



**OXFORD AREA HIGH SCHOOL**

**2022-2023**

**STUDENT/PARENT HANDBOOK**

**Principal**

Mr. James A. Canaday

**Assistant Principals**

Ms. Dana Douglas

Mrs. Stephanie Farmer

Mr. Andrew Wendle

**Superintendent of Schools**

Dr. David A. Woods

### **High School Phone Numbers**

High School Office	610-932-6640
Fax	610-932-6649
Principal's Office	610-932-6642
Assistant Principal's Office	610-932-6641
Guidance Office	610-932-6646
Health Room/Nurse's Office	610-932-6643
Library	610-932-6654
Athletic Director	610-932-6653

### **School District Phone Numbers**

Central Administration/District Office	610-932-6600
Superintendent's Office	610-932-6603
Food Service (District)	610-932-6660
Transportation (District)	484-365-6021
Jordan Bank Elementary School (Kindergarten)	610-932-6625
Elk Ridge Elementary School (Grades 1-2)	610-932-6670
Nottingham Elementary School (Grades 3-4)	610-932-6632
Hopewell Elementary School (Grades 5-6)	484-365-6150
Penn's Grove Middle School (Grades 7-8)	610-932-6615

### **Other Useful Phone Numbers**

Crisis Intervention	877-918-2100
Human Services	610-696-4900
Oxford Neighborhood Services	610-932-8557
Children, Youth, & Families (CYF)	800-692-1100
Oxford Borough Police	610-932-2500
Pennsylvania State Police – Avondale Barracks	610-268-2022

### **Website**

Oxford Area School District	<a href="http://www.oxfordasd.org">www.oxfordasd.org</a>
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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/Tobacco Use and Use of Electronic Cigarettes / Vaping on school grounds or at school-related affairs.
  - j) Verbal abuse of school employee.

\* Suspension is an exclusion from school for a period of one to ten consecutive school days.

\*\* Expulsion is an exclusion from school by the governing body (Board of School Directors) for a period of more than 10 consecutive school days.

**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.

### Oxford Area High School Core Values

- *Trust, respect, and compassion*  
Trust, respect, and mutual support for each of its individual members are the fundamental bonds that unite our community
- *Self-discipline and teamwork*  
Self-motivated individuals with a strong sense of teamwork are the most likely to succeed in life.
- *Honesty and integrity*  
Trust in any community is dependent on its members being honest with each other and honorable in their response to difficulties
- *Commitment to excellence*  
We commit to excellence and strive to broaden our individual talents.
- *Responsibility*  
As individuals, we will take responsibility for our actions and hold ourselves accountable for our commitments.
- *Service to others*  
In an interdependent world, our ability to reach out to others will be what defines our humanity and strengthens our community.

## ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

<b>Mr. Canaday Principal</b>	<b>Mrs. Farmer Assistant Principal</b>	<b>Ms. Douglas Assistant Principal</b>	<b>Mr. Wendle Assistant Principal</b>
<b>Total School Operations</b>			
Student Supervision, Discipline and Attendance	Student Supervision, Discipline and Attendance	Student Supervision, Discipline and Attendance	Student Supervision, Discipline and Attendance
Teacher Observations and Evaluations	Teacher Observations and Evaluations	Teacher Observations and Evaluations	Teacher Observations and Evaluations
LEA for Special Education and 504 Service Agreements	LEA for Special Education and 504 Service Agreements	LEA for Special Education and 504 Service Agreements	LEA for Special Education and 504 Service Agreements
Chaperone School Events	Chaperone School Events	Chaperone School Events	Chaperone School Events
Staff Selection and Assignments	Discipline Reports	Discipline Reports	Discipline Reports
Finance, Budgeting, Purchasing, and Grants	Attendance Reports	Attendance Reports	Attendance Reports
Staff Development and Training	Student Attendance Improvement Plans and Truancy Court	Student Attendance Improvement Plans and Truancy Court	Student Attendance Improvement Plans and Truancy Court
Public Relations, including Website Maintenance and Blackboard Mass Notifications	iPad Distribution and Collection	Keystone staff scheduling	Underclass SOTM
Development and Implementation of School Improvement Plan	School-wide PBIS	Master Schedule and Data Management	Student Staff Parking
Supervision of Non-professional Staff	Keystone Testing	Data Committee	Summer School
PIAA & Ches-Mont League Representative	Grade 9 and 12	Grade 10	Grade 11
Development of School Events Calendar	PLTW	Fundraiser Approval	Benchmarking
Dual Enrollment Programs/ECA			District Safety Committee and School Evacuation and Safety Procedures
Clubs and Activities			Assemblies and Communication
Field Trips			
Work/Repair Orders			
District Athletics and Student Activities Committee			
District Facilities Committee Grade 12			



## Building Evacuation Procedures

During both fire and severe weather alert drills, students will be under the 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 classroom's designated area. 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.**

## Communication for School Closings, Delayed Openings, and School Emergencies

Oxford Area School District provides information concerning school closings on the district website and using phone and email notifications. Announcements concerning school closings will also be given to the following:

Television:

CBS 3 Philadelphia  
ABC 6 Philadelphia  
NBC10 Philadelphia  
WGAL 8 Lancaster

Radio:

KYW-AM 1060 Philadelphia (School Code 858)  
WCOJ-AM 1420 Coatesville  
WDAC-FM 94.5 Lancaster

## 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.** The high school staff will assign lockers to all students. Locker assignments and locker combinations 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 main 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 in the PE locker room. Students must store their book bags in their lockers before the start of homeroom through the end of the school day. Students are not permitted to carry book bags between classes or at any time during the school day.

## 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. All visitors must show photo ID, sign in and receive a visitor badge. ***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.

## Working Papers

Students under the age of 18 who need working papers (Employment Certificates) in order to gain employment may obtain them from the **front 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. Students/parents desiring to obtain working papers should contact the **front office secretary** to schedule an appointment. Information on working papers can be found on the OAHS website ([www.oxfordasd.org](http://www.oxfordasd.org)) as well. Students wishing to obtain working papers for a job outside of PA must contact that state's labor department.

## 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. Parents have the right to request that students not be photographed or used in any type of publicity.

## Daily Schedule and Bell Schedules

Oxford Area High School operates on a four day rotating schedule. Days are designated with letters to identify the length of instructional periods and classes students will attend.

**The normal day schedule rotation is A day, A day, B day, C day.**

On A days, students attend all classes on their roster for short instructional periods.

On B days, students attend classes with odd numbered periods for long instructional periods.

On C days, students attend classes with even numbered periods for long instructional periods.

Letter days are announced each morning and are posted monthly on the high school webpage. The rotation of letter days may be altered due to school or calendar related events.

Regular School Day Bell Schedule:

Short Instructional Period Day - "A" Day

Warning Bells at 7:30 and 7:37

Time:	Period:		
7:39-7:45	Homeroom (6 min)		
7:49-8:31	Period 1 (42 min)		
8:35-9:17	Period 2 (42 min)		
9:22-10:04	Period 3 (42 min)		
10:08-10:50	Period 4 (42 min)		
10:55-11:25	Lunch 1 (30 min)	Period 5A (42 min)	Period 5A (42 min)
11:29-11:37	Period 5B (42 min)		
11:41-12:11		Lunch 2 (30 min)	Period 6A (42 min)
12:15-12:23	Period 6B (42 min)	Period 6B (42 min)	
12:27-12:57			Lunch 3 (30 min)
1:02-1:44	Period 7 (42 min)		
1:48-2:30	Period 8 (42 min)		

Long Instructional Period Day - Odd Periods - "B" Day

Warning Bells at 7:30 and 7:37

Time:	Period:		
7:39-7:47	Homeroom (8 min)		
7:51-9:19	Period 1 (88 min)		
9:23-10:51	Period 3 (88 min)		
10:56-11:26	Lunch 1 (30 min)	Period 5 (42 min)	Period 5 (88 min)
11:30-11:38	Period 5 (88min)	5A and 5B	5A and 5B
11:42-12:12	5A and 5B	Lunch 2 (30 min)	
12:16-12:24		Period 5 (42 min)	
12:28-12:58		5A and 5B	Lunch 3 (30 min)
1:02-2:30	Period 7 (88 min)		

Long Instructional Period Day - Even Periods - "C" Day

Warning Bells at 7:30 and 7:37

Time:

Period:

7:39-7:47	Homeroom (8 min)		
7:51-9:19	Period 2 (88 min)		
9:23-10:51	Period 4 (88 min)		
10:56-11:26	Lunch 1 (30 min)	Period 6 (42 min)	Period 6 (88 min) 6A and 6B
11:30-11:38	Period 6 (88min)	6A and 6B	
11:42-12:12	6A and 6B	Lunch 2 (30 min)	
12:12-12:24		Period 6 (42 min)	
12:28-12:58		6A and 6B	
1:02-2:30	Period 8 (88 min)		

Two Hour Late Bell Schedules

"A" Day

Warning Bells at 9:30 and 9:37

Time:

Period:

9:39-9:46	Homeroom (7 min)		
9:50-10:15	Period 1 (25 min)		
10:19-10:44	Period 2 (25 min)		
10:49-11:14	Period 3 (25 min)		
11:18-11:43	Period 4 (25 min)		
11:48-12:18	Lunch 1 (30 min)	Period 5A (30 min)	Period 5A (30 min)
12:22-12:52	Period 5B (30 min)	Lunch 2 (30 min)	Period 6A (30 min)
12:56-1:26	Period 6B (30 min)	Period 6B (30 min)	Lunch 3 (30 min)
1:31-1:58	Period 7 (27 min)		
2:02-2:30	Period 8 (28 min)		

"B" Day

Warning Bells at 9:30 and 9:37

Time:

Period:

9:39-9:45	Homeroom (6 min)		
9:49-10:44	Period 1 (55 min)		
10:48-11:43	Period 3 (55 min)		
11:48-12:18	Lunch 1 (30 min)	Period 5 (30 min)	Period 5 (64 min)
12:22-12:52	Period 5 (64 min)	Lunch 2 (30 min)	
12:56-1:26		Period 5 (30 min)	Lunch 3 (30 min)
1:30-2:30	Period 7 (60 min)		

"C" Day

Warning Bells at 9:30 and 9:37

Time:

Period:

9:39-9:45	Homeroom (6 min)		
9:49-10:44	Period 2 (55 min)		
10:48-11:43	Period 4 (55 min)		
11:48-12:18	Lunch 1 (30 min)	Period 6 (30 min)	Period 6 (64 min)
12:22-12:52	Period 6 (64 min)	Lunch 2 (30 min)	
12:56-1:26		Period 6 (30 min)	Lunch 3 (30 min)
1:30-2:30	Period 8 (60 min)		

Extended Homeroom Schedule - "A" Day only

Warning Bells at 7:30 and 7:37

Time:

Period:

7:39-7:57	Homeroom (18 min)		
8:01-8:40	Period 1 (39 min)		
8:44-9:23	Period 2 (39 min)		
9:28-10:07	Period 3 (39 min)		
10:11-10:50	Period 4 (39 min)		
10:55-11:25	Lunch 1 (30 min)	Period 5A (42 min)	Period 5A (42 min)
11:29-11:37	Period 5B (42 min)		
11:41-12:11		Lunch 2 (30 min)	Period 6A (42 min)
12:15-12:23	Period 6B (42 min)	Period 6B (42 min)	
12:27-12:57			Lunch 3 (30 min)
1:02-1:44	Period 7 (42 min)		
1:48-2:30	Period 8 (42 min)		

## ACADEMIC AFFAIRS

### Graduation/Promotion Requirements

Promotion is based on the cumulative number of credits successfully completed each year. The minimum credits required for promotion are listed below:

From 9 <sup>th</sup> Grade to 10 <sup>th</sup> Grade	6.0 credits
From 10 <sup>th</sup> Grade to 11 <sup>th</sup> Grade	12.0 credits
From 11 <sup>th</sup> Grade to 12 <sup>th</sup> Grade	18.5 credits
Graduation	25.5 credits

Students are required to earn specific credits in order to graduate from Oxford Area High School.

English	4.0 credits
Mathematics	3.0 or 4.0 credits*
Science	3.0 or 4.0 credits*
Social Studies	3.0 credits
Health and Physical Education	1.5 credits
Electives	10.0 credits
<b>TOTAL CREDITS FOR GRADUATION</b>	<b>25.5 credits</b>

\* Students must earn a total of seven (7) credits in Mathematics and Science, by passing four (4) Math and three (3) Science courses, or by passing three (3) Math and four (4) Science courses.

#### ADDITIONAL REQUIREMENTS:

1. Per Act 158 of 2018, beginning with the class of 2023 students must demonstrate proficiency in Algebra 1, Literature, and Biology as measured by Keystone Exams or another State approved pathway.
2. Students must take Seminar, Taking Care of Business, and Financial Fitness prior to graduation.
3. ATP Seminar 9 will fulfill the requirements for Seminar/Taking Care of Business and ATP Seminar 11 will fulfill the requirement for Financial Fitness.
4. Transitions I will fulfill the requirements for Seminar/Taking Care of Business and Transitions III will fulfill the requirements for Financial Fitness.

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

## Course Selection

Students select their courses for the next school year in the months of January and February. Course selection information will be distributed to students during an assembly presentation. Course offerings, promotion and graduation requirements, as well as the scheduling process will be discussed. Following the presentations, students should discuss their course selections with their parents/guardians and determine the courses that the student will request for the following school year.

Students who will be in 9th, 10th, or 11th grades should request a total of eight (8.0) credits, plus alternates. Failure to request the appropriate number of courses and credits during the advertised timeline will result in the student's schedule being determined by school staff and will be filled with remaining availability in courses (students will not be able to select their elective choices).

Guidance counselors will then meet individually with current students to review the student's course requests and to verify the student's progress in fulfilling graduation requirements. Both students and parents are encouraged to make appointments with the counselor to review the student's academic record and to discuss the courses that the student has selected. Course request verification sheets will be sent home once prior to finalizing student and teacher schedules. Once schedules are finalized and made available, no further changes to course requests will be accepted.

## Course Level Guidelines

**Advanced Placement:** This level is for students who plan to pursue post-secondary schooling at highly competitive colleges or universities. Advanced Placement courses assume students already have strong foundations in the specific subject area of the course and are seriously interested in preparing to take the subject area Advanced Placement test. This level provides opportunities for academically talented students whose abilities, interests, and demonstrated levels of performance to perform college level work in high school. All course specific prerequisites must be met with a grade of at least 85%. Satisfactory or advanced performance on standardized assessments and staff recommendations will also be considered as part of level placement criteria.

**Honors:** This level is for students who plan to pursue post-secondary schooling at highly competitive colleges or universities. Honors courses require students to have well-developed academic skills which enable students to pursue independent learning. This level is for students who are capable of higher levels of thinking and demonstrate the ability to write, speak, and analyze in a highly competent manner. All course-specific prerequisites must be met. Satisfactory or advanced performance on standardized assessments and staff recommendations will also be considered as part of level placement criteria.

**College Prep (CP):** This level is for students who plan to pursue post-secondary schooling at two or four-year colleges or universities or institutions of higher learning. College Prep courses require students to have academic skills which enable students to grow towards independent learning and success in a college level program. This level is for students who are capable of higher levels of thinking and demonstrate the ability to write, speak, and analyze in a competent manner. All course-specific prerequisites must be met. Satisfactory performance on standardized assessments and staff recommendations will also be considered as part of level placement criteria.

**Academic Level (AC):** This level is for students who plan to pursue vocational training, enlistment in the military, or entrance directly into the workforce. Academic Level courses require students to focus on improvement of academic and other skills towards ensuring success in future school or work opportunities. All course specific prerequisites must be met. Performance on standardized assessments and staff recommendations will also be considered as part of level placement criteria.

## Moving from One Level to Another from Year to Year

If a student performs at a consistently high standard and maintains a grade of at least 90% within an AC or CP course, the student should consider moving to a more demanding level in the succeeding school year. Students who find that a level course is too challenging and do not maintain a passing grade should consider dropping a level within that content area for the succeeding year.

## Course Availability

Courses will be offered contingent upon sufficient enrollment and availability of instructional staff and classroom space.

## Schedule Changes

The course selection process should represent the student and parent's final course requests during the announced timeline. Once course verification sheets have been distributed, students and parents will have a short timeframe to make changes to a student's course requests for next year. Changes to course requests for next year will not be accepted after the designated deadline. School personnel will then build a master schedule and will generate each student's schedule based on those requests.

Schedule changes will only be made in following circumstances:

- irresolvable scheduling conflict
- scheduling error
- a failing grade in a current course
- a course pre-requisite not being fulfilled
- recommendation of the administration

Schedule changes to accommodate requests for specific teachers will not be accepted.

To request a schedule change due to one of the above listed reasons, the student and parent must submit a letter to the Principal with specific information regarding the reason for the request, the course(s) that are requested to be dropped, and the course(s) that are requested to be added. The Principal will decide whether to grant the request based on the above procedures and compliance with procedures related to student assignment.

**All schedule change requests must be received within two weeks of receiving your schedule.** Students will only be permitted to substitute courses that were originally requested as a request or alternate during the initial course selection timeline. The student must remain in class until notified by the counselor as to when the change will become effective. In the event that a schedule must be altered after the end of the first semester, it will require the written approval of the Principal. Courses that are dropped after the approved schedule change period may become a part of the student's permanent academic record, resulting in the student receiving a grade of "0" for the marking period in which the course was dropped as well as the final grade for the course.

## Dual Enrollment

Partnerships have been established with various post-secondary institutions, including Delaware County Community College, Cecil College, Harrisburg Area Community College, Lancaster General College of Nursing and Health Sciences, Thaddeus Stevens College of Technology, West Chester University of Pennsylvania, Eastern Mennonite University, and Goldey Beacom College, in order to expand the types of courses that are available to students. Students interested in pursuing options at community colleges, colleges, or other higher education institutions should consult with their counselor for more information. These courses are opportunities for students to gain high school and college credit simultaneously. Students should consult with their counselor to gain a deeper understanding of these opportunities. For the most up to date information on dual enrollment, please refer the district website at [www.oxfordasd.org](http://www.oxfordasd.org) and select Oxford Area High School >Departments>Guidance.

## 21<sup>st</sup> Century Learning Initiative

Under the 21<sup>st</sup> Century Learning Initiative, all students enrolled in grades 9-12 will receive an iPad (with some preinstalled apps), charger, and protective carrying case for use both in school and at home. This equipment is the property of the Oxford Area School District and is on loan to the student for the current academic school year. The purpose of providing students with technology on a one student-to-one device ratio is to achieve the goal of enhancing teaching and learning by utilizing online and digital resources and by delivering opportunities for students to learn in a technology-based mode with which they are comfortable and familiar.

Students and parents must sign and return the Acceptable Use Agreement, the Equipment Loan Agreement, and pay a technology fee annually. To view the agreement documents and read more information about this initiative, please visit the high school and district websites.

## Grade Reporting

Grades will be reported to students and parents at the conclusion of each marking period. Parents and students will be notified approximately one week after the close of each marking period that grades are available to view in Power School. Report cards will be printed and distributed to students after 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters. Final report cards can be mailed upon request.

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.

## Grading

**The grading scale for Oxford Area High School and Penn's Grove School:**

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-66
F	0-64

**65 is the minimum passing grade.**

Marking period grades will be determined by the following percentages:

- **70% - Performance Assessments** – Tests, quizzes, and skill-based performance measures
- **20% - Formative Assessments** – Classwork, in-class assignments, class participation, and other in-class measures
- **Not more than 10% - Homework**

For classes where Homework will count less than 10%, the remaining percentage will be added to Performance Assessments.

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. 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.

### Grading Procedures for Late Homework and Assessments

**Homework:** must be submitted prior to class; any late submissions will receive zero credit

**Formative Assessments:** One day late receives 50% deduction; after one day late submissions will receive zero credit except for tests/quizzes that can be made up by the end of the marking period

**Performance Assessments:** all tests and quizzes can be made up throughout the end of the marking period; projects, papers, presentations that are one day late will result in a 10% deduction. Anything after one day will result in a 50% deduction and can be made up until the end of the marking period.

*\*The above does not apply to Early College Academy and Advanced Placement courses.\**

*\*Individual Education Plans and English Language Learner accommodations supersede the above grading procedures.\**

*\*Students and teachers should work together to ensure that quizzes and tests are completed in a timely manner.\**



## 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. Teachers will contact parents to report marking period failures and course failures.**

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 on a weighted 4.0 scale according to the following table:

Letter Grade:	Numeric Range:	College Prep level Academic level Unleveled courses	Honors level Language IV and V ATP Seminar PLTW courses Early College Academy Courses in Freshman Year	AP level Dual Enrollment College courses (except those listed in previous column) Allied Health Teacher Academy
A+	100	4.5	4.75	5.0
A+	99	4.4	4.65	4.9
A+	98	4.3	4.55	4.8
A+	97	4.2	4.45	4.7
A	96	4.1	4.35	4.6
A	95	4.0	4.25	4.5
A	94	3.9	4.15	4.4
A	93	3.8	4.05	4.3
A-	92	3.7	3.95	4.2
A-	91	3.6	3.85	4.1
A-	90	3.5	3.75	4.0
B+	89	3.4	3.65	3.9
B+	88	3.3	3.55	3.8
B+	87	3.2	3.45	3.7
B	86	3.1	3.35	3.6
B	85	3.0	3.25	3.5
B	84	2.9	3.15	3.4
B	83	2.8	3.05	3.3
B-	82	2.7	2.95	3.2
B-	81	2.6	2.85	3.1
B-	80	2.5	2.75	3.0
C+	79	2.4	2.65	2.9
C+	78	2.3	2.55	2.8
C+	77	2.2	2.45	2.7
C	76	2.1	2.35	2.6
C	75	2.0	2.25	2.5
C	74	1.9	2.15	2.4
C	73	1.8	2.05	2.3
C-	72	1.7	1.95	2.2
C-	71	1.6	1.85	2.1
C-	70	1.5	1.75	2.0
D+	69	1.4	1.65	1.9
D+	68	1.3	1.55	1.8
D+	67	1.2	1.45	1.7
D	66	1.1	1.35	1.6
D	65	1.0	1.25	1.5
F	0-64	0	0	0

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

1. Each grade is assigned a numeric value according to the table on the previous page.
2. Multiply the GPA value 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.

PowerSchool calculates GPA automatically at the conclusion of each marking period.

**Class Rank**

Class Rank is determined by using cumulative GPA by grade level. The student with the highest cumulative GPA in his/her grade will be ranked first. The student with the second highest cumulative GPA in his/her grade will be ranked second, and will follow this until all students in a grade level are ranked. Students who shared identical cumulative GPAs will share the same rank and the next student will be ranked after the total number of students ranked in front of him/her. For example, if two students have identical GPAs and share the rank of 3<sup>rd</sup> in class, the student with the next highest GPA will be ranked 5<sup>th</sup>.

**Scholarships and Awards**

Please contact your school counselor regarding local scholarship opportunities. Scholarships are advertised on school announcements and on the OASD website at [www.oxfordasd.org](http://www.oxfordasd.org) and select Oxford Area High School >Departments>Guidance. You can also view scholarship opportunities by accessing your "Family Connection Account." Your Username and Password is the same as your Power School login.

**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.

**Workplace Experience**

Students on Senior Workplace Experience must adhere to the following guidelines:

1. Students must be passing ALL classes to maintain Senior Workplace Experience status.
2. Students are expected to continue to follow all school rules, district policies, and administrative directives at all times as a member of the student body.
3. Students are responsible for their own transportation when following their Senior Workplace Experience schedule. If you do not have transportation to and from school at the time of your classes, you will not be granted Senior workplace Experience privileges.
4. Students with Senior Workplace Experience are responsible to get necessary information that is distributed during homeroom. Students are responsible to access website for all pertinent information usually distributed in HR (i.e.: graduation, cap/gown, prom, fundraiser, etc.). Check in with senior class advisor.
5. Students must leave the building promptly after their last scheduled class. All students must exit from the main office.
6. Student drivers are required to have a valid OAHS parking permit.
7. Parent notes are still required for any absences, early dismissals, or late arrivals. Being 18 years of age does not allow students to come and go from the building without parental permission.

# 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.

## Guidance Assignments

### Student Last Name

### Guidance Counselor

A-De

Mrs. Stacey Lock

Di-Ha and Early College Academy

Mrs. Jennifer Williams

He-Me

Mrs. Kathryn Rappold

Mi-Sa and ESL I and II

Ms. Sylvia Cintora

Sc-Z

Mrs. Mary Humphreys

## Homelessness

Homeless Students (McKinney-Vento Act)

The federal McKinney-Vento Homeless Assistance Act guarantees school enrollment for anyone who, due to a lack of housing, does not have a fixed, regular, and adequate nighttime residence.

Who is considered homeless?

Title IX, Part A of the Every Student Succeeds Act (P.L. 114-95) defines homelessness as living in the following places due to lack of a fixed, regular, and adequate nighttime residence:

- In an emergency or transitional shelter
- In a motel, hotel, or campground
- In a car, park, public place, bus or train station, or abandoned building
- Doubled up with relatives or friends due to loss of housing, economic hardship, or similar reason
- In a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- In the above conditions and is a migratory child or youth

If you are in one of the above-mentioned situations, please contact your school counselor and/or the homeless liaison immediately for assistance.

## 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 wide variety of programs for students who require special services. Our district meets the special needs of eligible children and youth with disabilities through a comprehensive multi-disciplinary evaluation, specially designed instruction, and related services. These programs and services are instrumental in helping children and youth with disabilities develop, learn, and succeed in school and other settings. Our programs and services are provided through the school system. Any questions regarding special education should be directed to the high school administrators or guidance counselors.

## HEALTH SERVICES

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 at: [www.oxfordasd.org](http://www.oxfordasd.org) and select School Board>Policies. All forms are available at [www.oxfordasd.org](http://www.oxfordasd.org) and select Oxford Area High School > Departments> Health Office.

### 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 at: [www.oxfordasd.org](http://www.oxfordasd.org) and select School Board>Policies

### 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.

## Health Screenings

The Pennsylvania Public School Code requires certain school health services for all children of school age, regardless of the school setting.

### Height, Weight, and BMI

28 PA Code, Chapter 23.7 – School Health Regulations of the Pennsylvania Department of Health implement the Public School Code. These regulations require **annual** height and weight measurements and that effort be made to determine the growth pattern of each child.

### Vision Screening

28 PA Code, Chapter 23.4 – Vision screening tests shall be conducted **annually** by a nurse, teacher, or medical technician.

### Hearing Screening

28 PA Code, Chapter 23.5(d) – **Each year**, pupils in kindergarten, special ungraded classes, and grades one, two, three, seven, and **eleven** shall be given a hearing screening test.

**Requests for exemption must be presented to the school nurse in writing every year.**

## Cafeteria

Students are expected to:

- Report to the cafeteria promptly at the beginning of their lunch period.
- Be considerate of others and practice good eating manners. Students are responsible for the cleanliness and order of the area in which they are eating.
- Cooperate with the cafeteria supervisors.
- Be able to select their own seat in the cafeteria, unless otherwise assigned by an administrator.
- Remain in the cafeteria until the lunch period ends. Students may leave the cafeteria only to use the restrooms adjacent to the cafeteria.
- Obtain written permission from a teacher or administrator prior to arrival in the cafeteria if they need to leave the before the end of the lunch period. Students must show a valid hall pass to a faculty monitor before leaving.
- Be responsible for bringing up their trays, depositing their trash, and leaving their table ready for others to use.

Students may not:

- **Take food and/or beverage (except for bottled water in a clear, plastic container) from the cafeteria or consume them in the halls, courtyard or classrooms.**
- Order food and have it delivered from outside businesses during the school day.

Breakfast is offered students from 7:00 to 7:30 am in the school cafeteria. Students are expected to follow correct cafeteria procedures. Prices will be determined by the Board of Directors of Oxford Area School District.

All enrolled students of OASD are eligible to receive a nutritional breakfast and lunch each school day during the 2022-2023 school year at no charge to your household. No further action is required of you. Your child(ren) will be able to participate in the meal programs without paying a fee. However, you are still encouraged to fill out Free/Reduced Meal Applications in order to receive additional benefits that may be offered through outside sources. Application forms are available at [www.oxfordasd.org](http://www.oxfordasd.org). On the website, select Departments and then choose Food and Health Services.

Items can still be purchased A La Carte or separate from the “meal” for an additional cost. We strongly encourage you to add money to your child’s School Café account. You can use the link on the district website or got to [www.SchoolCafe.com](http://www.SchoolCafe.com).

## **Hall Passes/Excusal from Class**

Students are expected to be in classrooms or designated locations at all times to ensure their safety and appropriate supervision by staff. Time in classrooms is integral for teaching and learning; therefore, students should minimize their time out of classrooms. When circumstances arise that result in a need to leave a classroom or designated location, students must have a valid hall pass authorized by a staff member. Students are not permitted in the halls during class or lunch for any reason unless they have a valid hall pass. Teachers will exercise discretion when authorizing passes and will limit hall passes to no more than one student out of class at a time.

Students will utilize e-Hallpass on their iPad, an online hall pass system. In addition to the teacher's classroom procedure for students to use a hall pass, e-Hallpass will be used as follows:

- The student will use their network credentials to login to e-Hallpass at [www.e-hallpass.com/login](http://www.e-hallpass.com/login) on their iPad. A dedicated app for e-Hallpass is expected to be available during the school year.
- The student will create the electronic pass.
- The teacher will activate the pass with their secure password on the student's iPad, on the teacher's iPad (after logging into their e-Hallpass account), or on the teacher's desktop or laptop (after logging into their e-Hallpass account).
- Teachers will be responsible for closing or ending passes with their secure password when students return from their destination.

Students should be aware that the administration will have the ability to track active hall passes, as well as the number, frequency, and duration of passes for all students.

Teachers will be issued paper emergency passes to be used in the event of Internet loss or other technology issues.

## **Library**

Classes visit the library to take part in information literacy and inquiry-based activities such as book selection, research projects, and use of technology equipment. With teacher permission, a valid hall pass, and a clear goal in mind, students may also visit the library independently. Upon entrance, students must sign in and present a library staff member with a valid hall pass. Passes from classrooms or lunch are valid for the assigned period only. Students must report to their next class when the bell rings or sign out if they need to return to class before the end of the period. Students who want to visit the library before the school day begins or during their lunch period should obtain a pass from a library staff member. Abuse of library policies may result in suspension of independent library usage privileges.

The library has a wide array of fiction, nonfiction and reference books in print and more than thirty periodical subscriptions and newspapers. Videos, audio books, eReaders, and eBooks are also available for loan. Reference eBooks and subscription databases are accessible from the library website from school directly and from home with a password. Students have access to twenty-five computers on the library floor, a collection of iPads for in-library use, printing, scanning, and the library classroom computer lab. All library technology services are subject to the OAHs Acceptable Use Policy.

The loan period for fiction, nonfiction, audio books and eReaders is three weeks. DVDs circulate for one week and reference books are available for overnight loan. Magazines and newspapers are for library use only. Lost or damaged materials must be replaced by the borrower. If a lost material is recovered, the borrower will receive a refund. Students who are habitually delinquent with materials may have their borrowing privileges suspended until obligations have been met.

## **Lost and Found**

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

## **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 Parking**

Students in grades 10, 11, and 12 who are of a legal driving age may apply for a parking permit, with priority being given to upper classmen. Students must complete a parking application and present proof of vehicle ownership, proof of insurance, and a valid Pennsylvania driver's license to be issued a parking permit.

A parking fee of **\$50** per school year must be paid at the time of completing your application and presenting required documentation. Parking permit is good only for the registered vehicle.

Once a parking permit is issued, it must be displayed inside the vehicle at all times. Students are not permitted in the parking lot or to visit their vehicles during the day unless given permission by an administrator and escorted by a staff member.

**Students with a parking permit may park in the designated student parking lots on a first come, first served basis.**

- Seniors will be eligible to park in a designated student lot in parking spots numbered 1-145.
- Sophomores and Juniors will be eligible to park in designated student lots in parking spots numbered 146-258.
- Vehicles must be parked within a single, lined, and numbered parking spot in the appropriate parking lot. Student parking in staff, reserved, visitor or un-numbered spaces is prohibited.

Students who drive a vehicle to school and park on school grounds without a parking permit, or those who commit driving or parking violations, will be subject to the following consequences:

**1<sup>st</sup> offense** – Student will be provided with a warning. A written notice will be placed on the vehicle informing the student that they need to properly register their vehicle and pay the parking fee as described above.

**2<sup>nd</sup> offense** – Student will be assigned a Saturday Detention. Student will be provided with written notice that they need to properly register their vehicle and pay the parking fee as described above.

**3<sup>rd</sup> offense and subsequent offenses** – The vehicle will be towed at the owner's expense. If the vehicle is unable to be towed during the school day, a parking boot may be put on the vehicle until such time that the vehicle can be towed or the student has properly registered their vehicle and paid the parking fee as described above. Student will be issued a one day suspension.

**Driving to school and using student parking is a privilege and a convenience to the student.** Students who commit driving or parking violations, are excessively late or absent due to their driving privilege, and/or commit multiple disciplinary offenses may have their driving and parking privilege suspended. Continual violations may result in having a student's driving and parking privilege revoked. Students who have their driving and parking privilege suspended or revoked will be required to utilize other means to arrive at school, including riding the bus if students are eligible. Students who have outstanding school obligations may be denied a parking permit

## **STUDENT ACTIVITIES**

### **Absences and Participation in School Activities**

Students must be in school on the day of an activity or they will not be able to attend. This includes, but is not limited to: dances, band concerts, plays, talent shows, sporting events, and extra-curricular activities. Students must have a minimum of a half day of attendance for participation eligibility. It is expected that students will be in attendance on the next school day following an activity or sporting event.

After school activities are an extension of the regular school day. School rules apply at these activities. Students must have prior permission to stay after school on that day. Detentions may not be postponed due to extra-curricular activities without the prior approval of an administrator or person assigning the detention.

All OAHS students that participate in student activities should receive a contract at the start of the activity. The contract details student and teacher/coach/director's responsibilities and expectations. Students participating in extracurricular

activities are subject to the rules and regulations in effect during normal school hours. **All policies regarding conduct and behavior will be strictly enforced during and after school.**

### **Dances and School Functions**

Students attending dances and school functions are subject to all rules and regulations in effect during normal school hours. All policies regarding conduct and behavior will be strictly enforced. All OAHS students who are in good standing will be eligible to attend school sponsored dances and school functions.

Students are permitted bring guests, defined as persons who do not attend OAHS, within the following guidelines:

1. A guest permission form must be completed and submitted to administration for approval.
2. Approval is required by administration before a ticket for a guest can be purchased. When approved, the form will be returned to the OAHS student making the request.
3. Guests must be accompanied at all times by the OAHS student requesting permission for the guest to attend.
4. Guests will be required to provide identification and/or proof of age prior to and upon entrance to the event.
5. Guests must follow all OAHS rules, regulations, policies, and procedures. OAHS students are responsible for informing their guests and ensuring their compliance.
6. Students who have not reached high school age are not permitted to attend OAHS sponsored dances.
7. Individuals who are 21 years of age or older are not permitted to OAHS sponsored dances without prior approval from administration.
8. One guest per student.

Guest permission forms will be available in the main office prior to the event. The form must be submitted for approval by the announced date.

- Junior Prom and Senior Prom will follow all guidelines for dances, with the exception of extended hours.
- Students must arrive within one hour of the scheduled starting time of the dance.
- Students will be permitted to leave 60 minutes before the scheduled ending time of the dance.
- When Junior Prom or Senior Prom is held off campus with extended hours, students will be permitted to leave one hour before the scheduled ending time of the dance.
- Once students leave the dance, they will not be allowed to return to the event or remain on school property or the off-site venue property.

Adult chaperones or advisors may deny admittance or request the removal of anyone not in compliance with established policies/dress code.

### **Field trips**

All fieldtrips will require academic eligibility. If a student is failing two or more courses then they will not be permitted to attend the fieldtrip. This also applies to fieldtrips that are scheduled through any of our partnership programs (TCHS, OHSPSA, AFJROTC, etc..).

### **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, treasurer, and a historian to serve a one-year term. Each class may also elect a parliamentarian. 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 form and obtain the required student and faculty signatures. 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.

### **Class Officer Eligibility**

1. All elected Student Officers shall be members of the class in which they serve.



2. All elected Student Officers shall participate in the planning and attend all fundraisers and events as planned by their class.
3. All elected Student Officers cannot have two or more failures at any given time while serving office.
4. All elected Student Officers must attend all meetings during their elected year of service.
5. Any elected Student Officer who no longer complies with any one of the Eligibility rules and/or commits an act in violation of the Oxford Area High School Conduct Code is subject to removal from office without replacement by judgment of Advisor and Building Principal.
6. If a student is removed from office they must abstain from elections for one year.

### **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 will 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.

### **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 Juniors and Seniors who have at least a 3.5 cumulative 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 GPA at the end of their sophomore or junior years to submit further material supporting membership, which can be found at the Oxford website at [www.oxfordasd.org](http://www.oxfordasd.org) and select Oxford Area High School > Activities>National Honor Society. 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, social media, and the Oxford website at [www.oxfordasd.org](http://www.oxfordasd.org) and select Oxford Area High School > Activities>National Honor Society. Members are required to perform a minimum of 15 hours of service each semester; at least 5 hours of which must be for community service and at least 5 hours of which 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 administration. 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. A student may be an officer for no more than two organizations during a given school year.

## **ATHLETICS**

Oxford Area High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Ches-Mont Athletic League. We embrace all of their beliefs and values related to our high school athletic programs.

An appropriate high school athletic program helps to build citizenship, responsibility, cooperation and skills in leadership. By promoting interscholastic athletic programs that foster an environment rich in opportunity, these goals can be reached, and a pattern encouraging life-long fitness can be established. It is extremely important for the coaches to maintain a positive climate while providing appropriate adult leadership and support to student/athletes. Coaches should take pride in providing an enjoyable, vigorous, safe athletic program.

A participation fee of **\$75** for each sport or season of participation is required prior to the first competition. No refunds will be given after the first competition.

### **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 the athletics handbook should contact the athletic director or visit the school website.

### **Athletic Eligibility**

In compliance with Article IX of the PIAA bylaws, 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 have a minimum of a half day of attendance for daily participation eligibility.

### **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).

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 Absences

- 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.

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

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.

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.

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.

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.

- G. The Superintendent or designee shall develop procedure 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 have a minimum of a half day of attendance for participation eligibility. 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.

### **Unlawful Absences**

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 18 years of age:**

After one day of unlawful absence or its equivalent, parent will be notified in the form of a letter, email, and/or phone notification of the absence.

After a second day of unlawful absence or its equivalent, parent will be notified in the form of a letter, email, and/or phone notification of the absence.

After a third day of unlawful absence or its equivalent, the parent or guardian of a child will be notified within ten (10) school days of the child's third unexcused absence that the child has been "truant".

If the child continues to be truant and incurs additional absences after this notice has been issued, the school will offer the student and parent a school attendance improvement conference where a school attendance improvement plan (SAIP) will be created.

After 6 or more unexcused absences, a child is "habitually truant". The school will refer the child to an attendance improvement program and/or may file a citation against the student or the parent in magistrate court.

#### **Noncompulsory School Age Students—students 18 years of age or older:**

After one day of unlawful absence, parent will be notified in the form of a letter, email, and/or phone notification.

After a second day of unlawful absence, parent will be notified in the form of a letter, email, and/or phone notification.

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. 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 must 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 who are 18 are still required to have parental permission to be granted early dismissal.** Students will receive an early dismissal slip from the attendance secretary to show teachers to be dismissed from class. Students must be signed out in the main office by a parent or guardian. *Parents/guardians must show photo identification and physically come into the building to sign students out for an early dismissal.* 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. Students may be required to submit a doctor's/dentist's note upon returning from those appointments.

### **Late to School**

- Students not in their homeroom by 7:39 a.m. will be considered tardy to school.
- Students will report directly to homeroom when arriving to school between 7:39 a.m. to 7:45 a.m.
- Students will report to the main office when arriving after homeroom.
- Accommodations will be made for students arriving on late buses.
- **Students reporting to school after 9:50 a.m. will have their daily attendance marked as a full day absence.**
- **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 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 responses described in the Code of Conduct under Level I – Lateness to Class.
- If a student is unexcused tardy to class for more than 1/3 instructional time, the student will be marked with an unexcused absence from the class, which should be referred to the administration for truancy.

### **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 any 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. When parents / students put in a request for an extended absence, ten days or longer, school administration will send the request to the superintendent's office. The superintendent's office will determine whether or not the student will remain on the rolls. If a student remains on the school rolls, he or she will be responsible to make up designated work and assessments in the same amount of days but not to exceed ten school days. A student who is not granted permission to stay on the rolls and 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.

## **Policy 5160 - EXCUSED ABSENCES**

It shall be the policy of the Oxford Area School District that principals may honor the advance written request from a parent or guardian to have their child participate in an activity of an educational nature during school hours. Students given permission to participate will be considered as having an excused absence.

Approval of such absences for education purposes shall be guided by the following:

- A. A sum total of five (5) days during any given school year will be allowed for a family educational trip (s), with pre-approval from the building principal.
- B. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom. Failure to provide an explanation of the educational value of the trip will result in the request being denied.
- C. Written requests for such absences must be submitted one week in advance of the requested days of absence.
- D. All assignments and work missed must be made up at the discretion of the teacher. The student is responsible for securing the assignments and work to be made up from the teacher.

# **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 the Code of Conduct 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. The Code of Conduct is in compliance with Chapter 12 regulations of the Pennsylvania Public School Code.

## **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.
- While students are traveling to or from school and their behavior has a harmful effect on the other students or on the orderly educational process.

That portion of the Code that protects school buildings and grounds is always in force.

### **EXPECTED STUDENT BEHAVIORS**

*At Oxford Area High School all students are expected to:*

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Engage in learning activities and take school work seriously.</li> <li>• Take responsibility for his/her own behavior</li> <li>• Be courteous</li> <li>• Respect the personal, civil, and property rights of others</li> <li>• Attend school regularly, on time, and prepared to learn</li> <li>• Complete assignments on time</li> </ul> | <ul style="list-style-type: none"> <li>• Seek alternatives to verbal or physical conflicts</li> <li>• Speak appropriately</li> <li>• Dress appropriately</li> <li>• Exhibit self-control</li> <li>• Cooperate with others</li> <li>• Behave ethically</li> </ul> |
|--|--|

### **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.

**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.



## LEVEL I:

### Behaviors that disrupt the classroom and/or learning environment

#### Teacher/Staff / Administrative Response Options:

- Verbal warning
- Student temporarily removed from classroom
- Restricted access/School Probation
- Conference with student and teacher
- Conference with student, teacher, and guidance counselor
- Classroom clean up
- Restricted classroom privileges
- Academic penalties (for cheating or plagiarism)
- Parent notification (via phone or email)
- Teacher Detention
- Administrative Detention

#### Behavior-Related Offenses:

**Academic Dishonesty** – Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. Cheating occurs when students use someone else’s words, work, test answers, and/or ideas and claim them as their own. Plagiarism is defined as the 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.

The consequences of cheating and plagiarizing will vary depending upon the nature of the offense. Possible consequences include failure of the assignment, no credit for the course, Saturday detention, detention, and/or dismissal from extracurricular activities.

**Dishonesty** – Lying, misrepresenting, misleading, or other verbal non-truthful statements made by students to staff members.

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

**Disruptive Classroom Behavior** - Classroom behavior or dress that interferes with the learning of others in any learning environment.

**Dress Code Violation** - 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.

Any clothing and/or words or images on clothing that disrupt the educational environment, including but not limited to, sexism, violence, obscenity, vulgarity, ethnic prejudice, gang affiliation, and/or promote drug/alcohol use, are prohibited.

Top:

- Shirts and blouses must completely cover a person’s torso, including the midriff, chest, and back.
- Tank tops, tops with spaghetti straps, tube tops, and halter tops are prohibited.
- Tops that are sheer and/or lace will be permitted as long as the outer shirt has sleeves and the chest, midriff, back, and undergarments are covered by a t-shirt, tank top, or camisole worn under the top with sheer and/or lace material.

Bottom:

- Pants, shorts, skirts, skorts, dresses, and/or jumpers must be high enough and long enough so that no portion of posterior or undergarment is revealed.

Footwear:

- Students must wear practical footwear that protects the bottom of the foot and secures to the foot at all times.
- Sandals and clogs are permitted as long as they secure to the foot.
- Flip flops, slides, slippers, and loosely fitting shoes are prohibited to maintain the safety of all students.

Outerwear:

- Coats and jackets are prohibited to be worn or carried during the school day.
- Hats, hoods, and head coverings are prohibited, except for those associated with religious beliefs or for hair accessories designed to hold hair in place. No head coverings permitted.
- No bandanas.
- These items must be placed in lockers prior to the start of homeroom and must remain until the end of the last class period.
- Sweatshirts and sweaters are permitted. Hoods are not permitted to cover the head.
- No flags.

*A student whose attire does not conform to the standards listed may be removed from class attendance until the item of clothing is either replaced or covered or until the school day ends.*

**Eating or Drinking Outside of the Cafeteria** – Only water bottles are permitted. Consuming food or drinks other than water in a classroom, hallway, or other areas is not permitted.

**Electronic Devices/Cell Phones Violation** – In accordance with Policy 6340 – Electronic Devices and Policy 6330 – Acceptable Use Policy, personal electronic devices and/or district-issued electronic devices may **not** be used from the start of homeroom to the end of the last class period, unless it serves a direct educational purpose under the supervision of an OASD staff member. The administration may designate limited times and designated locations during the school day for personal use. Students will be subject to the following consequences:

1<sup>st</sup> offense – Verbal warning by classroom teacher.

2<sup>nd</sup> and 3<sup>rd</sup> offense – Teacher detention and parent notification.

4<sup>th</sup> and all subsequent offenses – Teacher will submit office referral. Administration will confiscate electronic device until the end of the day. Progressive discipline will apply and may include detention, Saturday School, and/or Suspension. Parent/Guardian may be required to retrieve electronic device.

Students who are unprepared for class without their iPad or without a sufficiently charged I-pad will be subject to the following consequences:

1<sup>st</sup> offense – Verbal warning by classroom teacher

2<sup>nd</sup> and 3<sup>rd</sup> offenses – Teacher detention and parent notification

4<sup>th</sup> and subsequent offenses – Continuation of Unmodified Level 1 Behaviors/Infractions

**Lateness to Class** - A student is late when he/she is not inside the threshold of the classroom door when the bell rings to start a class period.

1<sup>st</sup> offense – Verbal warning by classroom teacher

2<sup>nd</sup> offense- Parent Notification

3<sup>rd</sup> offenses – Teacher detention and parent notification

4<sup>th</sup> and subsequent offenses –Teacher will submit office referral for continuation of Unmodified Level 1 Behaviors/Infractions

**Not Following Directions** – Ignoring or not complying with established classroom procedures and/or verbal or written directions of teachers.

**Possession of Laser Pointer** - Student in possession of laser pointer.

**Profanity** - Using vulgar or offensive language, cursing, and/or swearing that is spoken aloud or used conversationally with other students.

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

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

## **LEVEL II:**

### **Behaviors that disrupt the classroom, school climate, and/or school culture**

#### **Teacher and Administrative Response Options:**

- Parent notification (via phone, email, or written notice)
- Conference with student, teacher, and administrator
- Conference with student, parent, teacher, and administrator
- Restricted school privileges
- Community service
- Behavior contract
- Administrative detention

#### **Behavior-Related Offenses:**

**Continuation of Unmodified Level 1 Behaviors/Infractions** – Student has been referred for multiple incidents of same Level 1 violations of code of conduct.

**Defacement of property** – damage or destruction of property that requires no expense for replacement or repair.

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

**Disrespect Toward Peers** – Inappropriate comments and/or physical gestures to another student that could interfere with a student’s educational opportunities.

**Failure to Serve Teacher Detention** - Failure to serve detention or other assigned consequences from Level I.

**Lateness to School** - A student is late when he/she is not inside the threshold of the classroom door to his/her homeroom when the bell rings to start the homeroom period.

1<sup>st</sup> offense – Verbal warning

2<sup>nd</sup> offense- Parent notification

3<sup>rd</sup> offense– Teacher Detention (assigned by Homeroom Teacher) and Parent Notification

4<sup>th</sup>, and 5<sup>th</sup> offense– Homeroom teacher submits Office Referral for Continuation of Unmodified Level 1 Behaviors/Infractions

6<sup>th</sup> and subsequent offenses – Homeroom teacher submits Office Referral for Continuation of Unmodified Level 2 Behaviors/Infractions

Incidents of Lateness to School will be calculated on a semester basis.

**Out of Bounds** – Being in an area of the school without permission of a staff member.

**Profanity** - Using vulgar or offensive language, cursing, and/or swearing that is directed at another student.

**Violation of Bus Procedures** – Any action that violates published safety and operational rules while on a school bus or at the bus stop.

**Violation of Cafeteria Procedures** – Any action that violates the procedures of the cafeteria or causes a disruption during lunch periods.

### **LEVEL III:**

**Behaviors that impede student learning and/or negatively impact the staff, students, and school.**

#### **Administrative Response Options:**

- Parent notification (written notice PLUS contact via phone or email)
- Conference with student, parent, guidance counselor, and administrator
- Saturday Detention
- Temporary Removal from Class(es) / In School Suspension
- Out of School Suspension
- Community service
- Restricted school privileges
- Restricted extra-curricular participation
- Temporary suspension of bus service
- Behavior contract
- Restitution for damages/vandalism

#### **Behavior-Related Offenses:**

**Continuation of Unmodified Level 2 Behaviors/Infractions** – student has been referred for multiple incidents of same Level 2 violations of code of conduct.

**Abusive Language to Another Student** – Using vulgar or offensive language, cursing, and/or swearing that is directed at another student.

**Acceptable Use Policy (AUP) Violation** – Violation of District Policy No. 6330 – District Technology and Technology Services and Policy No. 6340 – Electronic Devices.

**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.

**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.

**Cutting Class** - Unexcused or unlawful absence from a class or school activity.

**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.

**Disruptive Behavior** - Behavior on school grounds that disturbs the educational atmosphere or orderly operation of the school.

**Failure to Serve Administrative Detention** - Failure to serve detention or other assigned consequences from Level II.

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

**Gambling** - Wagering money or property.

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

**Instigating a Fight or Physical Aggression** – Verbal or physical actions that directly or indirectly cause other students to engage in fighting or acts of physical aggression.

**Leaving Class Without Permission** – Leaving the classroom without the permission of the classroom teacher, and/or without a valid hall pass, and/or at a non-designated or appropriate time.

**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.

**Obscene Materials** – Possession, distribution, or viewing of pornographic or otherwise graphically offensive materials.

**Possession of a Lighter** – Possession of a lighter, matches, or other devices that have the capability of starting fires or burning other materials.

**Parking/Driving Violation** – Any violation of the parking and driving regulations outlined previously in this handbook.

**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.

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

**Verbal Altercation** – Arguments or the exchange of words by students that disrupts classrooms or other areas.

**Violation of Bathroom Procedures** – no more than one student per stall at a time, no loitering in the bathroom.

**Use of Laser Pointer** – Using a laser pointer by activating the beam of light in any school area and directing the beam at any object or person.

## LEVEL IV:

### Behaviors that affect the health, safety, and welfare of the staff, students, and school.

#### Administrative Response Options:

- Parent notification (written notice PLUS contact via phone or email)
- Suspension
- Restricted school privileges
- Restricted extra-curricular participation
- Restitution for damages/vandalism
- Conference with student, parent, guidance counselor, and administrator
- Notification of law enforcement
- Mandatory SAP referral; recommendation to counseling group
- Notification to Superintendent
- Recommendation for alternative educational placement

#### Behavior-Related Offenses:

**Continuation of Unmodified Level 3 Behaviors/Infractions** – student has been referred for multiple incidents of same Level 3 violations of code of conduct.

**Abusive Language to Another Student** – Using vulgar or offensive language, cursing, and/or swearing that is directed at another student in an aggressive or intimidating manner.

**Abusive Language Towards Staff**– Using vulgar or offensive language, cursing, and/or swearing that is directed at a staff member.

**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 for more detail.

**Bringing Unauthorized Visitors to Campus** – Bringing friends or any person to school without permission or circumventing procedures for properly registering visitors in the office.

**Causing a False Alarm** - Initiating a report warning of fire or other catastrophe without valid cause, or misuse of 911 or other emergency notification systems.

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

**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.

**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 for more detail.

**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.

**Failure to Serve Saturday Detention** - Failure to serve Saturday Detention or other assigned consequences from Level III.

**Fighting** - A hostile confrontation with physical contact involving two or more students. Police may be notified.

**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.

**Inciting a Riot** – Verbal or physical actions that directly or indirectly cause large scale unrest, a chaotic atmosphere, or rioting.

**Instigating a Fight** – Verbal or physical actions that directly or indirectly cause other students to engage in fighting.

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

**Intimidation/Harassment** - 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.

**Misuse of Technology** – Intentionally misusing technology or technological credentials for unauthorized purposes, including, but not limited to, actions that attempt to circumvent security measures, add or remove programs to school district equipment, interfere with the delivery of instruction, disruption of the school environment, etc.

**Physical Aggression** – A single or limited aggressive action, with physical contact, directed at another person, student or non-student, on school grounds or at a school-related activity.

**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.

**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.

**Sexual Activity** - Behavior of a sexual nature, including, but not limited to, consensual sexual activity, rape, involuntary deviant intercourse, statutory rape, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, open lewdness, obscene materials, and other sexual offenses.

**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.

**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.

**Tampering with Fire Safety Equipment** – Disabling or misusing fire extinguishers, smoke detectors, etc.

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

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

**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.

**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.

**Tobacco Violation** - Possession or Use of any tobacco or tobacco products, electronic cigarettes or products related to electronic cigarettes. Vaping devices will not be returned to students or parents/guardians. These devices will be destroyed.

**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.

**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. This includes the possession or use of fireworks and explosives, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.

Weapons are prohibited on school property, school buses, locked/unlocked vehicles on school property, and at school-related activities.

**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.



## LEVEL V:

**Behaviors that substantially and materially jeopardize the health, safety, and welfare of the staff, students, and school.**

### Administrative Response Requirements:

- 10 day suspension
- Notification to law enforcement
- Notification to Superintendent
- Parent notification (written notice PLUS phone call)
- Mandatory SAP referral; recommendation to counseling group
- Recommendation for Expulsion

### Behavior-Related Offenses:

**Continuation of Unmodified Level 4 Behaviors/Infractions** – student has been referred for multiple incidents of same Level 4 violations of code of conduct.

**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 for more detail.

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

**Causing a False Alarm** - Initiating a report warning of fire or other catastrophe without valid cause, or misuse of 911 or other emergency notification systems.

**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 for more detail.

**Failure to Comply with Administrative Investigation** – refusal of search, leaving school grounds, or any other action that impedes investigation

**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.

**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.

**Sexual Activity** - Behavior of a sexual nature, including, but not limited to, consensual sexual activity, rape, involuntary deviant intercourse, statutory rape, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, open lewdness, obscene materials, and other sexual offenses.

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

**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.

**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 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. This includes the possession or use of fireworks and explosives, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.

Weapons are prohibited on school property, school buses, locked/unlocked vehicles on school property, and at school-related activities.

## **DEFINITIONS:**

### **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.

### **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.

### **Teacher Detention**

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.

### **Administrative Detention**

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.

## **Restricted School Privileges**

### **Restricted Extra-curricular Participation**

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 who has privileges restricted:

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

### **Saturday Detention**

- Saturday Detention begins promptly at 8 AM and ends at 11 AM.
- All school rules are in effect.
- Students must bring school work, materials, and other resources to work on during this time. Students who are not working on school-related items face additional consequences.
- Students who do not attend Saturday Detention face additional consequences, including suspension.

### **Behavioral Contract**

A behavior contract is 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 may result in further specific disciplinary action.

### **Suspension**

Suspension is an exclusion from school for a period of one to ten consecutive school days. 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. Students will be placed on school probation for 30 days.
4. If conditions of suspension are violated, the student may be subject to additional disciplinary action.
5. A parent conference may be scheduled.
6. Students will have the same amount of days to make up missed assignments as they were suspended.

## **Alternative Education Programs**

Alternative education environments are available for those students who have demonstrated difficulty functioning in the regular instructional setting.

### **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.

### **Expulsion**

Expulsion is an exclusion from school by the governing body (Board of School Directors) for a period of more than 10 consecutive school days. Expulsion from school is a serious matter and will be considered when a student's actions pose a threat to the health, safety, and welfare of the staff and students of the school. 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 expulsion, the following conditions will prevail:

1. Students are not permitted on school grounds of any district school.
2. Attendance at any school function and the participation in any school activity are denied.
3. Alternative education will be provided to the student.

## **POLICIES:**

### **Policy No. 5470 – Searches**

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.

### **Policy No. 5490 – Bullying and Cyberbullying**

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.

### **Policy No. 5500 – Unlawful Harassment**

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, Mr. Brian Cooney, Title IX Coordinator, 119 South Fifth Street, Oxford, PA 19363, 610-932-6600.

### **Policy No. 5420 – Welfare: 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.

### **Policy No. 5480 – Weapons**

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.**

### **Policy No. 5430 – Welfare: Drug and Alcohol**

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 at: [www.oxfordasd.org](http://www.oxfordasd.org) and select School Board>Policies.

**Policy No. 5475 – Video Surveillance**

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.

## CHAPTER 12 REGULATIONS

### 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.



## **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.

## **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 Mr. Brian Cooney, 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 Mr. Brian Cooney, 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