



DuBois Area High School

STUDENT/PARENT HANDBOOK

425 Orient Avenue

DuBois, Pennsylvania 15801

Telephone: (814) 371-8111

Fax: (814) 371-3928

Website: www.dubois.school

This handbook belongs to:

Name _____

Student No. _____

Homeroom Teacher _____

Homeroom _____

Locker No. _____

Computer Login: _____

Password: _____

Bus # _____

Student e-mail: _____

OUR MISSION

Teaching today's learners to be tomorrow's leaders.

ARRIVING AT SCHOOL

From 7:10 – 7:40 a.m. bus students and walkers must enter the building using the gymnasium or main office doors. Student drivers must enter the building using the front doors. All students entering the school are subject to metal detector screening. During this screening searches may be conducted as deemed necessary to ensure school safety. From 7:10 – 7:30 all students will report to the cafeteria. Loitering outside the building is not permitted. Upon dismissal from the cafeteria, students will have the opportunity to utilize their locker and then report to 1st period. The bell schedules are listed below:

REGULAR BELL SCHEDULE

Period 1	7:45 - 8:25 (40)
Period 2	8:28 – 9:08 (40)
Period 3	9:11 – 9:51 (40)
Period 4	9:54 – 10:34 (40)
Period 5	10:37 - 11:13 (36) Common Tutoring

Lunch A

6A	11:13 – 11:43 (30)
6C	11:46 – 12:26 (40)
7	12:29 – 1:09 (40)

Lunch B

6	11:16 - 11:56 (40)
6B	11:56 - 12:26 (30)
7	12:29 - 1:09 (40)

Lunch C

6	11:16 - 11:56 (40)
7A	11:59 - 12:39 (40)
7C	12:39 - 1:09 (30)

Period 8	1:12 - 1:52 (40)
Period 9	1:55 - 2:35 (40)

The Pledge of Allegiance will take place at the beginning of first period.

Announcements will occur at the end of tutoring period.

**** PM Jeff Tech bus leaves at 11:00AM from the front of the building.**

DUBOIS AREA HIGH SCHOOL
2 Hour Delay
BELL-SCHEDULE A

Schedule A

Period 1 9:45 – 10:18 (33)
Period 2 10:22 – 10:54 (32)

Lunch 6A 10:58 – 11:28 (30)	Period 6 10:58 – 11:28 (30)	Period 6 10:58 – 11:28 (30)
Period 6C 11:32 – 12:02 (30)	Lunch 6B 11:32 – 12:02 (30)	Period 7A 11:32 – 12:02 (30)
Period 7 12:06 – 12:36 (30)	Period 7 12:06 – 12:36 (30)	Lunch 7C 12:06 – 12:36 (30)

Period 3 12:40 – 1:06 (26)
Period 4 1:10 – 1:36 (26)
Period 8 1:40 – 2:05 (25)
Period 9 2:09 – 2:35 (26)

- Announcements will be via the television.

2 Hour Delay
BELL-SCHEDULE B

Schedule B

Period 1 9:45 – 9:50 (5)
Period 3 9:54 – 10:22 (28)
Period 4 10:26 – 10:54 (28)

Lunch 6A 10:58 – 11:28 (30)	Period 6 10:58 - 11:28 (30)	Period 6 10:58 - 11:28 (30)
Period 6C 11:32 – 12:02 (30)	Lunch 6B 11:32 - 12:02 (30)	Period 7A 11:32 -12:02 (30)
Period 7 12:06 – 12:36 (30)	Period 7 12:06 - 12:36 (30)	Lunch 7C 12:06 -12:36 (30)

Period 1 12:40 – 1:06 (26)
Period 2 1:10 – 1:36 (26)
Period 8 1:40 – 2:05 (25)
Period 9 2:09 – 2:35 (26)

- Announcements will be via the television.

Bell Schedule
1-Hour Delay

School Opens 8:38

Warning Bell 8:41

Period 1 8:45 – 9:27 (42)

Period 2 9:31 – 10:11 (40)

Period 3 10:15 – 10:54 (39)

Lunch A

6A 10:58 – 11:28 (30)

6C 11:32 – 12:02 (30)

7 12:06 – 12:36 (30)

Lunch B

6 10:58 – 11:28 (30)

6B 11:32 – 12:02 (30)

7 12:06 – 12:36 (30)

Lunch C

7 10:58 – 11:28 (30)

7A 11:32 – 12:02 (30)

7C 12:06 – 12:36 (30)

Period 4 12:40 – 1:19 (39)

Period 8 1:22 – 1:59 (37)

Period 9 2:04 – 2:35 (31)

Dismissal 2:35

DUBOIS AREA HIGH SCHOOL
BELL SCHEDULE
3 Hour Delay

Period 1 10:45 – 11:03 (18)

Lunch 6A 11:07 – 11:37 (30)

Period 6 11:41 – 12:11 (30)

Period 7 12:15 – 12:45 (30)

Period 6 11:07 – 11:37 (30)

Lunch 6B 11:41 – 12:11 (30)

Period 7 12:15 – 12:45 (30)

Period 6 11:07-11:37 (30)

Period 7 11:41-12:11 (30)

Lunch 7C 12:15 – 12:45 (30)

Period 2 12:49 – 1:07 (18)

Period 3 1:11 – 1:29 (18)

Period 4 1:33 – 1:51 (18)

Period 8 1:55 – 2:13 (18)

Period 9 2:17 – 2:35 (18)

- Announcements will be via the television.

FLEX DAY SCHEDULE

Period 1 7:45 – 8:10 (25 min)
Period 2 8:14 – 8:38 (24 min)
Period 3 8:42 – 9:06 (24 min)
Period 4 9:10 – 9:34 (24 min)
Period 8 9:38 - 10:02 (24 min)
Period 9 10:06 - 10:30 (24 min)

<u>Lunch 6A</u>	<u>Lunch 6B</u>	<u>Lunch 6C</u>
6A 10:30 – 11:00	6 10:30 – 11:00	6 10:30 – 11:00
6C 11:00 – 11:30	6B 11:00 – 11:30	7A 11:00 – 11:30
7 11:30 – 12:00	7 11:30 – 12:00	7C 11:30 – 12:00

12:00 Dismissal

- **Announcements will be at end of 1st period.**

SCHOOL CLOSING DELAYS

On the days of inclement weather conditions, students and parents/guardians will be notified of school closings, delayed openings, or early closings via the DuBois Area School District ***SkyLert system***. Additional information will be available on local radio/TV stations or through the DuBois Area School District website. PLEASE DO NOT CALL THE SCHOOL.

Policy 907: VISITORS

All visitors must have business at DAHS. Visitors will **only** be admitted through the main office where they will be signed in utilizing the Raptor tracking system. A valid state issued identification is required. Also, visitors may be required to go through metal detectors and be subject to search.

SUGGESTIONS FOR HIGH SCHOOL STUDENTS

1. Students stating or repeating any negative comments about another student or any staff member may be cited for harassment.
2. For security reasons students should lock their lockers. Locks are provided, at no charge to the student. From time to time, stealing occurs in the high school. Therefore, avoid bringing items of value to school. Electronic devices, collectable cards, games, radios, money, or other valuables not essential to the education process are better left at home. The school is not responsible if these articles are stolen.
3. If a student has a problem, the following people are here to help:

Principals	SRO (School Resource Officer)
Teachers	School Counselors
School Nurse	Secretaries/Aides

4. Parents are encouraged to contact the school if they suspect a problem and arrange a conference.

DRESS CODE

Current fashion standards largely dictate skirt/dress and short length; however, all must be mid-thigh length and undergarments should not be exposed. Shorts that are appropriate length may be worn all year long and should be no longer than any exposed pockets. Strapless shirts, as well as any clothing that exposes under garments, a bare midriff, torso, or cleavage, or is so revealing that it would call undue attention to the wearer, may not be worn. Shirts that have the middle section cut out are not permitted during the school day. Hats, bandanas, hoods and other head coverings are not permitted to be worn during the school day. Exceptions for religious reasons must be approved by the administration.

Students shall not wear clothing, jewelry, or accessories that would create unsafe conditions to the wearer or other students, including bracelets or necklaces with spikes or rivets. In classes or class activities where student health and safety are a concern, students may be required to wear hair restraints, protective clothing, protective footwear, or protective eyewear.

Footwear must be worn at all times. Cleats on shoes and boots, which cause damage to floors and danger to the students' safety, are prohibited. Stilettos or spikes heels over 2" are not permissible during the school day as they are unsafe and inhibit a student's ability to move around the building. Steel toe boots will not be permitted.

No Student will be permitted to wear any clothing that has writing or pictures that are sexually suggestive, vulgar, profane, obscene, or advertise drugs, alcohol, or tobacco or depict weapons or violence or display insignias related to hate groups. Consistent with the current weapons policy there shall be no chains worn, other than those designed as jewelry. Jewelry will be considered a chain with diameter less than one eighth of an inch.

In case of doubt in any matter pertaining to these guidelines, dress, or appearance, the administration will make the final decision.

PHYSICAL EDUCATION

DuBois Area School District requirements are: one (1) course of swimming and four (4) courses of Physical Education/Wellness.

The DuBois Area School District will require all students to wear a gym uniform to Physical Education classes. The required uniform consists of shorts, a t-shirt, white socks, and sneakers. The colors permitted are red, white, gray, or black. Shorts and shirts should be plain (no advertising of any products). The gym shorts must not have pockets, zippers, or rivets on them. Cut off clothing is not permitted. In the case of a student forgetting their gym clothes, clothes will be provided on a first come, first serve basis. Students who repeatedly forget their PE clothes will be disciplined.

ADAPTIVE/ALTERNATIVE P.E.

Students enrolled in adaptive or alternative programming will receive a percentage grade upon completion of their required course work utilizing the wellness rubric created by the physical education department.

Students approved in advance to complete their swimming class at the YMCA in lieu of taking it at the high school will receive a percentage grade of 84%. Students may also complete additional work through the high school swimming instructor to enhance their overall grade. Information concerning the swimming alternative can be obtained through students' school counselors.

Policy 226: LOCKERS

Every student is assigned a locker, which remains the property of the school district. No personal locks are permitted on lockers. The school district provides a combination lock, at no charge, for each student who requests one. Lockers are to be kept clean, tidy and completely closed at all times. Writing or marking lockers, including stickers, is prohibited. NOTE: Replacement of bent locker doors will be done at student/parent cost. Students are responsible for lost materials. Inspections/clean-ups will be planned once per Semester.

Students should only use their assigned locker.

LOCKER/VEHICLE SEARCH AND SEIZURE

Student lockers are school district property. Lockers may not be used to store anything that is prohibited by law or school district policies. Lockers may be searched at any time in order to determine if they contain anything prohibited by law or school district policy. Students may be notified and given an opportunity to be present during a locker search. Student vehicles parked on school property are also subject to search. An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property, clothed body or areas designated for a student's use if the search is proper and reasonable. Searches conducted by the administration may include but are not limited to utilization of certified drug dogs, metal detector units, or any device used to protect the health, safety, and welfare of the school population.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

The Board reserves the right to authorize its employees to inspect a student's locker or and district property at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools in accordance with school board policy 226.

All requests for the search of a student's locker shall be directed to the principal. The principal may appoint a representative to be present at the inspection in his/her absence. No less than two people will be present at all searches.

Random searches and the use of drug-sniffing dogs in the school building and on school grounds of DuBois Area School District may take place periodically throughout the year.

The principal or representatives may take possession of weapons, contraband, illegal substance found in the locker and shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. Locker inspections will be recorded, setting forth the reason(s) for the search, persons present, objects found, and their disposition.

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

PROCEDURE REGARDING BACKPACKS

As a result of concern for the safety, health, and welfare of the students as well as the prevention of disruption of the educational program, DuBois Area High School procedure concerning backpacks is as follows:

1. Students are permitted to use backpacks, book bags, or oversized purses to and from school. **ALL** backpacks, bags & purses must pass through the metal detector before entering school. **ALL** backpacks, bookbags, oversized purses must be stored in lockers during the school day. Students are **not** permitted to carry backpacks to and from class.

TELEPHONES/ELECTRONIC DEVICES

The use of electronic communication devices can serve legitimate instructional purposes. However, under many circumstances, electronic communication devices serve as a distraction from the educational process and can be used by students to engage in inappropriate activities. Therefore, during class periods, students will be required to place personal electronic communication devices at a designated station located in each classroom. Personal electronic devices are to remain at the stations per teacher discretion. Personal electronic devices may be used in authorized areas or as determined by the school administration as follows:

1. Before school, between classes, at lunch or after school.
2. When the educational, safety, emergency, medical or security use of personal communication devices by the student is approved by the building principal or is required by the student's IEP or Section 504 plan.

Calls and communication between student and home can be handled before school, between classes, at lunch, or after

school. All violations of the classroom electronic devices policy will be accompanied by a discipline referral to the office and communication to parents from the classroom teacher. When a personal electronic device is confiscated by the administration office, students may retrieve the device at the office between 2:25 and 3:30 p.m. Devices remaining in the office after 3:30 p.m. will be placed in a secure location and can be collected the following day. Neither the district nor any of its employees will be liable for any incident involving theft, damage, or loss of student's personal electronic communication device. Failure to comply with the policy will result in consequences

being strictly enforced, as outlined in the Discipline and Consequences Matrix of the DAHS Student Handbook. “Electronic Communication Devices” shall include, but are not necessarily limited to, all devices that can take

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photographs, record, play or edit audio or video; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide wireless, unfiltered connection to the Internet. Electronic Communication Devices may also be referred to as “electronic devices” in other publication and district policies. “Personal Electronic Communication Devices” are Electronic Communication Devices that are owned by the student. Students who fail to surrender a phone when observed in violation of the cell phone policy will be considered insubordinate, and the student will face immediate disciplinary action per the Student Code of Conduct.

FUNDRAISING

The DASD recognizes the numerous requests to raise funds to support the many needs of our schools and community. The decision to raise funds and the activities that are associated are building specific and receive support from the office of the Superintendent.

NATURAL PARENT AGENT AFFIDAVIT

When a step-parent, paramour, or any person who is not the child’s natural parent is involved with accessing a child’s educational record, or requesting/providing school related information, it is necessary for the natural parent to submit a Natural Parent Agent Affidavit form at the school so that communication between the home and school is in alignment for FERPA (Family Education Rights and Privacy Act) regulations.

FAMILY SEPARATIONS

It is the intent of the DuBois Area School District to remain neutral toward families split by divorce or separation. We do not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree, which establishes you as a legal guardian, you will want to provide the district a copy of such document for attachment to your child’s permanent record. We will use this as a legal base for working with the custodial parent.

In the absence of such a document, you must be aware that we cannot deny either parent access to his/her child. We cannot withhold information or refuse to see or work with the other parent. We cannot keep the other parent from picking up his/her child from the school.

The DuBois Area School District wants to protect all children from emotionally upsetting situations.

CARD PLAYING

The playing of cards is prohibited in all areas except in the cafeteria during lunch periods.

BUS TRANSPORTATION

The DuBois Area School District has adopted a policy for monitoring activity on school buses. All school buses in the DuBois Area School District may be equipped with surveillance equipment that will make video and audio recordings of events that occur on the school bus ride to and from school. The surveillance equipment is intended to capture all activity on the school bus.

Notice is given to both Students and Parents that the conversations and behavior of any person riding a school bus may be recorded. The DuBois Area School District may base any disciplinary decisions on a review of the audio and video recordings.

Bus transportation is provided for those students who live a mile and a half or more from school. Regular stops will be established and students have the responsibility of getting to their bus pick-up areas on time. Students need to cross 10 feet in front of the bus. Bus transportation to and from school is considered a privilege. All school rules apply to the bus. Discipline problems are referred to the Transportation Director, and students who misbehave may lose the privilege of riding to and/or from school. If a student loses this privilege it is the responsibility of the parent to transport the student to and from school. Some of the rules are as follows: be courteous, use no profane language; do not eat or drink on the bus; keep the bus clean; cooperate with the driver; do not smoke; do not damage bus or equipment; stay in your seat; keep head, hands and feet inside the bus; do not fight, push or shove; do not tamper with bus equipment; do not bring pets on the bus; do not bring flammable material on the bus; do not throw objects

while on the bus; conversations between students may be carried on in normal voice tones only; the use of cosmetics,

hair spray, nail polish, make up, etc. is prohibited; and no radios or MP3 players or iPods are allowed on buses without authorization of the building principal.

Disciplinary action will be taken if you fail to sit where directed by the bus driver or fail to cooperate with the bus driver or fail to board the bus to which you are assigned.

STUDENT DRIVING/PARKING PRIVILEGE

Only students who are assigned parking permits are permitted to park on school grounds. Sophomores, juniors, and seniors without discipline referrals (multiple detentions, suspend able offenses, and tardies to school) will have the opportunity to request a permit.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price.

Parents, please be advised Metz and Associates provides and maintains a debit card system based on your student's identification card. Every student has an account in the cafeteria that can be accessed by using his/her student identification number or identification card. Students may bring money to lunch and deposit the money into their account. The goal of this system is to eliminate having to carry cash for lunch on a daily basis. We encourage payments by check. For convenience to parents, the district offers an on-line payment service. Information is available on the school website under the school dining services tab.

Students are required to enter their ID number or scan their student ID card whenever they are purchasing a regular, reimbursable lunch or any item purchased in the cafeteria. The student may at any time purchase a new student ID card for \$3.00 in the cafeteria office.

Students will be responsible for maintaining a clean cafeteria at all times. When requested to lend a hand, cooperation is expected in order to maintain a clean cafeteria.

glass bottles or containers are prohibited on school grounds. Plastic or aluminum containers are acceptable for students who pack lunches. Food or drink is not to be taken out of the cafeteria with the exception of water. Students are not permitted to have food **delivered** for consumption in the cafeteria, i.e. pizza, hoagies, etc.

The USDA is an equal opportunity provider and employer.

PROCEDURE FOR OBTAINING HOMEWORK

Arrangements for obtaining homework are as follows:

1. Email the teacher to request homework or access Google classroom.
2. Student must be absent a minimum of 3 days. Calls to request homework will not be accepted until the 3rd day of absence.
3. The homework will be available in the main office for pick-up at the end of the next day following the request.
4. Students may also access teachers' Google classroom or Skyward to obtain homework information.

FIRE/LOCKDOWN DRILLS

The DuBois Area High School is equipped with a modern fire alarm system. The alarm consists of a high-pitched, continuous alarm and a strobe light. Students will follow the instructions of their teachers when the alarm is sounded. An orderly evacuation is essential for saving lives and property. Students are to remain outside, clear of the fire lanes until the recall signal. Students guilty of tampering with the fire alarm system will be subject to prosecution by the Fire Marshall's Office and possible expulsion.

A phase 1 or phase 2 lockdown will be conducted each nine weeks as well as additional safety/security drills when necessary.

School security drills are designed to practice procedures to respond to other emergency situation such as an act of terrorism, armed intruder situation or other violent threat. School security drills are conducted in accordance with Policy 805 and 24 P.S. 15-1517 with one (1) drill being held within ninety (90) days of the start of the school year.

TEXTBOOKS/CALCULATORS/STUDENT HANDBOOKS ETC.

There is no rental fee for textbooks/calculators/student handbooks etc. Battery cost will be the responsibility of the student. If, however, issued items are lost or stolen, a student may be issued a replacement. At the end of the school year an assessment will be made for lost or damaged items, and all debt must be paid prior to the student receiving their diploma. Students **are responsible** for all items issued to them by the school.

LOST AND FOUND

All “lost and found” books, articles, and valuables are to be sent to the main office. Lost articles may be claimed from the office by supplying the description and proper identification.

INTERSCHOLASTIC ATHLETICS, EXTRA CURRICULAR ACTIVITIES, AND ELIGIBILITY

Extracurricular Activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

Varsity sports in the DuBois Area School District follow the rules by The Pennsylvania Interscholastic Athletic Association (PIAA). To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the school district as a full-time curriculum. The Pennsylvania Interscholastic Athletic Association (PIAA) requires that a student be passing four credits or the equivalent each week in order to be eligible to participate in interscholastic competition. In addition, at each report card period, the student must be passing four credits or the equivalent to compete for the fifteen school days following the issuance of report cards. For Fall sports, the student must have earned four credits for the final report card the previous year. If not, the student will be ineligible the first fifteen school days of the new school year.

Extracurricular Activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

The following athletic activities are available for student participation:

Baseball	Basketball	Cheerleading	Volleyball
Cross Country	Football	Golf	Wrestling
Gymnastics	Soccer	Softball	Rifle
Swimming	Tennis	Track	Unified
			Bocce

Students must remain eligible in order to participate in extra-curricular activities. Students must be in attendance by 10:30 AM in order to practice or compete. The student must be passing at least four (4) full credit courses, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the principal’s office.

Students who are suspended are not eligible to practice or participate in an event on the day of the suspension.

PUBLIC BEHAVIOR AT SCHOOL EVENTS

The district expects mutual respect, civility, and orderly conduct by all individuals attending school events on district property.

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Expected Behavior

Individuals attending school events on district property will not:

1. Injure, threaten, harass or intimidate a district employee, sports official or coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike or injure another person.
5. Damage, deface or threaten to damage district property.
6. Damage, deface or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, regulation or ordinance.
8. Violate any Board policy, district administrative regulation **or health and safety rules.**
9. Use any tobacco product or vaping product, including Juuls or other electronic cigarettes, as defined in Board policy, except in an area designated and posted by the district.
10. Consume, possess, distribute or be under the influence of alcoholic beverages or controlled substances prohibited by state or federal law.
11. Possess or use weapons or dangerous devices prohibited by the district.
12. Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.
13. Enter upon any portion of district or school premises at any time for purposes other than those that are lawful and authorized by the Board.
14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, or in violation of an authorized district employee's directive.
15. Engage in any risky behavior, such as roller skating, roller blading or skateboarding.
16. Fail to obey the directive of an authorized district employee, security officer, school police officer, School Resource Officer (SRO) or local law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave district property, contacting law enforcement officials, and seeking to deny future admission to school events.

Refusal to leave school grounds when requested to do so by district employees or event officials constitutes the criminal offense of defiant trespass and may result in arrest and prosecution.

Continuation or escalation of prohibited behavior after a warning will result in ejection from the event premises.

Behavior that is unlawful or in violation of Board policy or administrative regulations may result in immediate ejection of the person in violation from the event premises.

Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.

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A district employee may request identification from any individual on district grounds and in district buildings. Refusal to provide **such information may** result in a request to leave district property.

An employee involved in an incident with an attendee at a school event will complete an incident report and submit it to the building principal or immediate supervisor, who will report the incident to the Superintendent.

Crowd Control

A designated administrator will be assigned responsibility for monitoring and supervising the orderly conduct of students and spectators attending school events on district property. Crowd control procedures may include the following:

1. The administrator will ensure that enough authorized district personnel are assigned to provide adequate supervision.
2. The administrator may request law enforcement officials to be present if **the administrator** anticipates the crowd may pose a behavior or safety problem, and may direct the placement of the officers.
3. The admissions gate and/or entrances will be regulated, and admission will be limited to eligible students, spectators and other authorized attendees. No one under the influence of alcohol or controlled substances prohibited by state or federal law will be admitted.
4. If a disturbance occurs, the administrator will determine if the event needs to be concluded, and **the administrator** may close the event and direct those in attendance to immediately leave school grounds.

UNIFORMS/EQUIPMENT (NON-ATHLETIC AND ATHLETIC) RETURNS

Students who do not return uniforms, costumes, play scripts, props, etc. within a two-week period at the conclusion of their season/activity or who terminate their involvement prior to the end of the season/activity will not be permitted to begin another activity until all items have been paid for or returned. Additionally, students refusing to return equipment to the equipment manager will be subject to school discipline and will be responsible for the cost of the items not returned.

ATTENDANCE

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which shall be no later than at the age of six years, until the age of eighteen years, or graduation from a regularly accredited senior high school, whichever occurs first.

Each student bears the primary responsibility for attending classes on time. The teachers and administrators share the responsibility to encourage good attendance habits and to work closely with parents to ensure that each child receives the full benefit of the instructional program. Absences or delays brought about through illness, doctor appointments, observance of religious holidays, personal tragedies, or other justifiable reasons, are understandable and may be excused by an administrator. It is, however, the student's responsibility to make arrangements for any make up work including tests. Parents are to call the school at 371-8111 to report a student's absence. Students are also required to bring a written excuse within three (3) school days of the absence or the absence becomes unexcused/illegal.

When a student accumulates three (3) **unexcused/illegal** absences, the parent/guardian will receive a "first notice" in the mail. **All succeeding excuses should be sent by mail to the attendance office.** If the student accumulates

additional **unexcused/illegal** absences after the “first notice”, the parent/guardian and student may receive a citation (fine) in the mail and be referred to Children and Youth Services.

When a student accumulates a total of ten (10) absences, in accordance with School Board Policy, a notice will be sent to the parents. After notification a doctor’s excuse must accompany each additional absence and/or tardy to school.

Check In/Out: Arrangements for checking in or out must be made through the attendance in the Main office. Any student coming into or leaving the building must sign in or out using the Attendance Kiosk in the Main office. This includes but is not limited to dual enrollment/work release students or students with appointments.

Class Tardy/Cut: A student is tardy if he or she

- a. 1st Office Referral – May Result in Lunch/After School Detention.
- b. 2nd Office Referral – May Result in After School Detention.
- c. 3rd Office Referral and Any Office Referral that Follow – May Result in Suspension.

Tardy to School

1. A student is tardy to school if he or she is not in his/her seat when the late bell rings to start first period or arrives at school prior to 10:00AM. These students will report to the office to the late slip monitor to be admitted to school and then sent to class. The following are the disciplinary consequences for tardies to 1st period:
 - a. 1st Office Referral (3 tardies) – 2 Days of Lunch Detention
 - b. 2nd Office Referral (6 tardies) – 1 Hour After School Detention
 - c. 3rd Office Referral (9 tardies) - 2 Hour After School Detention
 - d. 4th Office Referral (9 tardies) - ½ Day of In-School Suspension
 - e. 5th Office Referral (15 tardies) – 1 Day of In-School Suspension
 - f. 6th Office Referral (18 tardies) – 1 Day of In-School Suspension, Loss of Privileges (parking permit, field trip, dances, etc.) Please note the administration reserves the right to adjust any and all disciplinary consequences. Students may also be issued academic consequences for unexcused tardiness that results in missing class time.
 2. Any student who arrives at school after 10:00 a.m. will be considered a ½ day absent. Students leaving school prior to 1:00p.m. and not returning will be considered absent ½ day. Students released from school for less than two hours will not be considered absent. All students must present a parent excuse to their first period teacher for absences or tardiness. Students reporting to school prior to 10:00AM with a valid doctor’s excuse will not be considered tardy and will be granted release time. Release time will be granted for medical appointments and other appointments approved by the principal if the student is absent less than two hours.
 3. Any student who is late due to no fault of their own such as a late bus, an accident, a train or other extenuating circumstances must report to the principal’s office and be issued a late slip. A principal will determine whether the student was at fault for the tardiness. If the student is not at fault, the late slip will be excused from consequence. Students will then be sent to the class or study hall in which they belong. Due to certain circumstances, the main office will instruct teachers and monitors to hold attendance and excuse students who are late. This will be announced on the PA system and students will report to first period class.
- **Prearranged Absences:** A prearranged absence requires a note from the parent/guardian at least three (3) days in advance of the absence. The appropriate administrator will approve or deny the note. Students must obtain assignments from each teacher prior to leaving on a prearranged absence. Parents will be

notified if an administrator advises against the absence. Both student and parent understand that the student is responsible for all work missed.

- **A request may be denied by the principal if:**
 - ✓ **The student is failing 2 or more classes**
 - ✓ **The student will be taking PSSA Tests or Keystone Exams**
 - ✓ **Student has exceeded 10 days of parentally excused absence**
 - ✓ **The student has had excessive absences**
 - ✓ **Other _____**
- **Prearranged absences will not be approved after the “10-day letter” is processed.**

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- **Leaving School Property:** Once a student arrives on school property, he/she is ***not permitted to leave school grounds/building*** unless he/she is to be excused for illness, appointments, work release, dual enrollment or family emergencies. In all cases students must sign out through the Main Office. If a student needs to return to their vehicle for any reason, he/she must be accompanied or approved by an SPO or administrator.

FIELD TRIPS – POLICY 121

A field trip shall be defined as any trip by students away from the school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee; any planned travel activity that supplements or enriches the classroom curriculum.

REPORTING STUDENT ABSENCES

A parent/guardian will call the school at 371-8111 or fax the excuse at 371-3928 to report a student absence. Voice-mail is available prior to 7:00 a.m. An absence may be reported through Skyward under the Absence area, under the Family access tab.

Unreported absences may be investigated by the truant officer.

1. The student, upon returning to school, will give a written excuse to his/her homeroom teacher within three (3) school days of the absence.
2. **The excuse must be signed by a parent/guardian/health professional. This applies even though the parent/guardian has called and reported the student absent from school.**

GUIDELINES FOR ATTENDANCE

1. A legal absence or late to school is any absence or tardy that states the following reasons:
 - a. Sickness-up to 10 days
 - b. Doctor, dentist (etc.) appointments with a medical professional signature
 - c. Funerals
 - d. Extreme family emergency-as deemed by an administrator
 - e. Religious holidays
 - f. Impassable roads-as deemed by an administrator
 - g. *Pre-approved educational trips including college visitations and job shadowing

***Note: students who have received the “medical letter” (have used all 10 parent days of excuses) are not eligible.**

2. Unexcused or illegal absences or lateness to school include, but are not limited to, the following:
 - a. Failure to get up

- b. Missing the bus
- c. Babysitting
- d. Running errands
- e. Shopping
- f. Participating in private lessons, hobbies
- g. Forged excuses
- h. Failure to bring in excuse within three (3) school days of the absence
- i. Problems due to students being transported in a private vehicle
- j. Sickness beyond 10 days without a doctor's excuse

Students are required to sign out in the Main Office before leaving for a pre-arranged appointment.

3. Excuses are accepted **by mail** (DuBois Area High School, 425 Orient Avenue, DuBois, PA 15801) **or by fax** at (814) 371-3928.

TRANSFER OR WITHDRAWAL

1. Parents/guardians intending to withdraw or transfer their child should contact the school counselor for an appointment to meet and sign the withdrawal form prior to the actual day of withdrawal or transfer. The parent/guardian will provide forwarding information, including address, phone number, and the name and city/state of the new school if applicable. The student should accompany the parent/guardian to return all books and supplies (ex. Calculator, Chromebook.) to his/her teachers and clean his/her hall locker and gym locker. The parent/guardian will also pay any outstanding fees which the student is responsible for to the finance secretary.
2. Parents/guardians may withdraw a student aged 17 or older by following the procedure in #1 above.

DUBOIS AREA SCHOOL DISTRICT – 209.Z

Student Health Specifics for Staff

1. **Do NOT send students to Nurse alone** in the following situations (must be sent with adult or request Nurse to come to scene):

A. **Diabetic Students** with any complaints of not feeling well. (Including but not limited to: If a student says they “feel low”, or are dizzy, lightheaded, do not seem themselves, shakiness, nervousness or anxiety, irritability or impatience, confusion, rapid or fast heartbeat, hunger and nausea, sleepiness, blurred vision, headaches, weakness or fatigue, anger, stubbornness or sadness, crying easily, lack of coordination, seizure, unconsciousness)

B. Any student with complaint of **Dizziness**

C. Students with **Symptomatic Cardiac Conditions** - including but not limited to complaints of chest pain, rapid heart rate, chest feels funny, heart feels funny, dizziness, lightheadedness, or any symptoms included on a student's care plan.

D. Students with **Asthma attacks** – symptoms include but are not limited to wheezing, coughing that will not stop, very rapid breathing, chest pain or pressure, tightened neck and chest muscles, difficulty talking, feelings of anxiety or panic, pale and sweaty face, blue lips,

E. **Possible Anaphylactic Allergic Reaction** - Symptoms of allergic/anaphylactic reactions may include but are not limited to: hives, itching (of any part of the body), swelling (of any body parts), red, watery eyes, runny nose, vomiting, diarrhea, stomach cramps, change of voice, coughing, wheezing, throat tightness or closing, difficulty swallowing, difficulty breathing, sense of doom, dizziness, fainting or loss of consciousness, change of skin color.

F. Signs of **Head Trauma/Concussion** – Symptoms including but not limited to complaints of being excessively tired, vomiting, abnormal behavior, complaints of severe headache or stiff neck, pupils of unequal sizes, loss of consciousness – even briefly, unable to move arm or leg, dizziness or loss of balance, blurred vision, ringing in ears, sensitivity to light, seizure, clear fluids draining from nose or ears. Symptoms may appear almost immediately or within a few hours to days after a head injury. **The nurse needs to evaluate every student with a head injury, no matter how slight the head injury and contact parent.**

G. Any student stung by a bee with a known **allergy to bee stings**. **The nurse needs to evaluate any student stung by a bee and monitor that student for at least 20 minutes, following contact with parent.**

2. **PE and Recess Restrictions** – students cannot participate in PE class or recess with current injuries that require casts, splints, crutches, slings, or other assistive medical devices as per district procedure.
3. **Seizure Care** – students with known Seizure disorders will have a care plan in place that will direct us with doctor's orders' regarding their care. 911 is NOT always called in these situations. Staff can help keep a student safe by following these steps – until Nurse arrives – note the *TIME* that the seizure began, remove all objects away from student, protect head especially from injury (cushion with Student Health Specifics – page 2 blanket, sweatshirt, etc. if possible when convulsing, place student on floor lying on their side – when possible. (If suspected head, neck or back injury – do NOT move student.) Call 911 immediately for any student having a seizure without a known seizure disorder.
4. **Epi-Pen usage** – epi-pens are kept in a special cabinet both in the Nurse's Office and Cafeteria. Students having a known allergy and care plan in place, will have their own epi-pen for use. DASD also have stock epi-pens for use in situations with an unknown allergy. **Staff trained in the use of an Epi-pen would be permitted to administer an Epi-pen, in absence of a Nurse when following a student's Care plan to students with a known anaphylactic (severe-life-threatening allergy reaction only)** (found on clipboards in the Nurse's Office & Cafeteria). Possible Signs of Anaphylaxis – flushing, hives, swelling, or itching of face, lips, mouth, eyes, tongue or throat. Difficulty breathing or swallowing, tightness in chest, mouth or
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throat – drooling. Coughing, sneezing, wheezing. Difficulty talking, change in voice, runny nose. Fear or apprehension, feeling of impending doom. Change in skin color, chills, or rapid pulse. Nausea, vomiting, abdominal pain, diarrhea. Dizziness, fainting, collapse, or convulsions.
- 5.

If you think that a student with a life-threatening allergy came in contact with a known allergen, INFORM THE NURSE IMMEDIATELY. This would be a student with a care plan, for example the student has listed in the care plan that he/she is allergic to peanuts and the student states he/she thinks he/she ate peanut butter. This student will require immediate medical attention.

5. Injuries – the following situations require a Nurse to come to scene for an injury - **DO NOT MOVE the student and keep student still: -**

A. Suspected Head/Neck/Back Trauma – symptoms including but not limited to student confusion or disorientation, complaints of numbness or tingling of extremities, extreme back pain or pressure in neck, head, or back; weakness, incoordination or paralysis of any part of body; numbness, tingling, or loss of sensation in hands, fingers, feet, or toes; loss of bladder or bowel control; difficulty with balance or walking; trouble breathing after injury; an oddly positioned or twisted neck or back.

B. Student is unable to bear weight and walk safely to Nurse's Office

C. If a laceration results from an object penetrating the skin and the object remains embedded – **DO NOT REMOVE** the object.

****It is extremely helpful in any situation when calling for the Nurse – give the NAME of the student and note the TIME when illness/injury began, and provide a description of the injury/student's complaints. For example: did the student fall off the playground equipment and is now complaining of tingling of legs and feet, or was the student stung by a bee and now cannot breathe. This information will assist in the nurse in bringing the proper equipment to the scene to help the student.**

Please review student care plans and follow-up with the nurse with any questions regarding student care plans or regarding any of the above information.

Proc. 209.Z

GRADUATION REQUIREMENTS

Graduation requirements shall include course completion and grades, completion of a culminating project and results of district and/or Pennsylvania state assessments. The local assessments that establish proficiency shall be the successful completion of the district's instructional program that is aligned to academic standards. (Chapter 4 Section 4.24)

Student names in Skyward are the way they will appear on Graduating Seniors diplomas at the end of the school year. You have until January 1st of that school year to make any changes/corrections.

The instructional program shall include:

Class of 2022 and beyond

English 4 credits
Math 3.75 credits
Social Studies 3.5
Science 3.5
Physical Education/Health 2.25
Elective
(Must pass 5.5 credits of electives)

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ALL DAHS Seniors must complete these three Career Readiness Graduation Requirements:

1. **Graduation Portfolio Website:** We'll use a graduation portfolio template site that's posted in our DASD Google Sites template library to create a professional website that showcases all of your career qualifications. It's designed with all of the instructions that you'll need as you add your information and materials to your site. Your finished portfolio website will give you everything that you need to start your career path after high school. Items included in the portfolio website include your resume, cover letter, references, academic writing sample, at least three additional student-selected work samples, letter of recommendation, postsecondary planning experience (like a job shadow or technical/trade school/college visit), and items demonstrating your talents/hobbies/skills/interests.
2. **Senior Interview:** In May, you'll have a senior interview experience. The interview will give you some practice sharing all of your high school achievements with a member of our DASD community. It will help you to feel more prepared for future interviews in your career field. You'll use your Graduation Portfolio Website during your interview to showcase your achievements, work samples, and future career plans.
3. **Keystone Pathway:** If you passed your Keystone Exams, you've met your Keystone Pathway. In compliance with Act 158 from the PA State Legislature, students without adequate Keystone Exam proficiency will need to complete service learning projects or meet other Act 158 criteria in order to graduate. Your school counselor will help you plan for your specific Keystone Pathway completion.

Career Education Achieved through guidance programs and integrated career projects in grade nine through twelve.

Students, during their senior year, are required to schedule a minimum of four classes each semester. One class from each content area (Math, English, Social Studies, and Science) must be taken each school year.

Students who do not meet proficiency on the Keystone English Language Arts, Mathematics, and Biology assessments may be required to take a remediation course in any area that is not proficient.

KEYSTONE EXAMS PROGRAM OVERVIEW Supplemental Instruction Requirements

The Keystone Exams are end-of-year assessments designed to assess proficiency in various subject areas. Effective with the graduating class of 2019, the Chapter 4 high school graduation requirements mandate proficiency on the Algebra I, Biology, and Literature Keystone Exams. Students who do not score proficient or higher will

KEYSTONE PROFICIENCY PATHWAY 1	KEYSTONE COMPOSITE PATHWAY 2
Students must score proficient or advanced on each Keystone Exam (Algebra I, Biology, Literature)	Students must earn a composite score of 4452 on all 3 Keystone Exams (with a minimum of Proficient + Basic + Basic)
ALTERNATE ASSESSMENT PATHWAY 3	EVIDENCE BASED PATHWAY 4
Students who do not meet the requirements in pathways 1 or 2 must: • Successfully complete/pass a lab course for academic content areas associated with each Keystone Exam. AND • Complete one of the Alternate Pathway Options for EACH Keystone Exam with which a proficient score was not achieved: 1. Attainment of an established score on an alternate assessment (ASVAB, PSAT, SAT, ACT) 2. Acceptance into an accredited 4-year post-secondary institution	Students who do not meet the requirements in pathways 1 or 2 must: • Successfully complete/pass a lab course for academic content areas associated with each Keystone Exam. AND • Complete three Evidence Based Pathway Options: 1. Acceptance into an accredited post-secondary institution (other than a 4-year institution) 2. Attainment of an industry-recognized credential 3. Completion of a service learning project 4. A letter guaranteeing full time employment 5. Attainment of proficient or advanced on a Keystone exam 6. Satisfactory compliance with NCAA's Core Courses

retake the Keystone Exam after they have participated in supplemental instruction provided by the district. The following defines these requirements for the 2017-2018 school year and beyond.

The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Biology, and Literature. Students who do not meet proficiency in Algebra I, Biology, or Literature on the Keystone Exams are **required** to participate in and complete supplemental instruction prior to re-testing. The type of instruction will be determined by DuBois Area School District. Students in the class of 2022 and beyond must take end-of-course Keystone Exams in Algebra, Biology, and Literature. The Pennsylvania Department of Education is creating additional paths to meeting state graduation requirements. Listed are the pathways for state graduation requirements:

DASD Students Experiencing Homelessness

Definition of Homelessness:

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

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
4. Abandoned in hospitals.
5. Whose primary nighttime residence is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children.
9. Abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school-aged parents in houses for parents if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including pre-school. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth “Unaccompanied homeless youth; including any child who is &; not in the physical custody of a parent or guardian; This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason (PDE).

Enrollment/Placement:

To the extent feasible and, in accordance with the student’s best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing.

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he or she will be enrolled.

If after such consideration, the district determines that it is not in the student’s best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination.

The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information.

The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. Homeless families are not required to prove residency regarding school enrollment.

Placement/Disputes/Complaints:

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

If a dispute arises over school selection or enrollment, the student shall be immediately

enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance rise regarding the education of homeless students, the following steps shall be taken:

1. The person filing the complaint shall first contact the school or district through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter Form, if given directly to a Liaison of the Homeless Initiative.

Services for Homeless:

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

Families Engagement:

Families are a valued member of our community and are an essential part of a child's success. Opportunities for participation in school district and building sponsored events are communicated in a variety of ways throughout the school year. Please check the district's website for engagement opportunities or call your school's office if you need assistance to participate in activities.

Community Partnerships:

The DuBois Area School District values its partnerships with community agencies to support families through collaboration. Some community partnerships include but are not limited to:

- Fraternal Order of Eagles (Sykesville, Reynoldsville, Falls Creek, DuBois)
- DuBois Area Honor Guard
- Elks
- Christ Lutheran Church
- St Mary's and Assumption of Blessed Mary Catholic Churches
- DuBois Area Food Bank
- The Unwritten Initiative Group
- The American Cancer Society
- Relay for Life

- The Make a Wish Foundation
- The Salvation Army
- Knights of Columbus
- The PA Game/Fish Commission
- The Pennsylvania State Police
- Exxon/Mobil Corporation
- Various building PTA and PTO Groups
- Four H
- The Children First Foundation
- We Care for Kids

KEYSTONE COURSES

Students will take the Keystone Exam as the end-of-year assessment in the following courses:

- o **Keystone Literature Exam:** English 10 (Academic, Honors)
- o **Keystone Algebra I Exam:** Algebra I/Module 2, Algebra I (Academic, Advanced, Accelerated), or Mathematics III
- o **Keystone Biology Exam:** Biology I (Introductory, Academic, Accelerated)

The Keystone Exams are one component of Pennsylvania's new system of high school graduation requirements. To receive a diploma, students must also meet local district courses and attendance requirements, complete a culminating graduation project, and successfully complete any additional district requirements.

CAREER/GRADUATION PROJECT

The Career/Graduation Project shall include the completion of a best works

Electronic Portfolio compiled during the student's high school career. The Electronic Portfolio must include, but not be limited to:

- A resume
- A letter of recommendation
- Senior English paper
- Math, Science, and elective work sample
- History projects (career exploration)
- 10 hours' total community service completed by the senior year
- Beginning with the Class of 2019, 15 hours of total community service must be completed by the senior year
- Electronic portfolio presentation in an exit interview

GRADING SYSTEM

A = 93% - 100%

B = 85% - 92%

C = 76% - 84%

D = 70% - 75%

F = 69% & below – no credit

I = Incomplete

1. **For the first nine-week grading period, the minimum grade to be given is a 60% except for courses of one semester or less.** For the 2nd & 3rd grading period the minimum grade to be given is a 50%. A full-scale percentage range – 100% will be used for the 4th grading period.
2. Percent will be used to calculate class rank.
3. Mid-terms and final tests, when used, will count 1/5 of the semester grade, based on four nine-week marking periods per year.
4. Credit will be determined on the basis of total class completion.
5. The report cards will contain the course name, instructor's name, credit value, percentage, quality point conversion scale, and coded comments.

6. It is expected that grading will be accomplished through but not limited to a combination of tests, homework, and classroom recitation.
7. For conversion purposes, when students transfer to DuBois Area with other than percentage grades, their grades and courses are converted by their School Counselor.
8. Progress reports will be completed 23 days into the marking period and emailed home for any student who is failing, is in danger of failing, or whose grade has changed significantly (a drop of 15 or more percentage points).
9. All final averages will be rounded to the nearest whole percent. Senior honor status will be determined at the conclusion of the 3rd nine weeks.
10. Students **must achieve a course grade of 60% or higher in order to be eligible for the Summer School course or its equivalent.**
11. Report cards and progress reports will be made available through Skyward.

Upon request, a copy will be mailed home.

HONOR ROLL

- A Honor Roll:** Grade average of percentage grades must be 93.0% or higher with no individual grade less than 76%.
- B Honor Roll:** Grade average of percentage grades must be 85.0% or higher with no individual grade less than 76%.

HONOR GRADUATES

Students will be recognized at the Scholastic Awards program and Graduation Ceremony for scholastic achievement. Weighted cumulative GPAs will be utilized to identify Honor Graduates at the end of the 3rd quarter of the senior year. The following recognitions will be made:

Cum Laude Honor Graduate: 92.5%-95.4%
Magna cum Laude Honor Graduate: 95.5%-99.4%
Summa cum Laude Honor Graduate: 99.5%-100+

WEIGHTED COURSES

College Equivalent courses, including AP courses, have the final grade weighted at 1.2. *Dual Enrollment classes are also weighted at 1.2. Honors courses are weighted at 1.1. These numbers are used for ranking purposes and honors recognition only.

*Note: Effective with the class of 2027 and beyond, completion of all semester-long dual enrollment coursework will receive a 1.1 weighted multiplier. Year-long college equivalent courses, including AP courses, will continue to have a weight multiplier of 1.2.

CLASS STATUS

To gain tenth grade (sophomore) class status, a student must earn/pass three (3) major courses, (English, math, science or social studies) and one full course or its equivalent made up of PE, Humanities, and electives.

To gain eleventh grade (junior) class status, a student must earn/pass six (6) major courses, (English, math, science or social studies) and two (2) full courses or its equivalent made up of PE, Humanities, and electives.

To gain twelfth grade (senior) class status, a student must have scheduled/registered for every requirement needed for graduation. If at any time during the year, eligibility for graduation is lost, the student will revert back to junior class status.

A change in class status may be made during the school year, if sufficient arrangements have been made, for the student whose class status has been delayed for any reason.

Students should be aware that if they carry junior status into their fourth year of high school, they might not qualify for senior privileges until that status changes.

Students/Parents should be aware that grade status is only a guideline to measure/indicate appropriate progress towards graduation. Parents should assume that **each individual course needs** to be passed **in order to graduate**.

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DUBOIS AREA HIGH SCHOOL DISCIPLINE

The following is an overview of the DuBois Area High School discipline procedures.

Due Process: School district officials use the following sources to guarantee students' due process rights: The Pennsylvania Public School Code, the Regulations of the Pennsylvania State Board of Education, school board rules and regulations, case law requirements, PA School Board Association (PSBA) recommendations, and student handbooks.

Discipline offenses are categorized into four (4) levels.

Level 1 Offenses:

Level 1 discipline is controlled at the teacher level. Penalties for misbehavior are verbal or written.

* Note: depending on the severity, any level 1 or 2 offenses can shift to a higher level.

Classroom disturbance	Classroom tardiness
Cheating which would include plagiarism	Lying
Abusive language	
Non-defiant failure to complete assignments or carry out directions	

Level 2 Offenses:

Level 2 discipline requires that a student be assigned a detention, lunch detention, or after school (2:40 – 3:20) or (2:40 – 4:00). Level 2 discipline occurs when behavior is of a more serious nature or when more than two (2) Level 1 offenses and corresponding teacher discipline penalties prove ineffective. Parents/guardian will be notified by mail regarding the offense/punishment.

School tardiness	Disrespect
Disruptive classroom behavior	Cutting class
Forged notes or excuses	
Misbehavior outside the classroom	Cell Phone Violation
Misuse of passes	Public display of affection
Minor vandalism	Out of assigned area
Bus referral	
More than one student in restroom stall	

Level 3 Suspendable Offenses:

Level 3 discipline situations are of a more serious nature, or when more than six Level 2 offenses occur. Students are referred immediately to the appropriate grade level principal. A discipline form is completed as soon as possible and sent to the appropriate grade level principal's office. Level 3 offenses normally result in one or more days of suspension, community service hours.

Fighting	Vandalism
Theft	Threats to others
Disorderedly conduct	Cutting class
Missed detention	Throwing food
Misuse of computer or internet	Leaving school grounds
Profanity directed at a staff member	Major classroom disturbance
Defiance of school rules	Insubordination
Hazing	Harassment
Assault of a student	Assault of staff member – Level 4

Use/Possession/Sale of controlled “look alike” or “mood altering” substance

Use/Possession/Sale of tobacco products or electronic cigarettes

Use/Possession/Sale of unauthorized substances Please see the following explanation under
Controlled Substances/Paraphernalia and Tobacco Products policies.

Level 4 Offenses:

Level 4 includes situations of a very serious nature, or a student’s failure to modify continued level 3 misbehavior.

Extortion	Bomb threat
Assault	Vandalism
Arson	Terrorist threats
Disorderly conduct	Reckless endangerment
Threatening school employee	
Theft/possession/sale of stolen property	
Furnishing/sale/use of unauthorized substances	

*Discipline for Level 3 and 4 offenses will be conducted according to the District guidelines (out-of-school suspension, community service hrs., or possible expulsion).

* There will also be a 45 school day suspension from attending dances, athletic events and other extra-curricular for fighting or drug and alcohol policies.

When a student accumulates five (5) days of suspension (out-of-school/community service hrs.), a pre-expulsion conference will be held with the principal, school counselors, student, parent/guardian. At this meeting the parent/guardian will be informed that on the ninth (9th) day of suspension the student will be referred to the superintendent for possible expulsion.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

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, including use of publications, handbills, announcements, assemblies, meetings, buttons, armbands and any other means of common communication. The District respects the right of students to express themselves in word or symbol and to distribute and post materials, when areas are designated for that purpose, as a part of that expression. The exercise of this right must be limited by the district’s responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

DISTRIBUTION OF MATERIALS BY STUDENTS

Distribution and posting of non-school related materials on school property must be submitted to the building principal at least one school day in advance of planned distribution or posting.

Policy 249: BULLYING/CYBER BULLYING POLICY

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

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

Substantial interference with a student's education.

1. Creation of a threatening environment.
2. Substantial disruption of the orderly operation of the school.

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Bullying, as defined in this policy, includes cyber bullying.

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

The board prohibits all forms of bullying by district students. The board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

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

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

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

The superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the board.

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

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

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

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

Section I.01 Education

The district may develop and implement bullying prevention and intervention programs.

Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Section I.02 Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling within the school; parental conference; loss of school privileges; transfer to another school building, classroom or school bus; exclusion from school-sponsored activities; detention; suspension; expulsion; referral to law enforcement officials.

CONTROLLED SUBSTANCE/PARAPHERNALIA POLICY

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

The District's policy prevents and prohibits on school grounds, school transportation, and at all school activities, the possession and/or use, sale, and/or mimic of sale, distributing, and/or intent of distribution of any controlled substances prohibited by federal and state law, alcoholic beverages, illegal or controlled mood-altering substance, look-alike substances, anabolic steroids, inhalants, paraphernalia, vitamins, or prescription or nonprescription (over-the counter) medications. Possession of herbs/herbal incense or other products containing synthetic cannabinoids are not permitted.

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The penalty may be up to ten (10) days of suspension, referral to the Superintendent for expulsion, and/or notification of police. In addition to disciplinary action, the student is also referred to the Student Assistance Program for formal intervention and must complete all recommendations.

For more detailed information, you may contact the High School Office.

USE/POSSESSION OF TOBACCO PRODUCTS

Any student who uses and/or possesses tobacco products including electronic cigarettes on school property, or at school related activities would be subject to the following disciplinary measures:

- First Offense** The student will receive a one (1) day in-school suspension and the school district will initiate prosecution and/or the student may attend the Alternative to Tobacco Cessation Suspension Program (two 1-hour classes during the regular school day) in lieu of discipline and prosecution.
- Second Offense** The student will receive a two (2) day out-of-school suspension and the school district will initiate prosecution,
- Third Offense** The student will receive a three (3) day out-of-school suspension; the school district will initiate prosecution. There will be a parent/administrator conference.

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following: [\[1\]\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

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The term **tobacco product** does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[\[3\]](#)
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.* [\[4\]](#)

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[1\]](#)[\[2\]](#)[\[5\]](#)

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[\[3\]](#)

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[4\]](#)

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

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

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.[\[2\]](#)

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the

local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [6][7][8]

Office for Safe Schools Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form. [8][9]
Law Enforcement Incident Report –

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The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [1][2][6][8][9][10][11]

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative. [2]

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action. [12]

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [8][13][14][15][16][17]

HAZING/ UNLAWFUL HARASSMENT (Policy 248)/DATING VIOLENCE (Policy 252)

Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student (forced conduct, which could result in extreme embarrassment). Unlawful harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, written, graphic or physical conduct of a sexual nature. Dating violence is behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner. Students who engage in hazing, harassment, or dating violence should be reported to the principal or school counselor and will be dealt with through the Code of Student Conduct.

The DuBois Area School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. All forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers and third parties in the school is prohibited. Students and third parties are encouraged to promptly report incidents of harassment to designated employees. Complaints of harassment shall be investigated promptly and corrective action shall be taken when allegations are sustained. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

NONDISCRIMINATION

Policy 103 – Nondiscrimination in school and classroom practices: The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable

accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations. The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

Policy 103.1 – Nondiscrimination – Qualified students with Disabilities: The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and non-academic services and programs equally to students with and without disabilities.

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The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations. The Board encourages students and parent/guardians who believe they have been subject to discrimination or harassment to promptly report such incidents to designated employees.

Terroristic Threats

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

Terroristic Threat – shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

WEAPONS

Any student who has, in his/her possession, a weapon on school grounds or school transportation (buses, etc.) or any school sponsored activity or sporting event, can be expelled from school for a period up to one (1) year.

A weapon shall include, ***but not be limited to***, any knife, cutting instrument, nunchakus, firearms, shotgun, rifle, replica of a weapon, or any implement, tool, or instrument that could inflict serious bodily harm.

VIDEO SURVEILLANCE

Video surveillance occurs on school property and on some school buses. The use of video recording from surveillance systems shall be subject to other board policies, including policies concerning the confidentiality of student and staff records.

STUDENT SERVICES

Section I.03 STUDENT RECORDS

The DuBois Area School District creates and maintains several categories of student records, some of which are reviewed and updated from year to year, while others are purged and destroyed yearly or at predetermined intervals.

For a thorough and detailed explanation of these processes, refer to DASD Policy 216.2 – Student Records – Collection, Maintenance, and Distribution.

GUIDANCE

Students are encouraged to visit with his/her school counselor. School counselors specialize in academic counseling, career development, and personal/social services. Students may see their school counselor any time in person. If the school counselor is not in his/her office, the student is encouraged to leave a note in the door's mail slot, or the student may e-mail as follows:

Mrs. Liz Drahushak	E - K	Room A 315 ldrahushak@dubois.school
Mrs. Deidre Smith	L - R	Room A 222 dsmith@dubois.school
Mrs. Nancy Chelgren	S - Z	Room C 100 nchelgren@dubois.school

Students and parents may also telephone 814-371-8111 and use the directory to ask for their school counselor, and if he/she is not available, the student/parent is encouraged to leave a message. School counselors respond to all notes, emails, and phone calls as soon as possible.

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If needed, students may see any other school counselor, or the school counselors Secretary, or a Principal if their school counselor is not available. The Guidance Secretary can also assist students and parents with many questions and needs.

Students and parents are encouraged to utilize the high school Guidance webpage which provides a variety of resources and information.

Section I.04 www.dubois.school □ Select a school □ DuBois Area Senior High □ Guidance

There is a wealth of information on:

Scholarships	Summer Opportunities
Job shadow information	Testing Calendar
SAT dates & info.	School profile
ACT dates & info.	Scheduling
Advanced Placement	Graduation Project Checklist
Community Service	Career Exploration
ASVAB	Sophomore/Junior Parent Night
Dual Enrollment	Open House
FAFSA	College Fairs
Keystone Exams	Freshman year info.
PSAT	Sophomore year info.
Student Assistance Program	Junior year info.
Transcript info.	Senior year info.
Work Release	Needed Forms

A sampling of school counselor services includes:

- Individual counseling & family interventions
- Crisis intervention & referrals to community services Student Assistance Program; Peer mediation services
- New student orientation
- Academic scheduling, advisement, counseling, and tutoring options
- Enrollment/withdrawal and Dual enrollment
- Cyber school services (credit intervention, recovery, full-time cyber)
- Work release scheduling
- Homebound instruction arrangement
- Parent/teacher conferences
- Career guidance and information; College and career fair trips
- College applications, financial aid night and information
- Local and national scholarship information & applications
- Graduation project advisement
- Classroom orientations and parent nights
- Post-secondary and military representative presentations
- Testing: Preliminary SAT, Keystone Exam, Advanced Placement
- Information on SAT & ACT testing
- Job Shadowing & college visits

Jeff Tech enrollment
Summer opportunities: camps, schools, conferences

Section I.05 SPECIAL EDUCATION SERVICES

Under federal and state laws, all students are entitled to a free and appropriate public education designed to meet the student's unique learning needs. This includes specially designed instruction and the related services needed to benefit from the school program. The district provides programs for students with disabilities in thirteen different exceptionalities. For more information on Special Education Services provided by the district, you may contact your School Counselor, Building Principal, or the Special Education office at (814) 375-8776.

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Section I.06 PROTECTED HANDICAPPED STUDENTS SERVICES

In compliance with state and federal law, the DuBois Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age, with a physical or mental disability which substantially limits or prohibits participation in, or access to, any aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information, you may contact your School Counselor, or the Principal.

Section I.07 GIFTED EDUCATION

As required by Chapter 16 of Pennsylvania law, Gifted Support Education is available to eligible students K-12th grade.

Procedural Safeguards for Gifted Students are extensive. Through the district's Child Find System, children who are thought to be gifted and in need of specially designed instruction are then evaluated. If the student is found eligible, an individual gifted plan is developed and program implemented for the student.

For more information on Gifted Education and the provisions of these services, you may contact your School Counselor or the Special Education Services Office at (814) 375-8776.

Section I.08 ENGLISH AS A SECOND LANGUAGE

The DuBois Area School District provides an English as a Second Language program for those students who are Limited English Proficient as identified from information provided by the parent/guardian and from the Home Language Survey on the student registration form completed upon entering the DuBois Area School District for the first time. Instruction is on a daily basis and will occur at a minimum of one class period per day. This instruction replaces the regular English instruction in the classroom and is taught by a teacher certified in English as a Second Language.

Section I.09 STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) provides students and families with assistance in accessing school and community services/resources to help with mental health issues, drug and alcohol issues, suicide ideations, or any other problems a student may be experiencing.

SAP does not diagnose, treat, or refer students for treatment. However, through an assessment process, SAP may provide families with information and resources in order to secure the proper services. SAP's goal is to help eliminate barriers so students will succeed in school.

How to Contact the Student Assistance Program: If you feel that you or a friend may need help, contact your school counselor.

Child/Student Abuse - Policy 806: The Board adopts this policy to affirm district employees' obligation to assist in identifying possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with the law. Pursuant to the Child Protective Services Law (Act 24) as amended, and the Juvenile Act (Act 33), as amended when children and youth officials find it necessary to conduct an in school interview with a child enrolled in our school who is alleged to be a dependent child, the laws of the Commonwealth require the school to allow the interview.

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Section I.10 NON-DISCRIMINATION STATEMENT

The DuBois Area School District does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity, marital status, pregnancy, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies: Mr. J Russell Akers, Director of Human Resources and School Safety, 500 Liberty Boulevard DuBois, PA 15801, (814) 371-2700.

Section I.11 NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (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:

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

- ☐ Political affiliations or beliefs of the student or student's parents;
- ☐ 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.

2. 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.

3. Inspect, upon request and before administration or uses -

- ☐ Protected information surveys of students and surveys created by a third party;
- ☐ 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 from the parents to a student who is 18 years old or an emancipated minor under State law.

DuBois Area School District has developed and adopted policies, in consultation with parents, regarding these rights, and 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. DuBois Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes are made. DuBois Area School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. DuBois Area School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys.

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Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

4. 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, DC 20202-5920

Section I.12

DUBOIS AREA SCHOOL DISTRICT – 216.2B

**Notification of Rights under the
Family Education Rights and Privacy Act
(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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4. A school official typically 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 or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. These records will be forwarded upon request.

5. 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:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for

purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

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- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c). If you do not want the school to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify our school in writing by September 30th of each school year. Our school has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of enrollment
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

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- (1) +--Not use obscene language in student media or on school premises.

Section I.13 CRISIS RESPONSE FOR SCHOOLS

The DuBois Area School District strives to provide a safe and secure learning environment for all students, faculty, and staff members. If an emergency arises, the Emergency Operations Manual provides detailed steps for staff and administration to follow, for the safety of all students and staff. This manual is located in each school's office.

In case of an emergency requiring evacuation, parents and guardians will be notified of their child's evacuation location via our automated parent notification system. Please be advised that emergency preparedness, emergency evacuation and school security drills will be conducted at intervals required by state law. School security drills are designed to practice procedures to respond to other emergency situations such as an act of terrorism, armed intruder situation or other violent threat. School security drills are conducted in accordance with Police 805 and 24 P.S. 15-1517 with one (1) drill being held within ninety (90) calendar days of the start of school year.

Safe2Say Something:

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the "Safe2Say Something" (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a life-saving and life-changing school safety program that allows tipsters to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

Program Background:

The Office of the Attorney General (OAG) has established S2SS and will manage and maintain the program. The OAG in partnership with Sandy Hook Promise (9SHP), a leader in anonymous reporting systems, had built the application, website, and PA-based 24/7 Crises Center. SHP is a national non-profit committed to creating safe schools and communities through their four evidenced-based Know the Signs intervention programs. To date, SHP had delivered its programs to 10,000+ schools and trained 5+millions youth and adults in every state resulting in countless suicide, school shooting and firearm threat interventions and countless bullying, drug use, and other acts of violence and victimization interventions.

How it Works:

1. Via mobile app, website, or phone call-arriving first at the S2SS Crisis Center.
2. Crisis Center analysts' vet and triage the tip, then engage the tipster in anonymous two-way chat in order to provide detailed and immediately-actionable information to schools and dispatch.
3. Crisis Center analysts deliver the tip to the impacted school and, as needed, local law enforcement via 911 County dispatch.
4. The school and, as needed local law enforcement, asses and intervene with threat-risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

1-844-Saf2Say (1-844-723-2729)

<https://www.safe2saypa.org/> and <https://safe2saypa.org/tip>

Policy 819: Suicide Prevention

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy will help to protect all students throughout the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. School counselors serves as liaison and a point of contact for students in crisis and refer student to appropriate resources.
3. When a student is identifies as being at risk, they will be assessed by a mental health professional associated with the school and its SAP team who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - a. The National Suicide Prevention Lifeline, 1-800-273-8255 (TALK), www.suicidepreventionlifeline.org
 - b. The Trevor Lifeline, 1-866-7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable in seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or in need of help.
6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full schedule prevention policy.

Student Convicted or Adjudicated of Sexual Assault, Act 110 of 2020

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgement of sentence has been imposed.

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

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.

Sexual assault – mean any of the following offenses:

1. Rape.
2. Statutory sexual assault.
3. Involuntary deviate sexual intercourse.
4. Sexual assault.
5. Aggravated indecent assault.
6. Indecent Assault.

Authority

The board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.

Delegation of Responsibility

A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than (72) hours after the conviction.

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Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:

1. Recommend that the Board expel the student, in accordance with law and Board policy.
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.

Guidelines

In the case if a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:

1. The victim is no longer enrolled in the district.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.

POLICIES

Section I.14

The DuBois Area School District policies can be found on the District website. Please visit www.dubois.school and click the "resources" tab to view our policies. The policy manual is also available in the high school main office for parents and students to review.

2024-2025 TITLE IX INFORMATION:

Prohibition against Discrimination and Harassment/Title IX Sex Discrimination (including Sex-Based Harassment)

It is the policy of the District to maintain an environment for learning and working that is free from discrimination and harassment as defined herein and as defined with more specificity in Board Policy 103 and Board Policy 104, and associated Attachments (including Grievance Procedures) to those Policies.

Students are specifically notified that the District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 et seq., and its regulations, 34 C.F.R. Part 106, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Ms. Kristina Kline
DuBois Area School District
Director of Human Resources
500 Liberty Boulevard
DuBois, PA 15801
Phone (814)371-2700
Email: kkline@dubois.school

The U.S. Department of Education's Office for Civil Rights may be contacted at:

**U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100**

**Telephone: 800-421-3481
FAX: 202-453-6012; TDD 800-877-8339
Email: OCR@ed.gov**

<https://ocrcas.ed.gov/contact-ocr>

To report information about conduct that may constitute Title IX sex discrimination, including sex-based harassment, or make a complaint of Title IX sex discrimination, please refer to the District's Nondiscrimination Policies and Grievance Procedures, which can be located on the District's website under Board Policies, Policy 103 (Students) and Policy 104 (Employees): [https:// go.boarddocs.com/pa/dubo/Board.nsf/vpublic](https://go.boarddocs.com/pa/dubo/Board.nsf/vpublic) or contact the District's Title IX Coordinator.

In the event of a conflict between this section and Board Policies 103 and 104, and associated Attachments, the language of Board Policies 103 and 104 and associated Attachments shall prevail.

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Definitions

"Discrimination" shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

"Harassment" is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the service, activities or opportunities offered by the District or a school.

It shall be a violation of this policy to harass a student or District employee. Bullying can be a form of harassment. A student's sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

"Title IX Sex Discrimination" – includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity. "Title IX Sex-Based Harassment" - Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:

1. Quid pro quo harassment - a district employee or other person authorized to provide a district aid, benefit or service explicitly or impliedly conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. Hostile environment harassment - unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a district education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:
 - a. The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
 - b. The type, frequency and duration of the conduct;
 - c. The complainant's and respondent's ages, roles in the district education program or activity, previous interactions and other relevant factors;
 - d. The location and context in which the conduct occurred; and
 - e. Other sex-based harassment in the district's education program or activity.
3. *Sexual assault, dating violence, domestic violence or stalking.*

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- a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. Domestic violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.

- ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sex-based discrimination or harassment under Title IX. This includes conduct that is subject to the District's disciplinary authority. An education program or activity includes, but is not limited to, academic, extracurricular, research, occupational training and other education programs and activities of the district. The District is obligated to address a sex-based hostile environment in a district education program or activity, even when some conduct is outside the district's program or activity, or outside of the United States

Violations of this Discrimination/Harassment Policy, as set forth more fully in Board Policy 103 and associated Attachments, including acts of retaliation as described in the Policy, may result in disciplinary consequences under applicable Board policy and procedures up to and including referral for expulsion from the District.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:

The Board encourages students and third parties who believe they or others have been subject to Title IX sex discrimination, including sex-based sex harassment, and any other discrimination or harassment as defined in this Policy and Board Policies 103 and 104, to promptly report such incidents to any District employee (but preferably the building principal) or the Title IX Coordinator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

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The student's parents/guardian or any other person with knowledge of conduct that may violate this Policy is encouraged to immediately report the matter to any District employee (but preferably the building principal) or the Title IX Coordinator.

The complainant (the alleged victim) or the individual making the report may use the Discrimination/Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form (an Attachment to Policies 103/104) which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this Policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website at <https://www.dubois.school/> and through the building principal or the Title IX Coordinator. The rights of complainants and respondents (the accused) are outlined in detail in Policies 103/104 and associated Attachments, which outline the District's applicable Grievance Procedures

SAFE SAY
SOMETHING

SEE IT. REPORT IT.



MOBILE APP



1-844-SAF2SAY



SAFE2SAYPA.ORG



**DuBois Area
School District**
Maintenance/Custodial Department

30 Sones Road
DuBois, PA 15801

ph: 814.371.0383
fx: 814.371.0272

To: All Employees - DuBois Area School District

From: Steve Dunlap, Maintenance/Custodial Supervisor 

Date: July 15, 2025

Subject: Integrated Pest Management

The DuBois Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator, who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to the application and for two days following the application.

Parents or guardians of students enrolled in the school, as well as staff members, may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please email sdunlap@dubois.school. When notifying the district, you must include your name, address, phone number, and school(s) where you are located. Please include an e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone or electronic mail, to any staff member, parent, or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, gel-type baits placed in cracks, crevices, or voids, and swimming pool maintenance chemicals.

Each year, the district will prepare a new notification registry.

If you have any questions, please contact me at 814-371-0383.