to cause harm to another. This includes all guns, knives, and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon. Weapons are prohibited on school property, school buses, locked/unlocked vehicles on school property, and at school-related activities. **IV to V**

**Willful Disturbance** - Willful behavior that prevents the orderly conduct of activities, administration, or classes at a school. Molestation or threatening with bodily harm any student, employee, or other individual lawfully on school property, on a school bus, or at a school-related activity off of school property. Threatening with bodily harm any student or employee at home by any means if the threat arises out of the scope of the school or the employee's place of work. **IV to V**

**Response to behaviors:** The professional staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

- 1) The severity of the incident.
- 2) A student's previous violations and/or consequences for the same or a related offense.
- 3) If the offense interfered with the responsibility/rights/privileges/property of others.
- 4) If the offense posed a threat to the health or safety of others.
- 5) If the student has an Individualized Education Plan or a 504 Plan.
- 6) The logical relationship between the offense and the consequence.
- 7) The age-appropriateness of the consequence.
- 8) Any specific consequences articulated in Board Policy.

**Alternative Education Programs:** Alternative education environments are available for those students who have demonstrated difficulty functioning in a regular instructional setting.

#### **Consequences for Violations of Behavior and Discipline Policies**

- Saturday School - a program for high school students, which is provided as a consequence for inappropriate student behavior and as an alternative to suspension, especially in cases involving attendance and behavior-related problems.
- Corporal Punishment - The Board of Education prohibits, in any manner, the use of corporal punishment in the disciplining of any student. Corporal punishment is defined as physical punishment or undue physical discomfort inflicted on the body of a student for the purpose of maintaining discipline or to enforce school rules.

- Detention is the placement of a student in a supervised school setting during the school day, before or after school, and on Saturdays.
- Restricted Access/School Probation- Under this provision, a student is allowed on school property only during the academic school day.
- Suspension is the denial of a student's right to attend school for violation of school system policy. A principal may suspend a student for 10 days or less. Suspensions in excess of 10 days require a hearing.
- Expulsion is the removal of a student from school, either for a specified period of time or permanently, as determined by the Board of Directors.
- Copies of entire policies and supporting regulations and procedures are available upon request through the school or at the district's website.

## **ELECTRONIC DEVICES**

This refers to devices including, but not limited to, radios, stereos, CD players, MP3 players, hand-held games, other personal entertainment devices, video cameras/recorders, tape/audio recorders, pagers/beepers, cellular phones, laser pointers or other communication devices.

Such devices may not be used in the high school without prior administrative permission. The Oxford Area School District is not responsible for the theft of said items. The device will be confiscated and returned to the student the first time. The second time it will be returned to a parent/guardian. Third and subsequent times will be considered uncooperative behavior resulting in disciplinary consequences and parental retrieval of the device.

## **SEARCHES**

### **Student Searches - Policy 5470**

It shall be the policy of the Oxford Area School District that searches shall be permitted and conducted, consistent with the fourth amendment of the Constitution of the United States, to uncover illegal or forbidden substances, materials or objects. Searches are to be conducted when there is reasonable suspicion that illegal or forbidden substances, materials or objects, including but not limited to weapons and drugs, are on the premises or in the possession of students and that

the conduct of such searches will reveal evidence of a violation of law or school policy. For purposes of this policy, searches shall be permitted and conducted to uncover illegal or forbidden substances, materials or objects on a student's person, in a student's locker, in any student's possession or in any area of the school building. Furthermore, it shall be the policy of the Oxford Area School District that random searches and the use of outside agencies, resources, personnel and tactics shall be permitted when there is reasonable suspicion that such searches will reveal evidence of a violation of law or school policy.

By this policy, the conduct of the following types of searches shall be authorized:

- A. Body search – The search of a person to include pat down, the emptying of pockets, the removal of garments but only to the lowest layer of outer clothing. This type of search will only be conducted when there is reasonable suspicion that the search of that individual student will reveal evidence of a violation of law or school policy.
- B. Search of possessions – The search of items brought to school by students, which may contain illegal or forbidden substances, materials or objects. This might include, but is not limited to, such items as book bags, gym bags, purses, wallets or any object that might be used to conceal or carry items. This type of search will only be conducted when there is reasonable suspicion that the search of an individual student's possessions will reveal evidence of a violation of law or school policy.
- C. Locker search – The search of school lockers, desks, bookcases and apparatus available to students for their use. Lockers, desks, book cases, etc., are considered the property of the school district, not the property of the student, and are subject to search at any time, without notice, without student consent, and without search warrants.
- D. Sweep searches -- The search of all or a portion of a school building incorporating school or non-school resources, conducted without notice and without a search warrant, in order to detect the presence of illegal or forbidden substances, materials or objects.

The Superintendent of Schools shall develop procedures for the implementation of this policy. In all cases care must be exercised to

insure that all search activity undertaken does not violate protected rights.

### **BULLYING AND CYBER BULLYING- 5490**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated. All forms of bullying and cyber bullying by school district students are hereby prohibited.

Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline. Students who have been bullied or cyber bullied shall promptly report such incidents to the designated employees. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint. The School District shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, employee or volunteer of the School District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

- Physically, emotionally or mentally harassing a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear or physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying. Each

student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to School District employees. All employees who receive a bullying or cyber bullying complaint shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be submitted to the building principal. The building principal or his/her designee will inform parents of the victim and person accused.

### **Complaint Procedure**

- A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a School District employee.
- The School District employee will investigate the alleged conduct that occurred.
- The School District employee may ask assistance from other School District employees in the investigation process.
- After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension or expulsion.

### **SEXUAL HARASSMENT - POLICY 5500**

Oxford Area School District is to maintain a learning environment that is free from sexual harassment of any of its students. Sexual harassment consists of unwelcome sexual advances; requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature, when made by any member of the staff or by another student toward a student. Acts of sexual harassment may include, but are not limited to, verbal harassment or abuse; pressure for sexual activity; remarks to a student with sexual implications; unwelcome touching; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning a student's grades, academic standing or general well being. Any student who feels that he or she has been subjected to an incident of sexual harassment should report the incident

immediately to the school administration or any other individual who can initiate an investigation.

More detailed information about policy 5500 concerning sexual harassment of students is available through the principal's office or at the Administration Building, Oxford Area School District Title IX Coordinator, Mr. Charles Lewis, 119 South Fifth Street, Oxford, PA 19363, 610-932-6600.

### **SMOKING**

Students are not permitted to smoke or have in their possession tobacco or smoking paraphernalia such as matches, lighters, etc., at any time on school property. Possession of tobacco, tobacco products or paraphernalia will be considered as a violation of the smoking policy. School district policy and Pennsylvania law prohibit smoking on school property. Students found to be in violation of this offense will be referred to the District court in addition to other consequences.

### **Terroristic Threats**

Threatening to commit any crime of violence with the intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience.

### **WEAPONS**

**Policy 5480** It shall be the policy of the Oxford Area School District that no weapon shall be found on the person of a student, under a student's control, on school property or at any school activity either held on school property or held away from school property. For

purposes of this policy the definition of a weapon shall include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily. The term "weapon" shall also include items, which are replicas or look-alike weapons by virtue of appearance or the manner in which displayed would cause reasonable apprehension or a threat to a safe school environment. No student shall

interfere with the normal conduct of activities on school premises by exhibiting, using or threatening the use of any weapon or dangerous instrument, or any item resembling a weapon or dangerous instrument.

Any student violating this policy shall be subject to disciplinary action up to and including expulsion from school.

When appropriate, criminal charges will be filed with the police in cases where the possession and/or concealment of a dangerous weapon is consistent with the prohibitions as defined in civil law.

Unless otherwise stipulated, expulsion from school for violation of this policy shall be for a period of time not less than one (1) year. In those cases where the violation of this policy involves a student with a defined disability, enforcement of this policy shall be consistent with all applicable state and federal laws, regulations or guidelines. The Superintendent of Schools shall establish procedures and guidelines for the implementation and enforcement of this policy. These procedures and guidelines shall include provisions for implementation, which take into consideration the age and grade level of the student, and those cases of violations of this policy involving students with disabilities. The Superintendent shall be allowed to modify any disciplinary requirement, including expulsion, for violation of this policy by a student, on a case-by-case basis in those instances where the possession of a weapon in school requires expulsion from school for a period of time consistent with state or federal law.

**\*Enforcement of the above list will be at the discretion of faculty and administrative staff.**

#### **Behavioral Contract**

A written agreement between a student, the student's parent, and an administrator that specifically states the behavioral conditions that must be met by the student. Failure to do so may result in further specific disciplinary action.

#### **BUS REGULATIONS**

"The Oxford School District has authorized the use of video/audio cameras on school buses. These cameras can record both what is said

and done on buses. The video/audio cameras will be used to monitor student behavior to maintain order on the school buses to promote and

maintain a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records

and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to review the tapes of their child if the tapes are used in a disciplinary proceeding involving their child." **Students are not permitted to walk to or from the High School if school-provided transportation is available. Students are under the jurisdiction of the school from the time they depart from home until they arrive home at the end of the school day. All rules and regulations that apply in school also apply on school buses. The bus driver is in charge and has the right and duty to enforce all rules.**

Students violating rules will be reported to the administration, who will take appropriate action. Violations may result in a student being denied the use of the school buses. Students will be discharged from their school bus at their regular school bus stop unless prior arrangements are made with school administration. Parents wishing to arrange for a different bus or bus stop should request the change in writing prior to the start day of the change. No adult will be allowed to remove a student from a school bus without prior arrangement with the administration.

#### **Corporal Punishment**

It shall be the policy of the Oxford Area School District that corporal punishment shall not be used as a means of controlling student behavior. This policy in no way restricts the use of reasonable force by teachers and school authorities to quell a disturbance; to obtain possession of weapons or other dangerous objects; in self-defense; or for the protection of persons or property. The principal of each building shall develop appropriate procedures for implementing this policy.

#### **Detention (Central)**

- Central detention begins promptly at 2:35 P.M. and ends at 3:30 P.M. Students are to go to their lockers or to the lavatory, or make any phone calls before coming to detention. Students will not be given passes to leave detention.
- Students must bring materials to study or read during their time in detention. They are not permitted to sleep, eat or drink while in detention.
- Failure to serve detention may result in further disciplinary action.
- Failure to comply with the above guidelines will result in an additional detention being assigned.

### **Detention (Teacher-Issued)**

Detention period is a time when the student is assigned to stay after school by a teacher for unacceptable student behavior in the classroom. This consequence is assigned for offences that do not require administrative intervention. Any teacher has the authority to correct misconduct at any time. Therefore, any teacher may assign a detention to any student. Failure to attend teacher detention may result in referral to the Assistant Principal's office.

### **Discipline Referral**

The Discipline Referral Form will be sent when students are referred to the office for disciplinary reasons. Students sent to the office should report to one of the secretaries and remain in the office until given permission to do otherwise. At no time should a student leave the office and return to class, go to some other area of the building or leave the building without permission to do so. Failure to comply with these instructions may result in action above and beyond that required by the original referral.

## **SUSPENSION (OUT OF SCHOOL)**

Suspension from school is a serious matter. Repeated violations of school regulations that result in suspension as a discipline measure may result in referral to the Oxford Area Board of School Directors with a recommendation for expulsion. In the event of school closing, out-of-school suspension would be extended to include the proper number of consecutive school days.

During the period of suspension, the following conditions will prevail:

1. Students must remain at home during the hours in which school is in session.
2. Students are responsible to promptly make up schoolwork missed while on suspension.
3. Attendance at any school function or the participation in any school activity is denied until the suspension is over.
4. If conditions of suspension are violated, the student may be subject to additional disciplinary action.
5. A parent conference will be scheduled

## **SCHOOL PROBATION**

Students forfeit the privilege of participating in any school activity for the length of the disciplinary action assigned or for a length of time determined by an administrator. Additional violations/referrals may extend term of probation.

The student on probation

- Will not attend/participate in extracurricular activities such as athletic/ academic contests or practices, dances, band/chorus, fieldtrips, etc.
- Will not remain on school grounds after school hours, except for detention or tutoring
- Will have all driving privileges revoked for the period of probation

## **DRUG AND ALCOHOL POLICY: PREFACE**

This policy including its rules, regulations, and guidelines is a coordinated effort by the Oxford Area School District to openly and effectively respond to the potential and actual uses and abuses of drugs, alcohol, and mood-altering substances by members of its entire student population.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Oxford Area School District will work to educate, prevent and intervene in the use and abuse of all drugs, alcohol and mood altering substances by the entire student population. As an extension of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to a student's unlawful use, abuse, sale, distribution, and/or possession of drugs, alcohol, any mood-altering substances, or paraphernalia associated with the use of drugs, alcohol, and mood altering substances.

Please reference OASD Policy 5430 for the complete policy @ <http://www.oxford.k12.pa.us/board/policies/index.html>

## **VIDEO SURVEILLANCE - POLICY 5475**

A. The Board recognizes the district's responsibility to maintain order and discipline on school property. Recorded images may be used with the disposition of disciplinary actions, including legal proceedings.

The Board also desires to afford students and staff privacy in respect to the records maintained by the district. Therefore, video surveillance will be used as a security measure.

B. Balancing the right of privacy of students and staff against the district's duty to maintain order and discipline, the Board deems it appropriate to provide for the use of video camera surveillance on school grounds and in school buildings.

The following guidelines will govern the use of video cameras for surveillance:

1. The district shall notify students, parents and staff that video surveillance may occur on any school property. The district shall post appropriate signs and incorporate notice in the student handbook.
2. The use of video recordings from surveillance equipment shall be subject to other Board policies, including policies concerning the confidentiality of student and staff records.

C. Video surveillance shall only be used to promote order, safety and security of students, staff and property. Video footage may and will be used to substantiate violations of the district discipline policy. Parents shall not have the right to view footage unless the disciplinary action results in court/legal proceedings. All recorded footage is the property of the Oxford Area School District.

**Smoking Policy** - The Oxford Area School District is a smoke-free institution. It is the policy of the Oxford Area School District that smoking and the use of tobacco products be prohibited in all buildings and on school property, buses, vans and vehicles that are owned, leased or controlled by the district.

### **NO CHILD LEFT BEHIND**

**(NCLB)** - The educational plan, instituted by President Bush requires that districts inform parents of the following rights:

1. Parents/guardians have the right to inspect, upon request, any instructional material used as part of their child's educational curriculum.
2. Parents/guardians will be notified prior to physical and dental examinations in order to make opt-out provisions.

3. Parents/guardians have the right to inspect, upon request, third party surveys before they are administered to the students.
4. NCLB requires school districts that receive federal funds to disclose names, addresses and telephone numbers of secondary students to military recruiters and institutions of higher education. Parents/guardians may request this information not be released.
5. Parents/guardians have the right to inspect, upon request, any assessment instruments and data used as part of their child's educational curriculum.
6. Parents/guardians of a Title I child have a right to participate in the design, development, operation and evaluation of the Title I program.
7. Parents/guardians of a Title I child have a right to request the qualifications of students' classroom teachers and paraprofessionals performing instructional duties for their child.
  
8. Parents/guardians have the right to inspect and review the education records of their child.
9. Parents/guardians may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents/guardians, they shall be notified of the decision. The parents/guardians may request a hearing regarding the amendment.

## **TITLE IX**

It is the policy of the Oxford Area School District not to discriminate on the basis of sex in its educational programs, activities, or employment practices as required by Title IX of the 1072 Education Amendments. Inquiries regarding the compliance with Title IX may be directed to the Director of Human Resources, Title IX Coordinator, at 125 Bell Tower Lane, Oxford, PA 19363 or phone 1-610-932-6665 or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

**Section 504** – It is the policy of the Oxford Area School District not to discriminate against any qualified handicapped person in the employment and operation of its schools, its educational programs, services, and activities and in any other areas where compliance is

required by Section 504 of the Rehabilitation Act of 1973. Inquiries may be directed to the Assistant Superintendent, Title IX Coordinator, at 125 Bell Tower Lane, Oxford, PA 19363 or phone 1-610-932-6665 or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education – Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of - Any other protected information survey, regardless of funding; Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use - Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under Pennsylvania law. The Oxford Area School District has developed and adopted policies, in consultation with parents, regarding these rights, as

well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection,

disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by U. S. Department of Education. Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These records are: The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe

is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C., 20202-5901