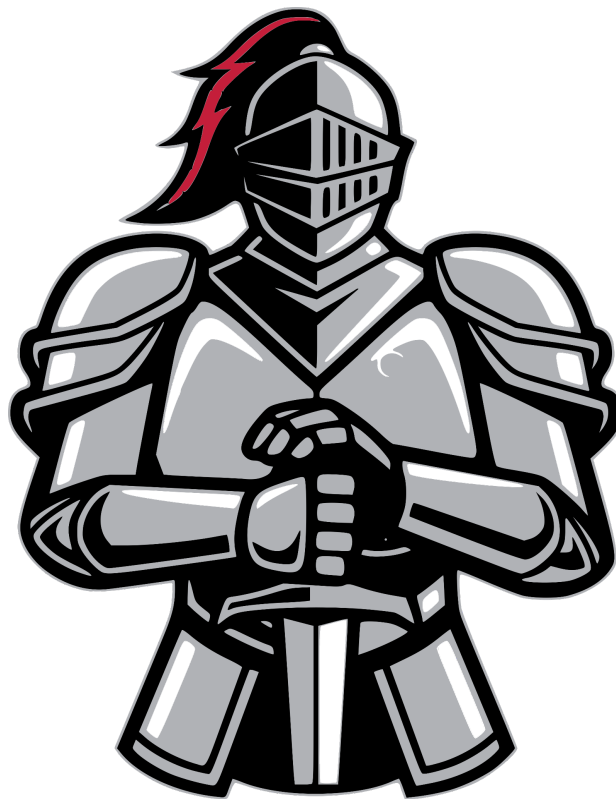


Franklin Area Junior Senior High School



Student Handbook 2026-2027

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General Information

Franklin Area Jr./Sr. High School Handbook

The Franklin Area School District encompasses 180 square miles in Western Venango County comprised of twelve municipalities – the city of Franklin, the boroughs of Utica, Polk, Barkeyville, and Clintonville, and the townships of Canal, Clinton, French Creek, Irwin, Mineral, Sandycreek, and Victory. The school district serves approximately 1,700 students in grades PK-12. The Franklin Area Jr./Sr. High serves approximately 915 students in grades 6-12. This handbook provides students and parents pertinent information in regards to school policies and procedures. Please read and familiarize yourself with the handbook. Additional information regarding our school district can be found on our website at <https://sites.google.com/students.fasd.k12.pa.us/franklin-areaschool-district/home>

Franklin Area School District **School Board of Education**

Mr. Randy Stachelrodt, Board President	Mr. Andy Boland
Mr. Garrett Lowman, Vice President	Mrs. Leslie Boyer
Mrs. Jenn Gornell, District Solicitor	Mrs. Alesha Hartsfield
Ms. Sabrina Backer	Ms. Tracey Leyda
Mr. Dennis Baker	Mrs. Peggy Hamm

Non Discrimination Policy

Franklin Area School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, disability, national or ethnic origin, sex, or age in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX Coordinators Mrs. Nicole Bell or Mrs. Emily Reiser, Directors of Student Support Services at 814-432-2121.

District/School Administration

Franklin Area School District

Central Office

40 Knights Way, Franklin, PA 16323

Phone: 814-346-7528

District Superintendent: Dr. Eugene Thomas

Business Manager/Board Secretary: Ms. Kim Eaton

Assistant Business Manager: Mr. Shane King

Director of Curriculum & Instruction: Dr. Christina Cohlhepp

Director of Student Support Services: Mrs. Nicole Bell

Director of Student Support Services: Mrs. Emily Reiser

Director of Buildings and Grounds: Mr. Leon Billingsley

Director of Transportation: Mrs. Chris Romanowski

Director of Technology: Mr. Giancarlo Delmo

Athletic Director: Ms. Becky Barnes

Franklin Area Jr./Sr. High School

246 Pone Lane, Franklin, PA 16323

Phone: 814-432-2121

Fax: 814-432-5031

Jr. High Secretary: Mrs. Brenda O'Brien
Sr. High Secretary: Mrs. Sarah Baughman

Attendance Secretary: Mrs. Bridget Wood
Guidance Secretary: Mrs. Lori Master

Administration

Principal (6-8): Mr. Thomas Holoman
Principal (9-12): Mr. KC Miller
Jr. High Dean of Students: Ms. Brooke Kossick
Sr. High Dean of Students: Mr. Tyler Stanton
School Police Officer: Mr. John Ghering

Jr./Sr. High Support Staff

Jr. High Counselor (6, 7, 8): Miss Nicki Glenn
Sr. High Counselor (10, 12): Mrs. Linda Hagg
Sr. High Counselor (9, 11): Mrs. Megan Hiles
Nurse: Mr. Jake Kosker

2026-2027 SCHOOL CALENDAR



FRANKLIN AREA SCHOOL DISTRICT July 2026 - June 2027

Approved 01/26/2026

July-26						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

KEY	
Vacation Days	
Early Dismissal	
Act 80 Days	
Professional Days	
First/Last Student Days	
End of Nine Week Period	
Graduation	

1 - Winter Break
15 - End of 2nd Nine Weeks
18 - Vacation Day
25 - Act 80 Day

January-27						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-26						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26-28 - Professional Days

12-15 Vacation Day

February-27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September-26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 - First Student Day
7 - Labor Day

26-30 Spring Break
31 - End of 3rd Nine Weeks

March-27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October-26						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 - Vacation Day
5 - Act 80 Day

16 - Act 80 Day

April-27						
S	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November-26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 - Act 80 Day

25-30 Thanksgiving Vacation
31 - Memorial Day

May-27						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December-26						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 - Early Dismissal
24-31 Winter Break

6 - Graduation
7 - Early Dismissal
7 - Last Student Day
8 - Professional Day

June-27						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Snow Make Up Days	PSSA Testing	Section 1502 Official Local
February 12, 2027	April 26-30, 2027 Grades 3-8 ELA	November 27, 2026
March 26, 2027	May 3-7, 2027 Grades 3-8 Science, Mathematics, Make-ups	November 30, 2026
March 30, 2027	Keystone Exams	December 28, 2026
June 8, 2027	Winter - December 7-18, 2026; January 4-15, 2027	December 29, 2026
through June as needed	Spring - May 17-28, 2027	March 29, 2027

ATTENDANCE/ABSENCE POLICIES

As defined in Section 1301 of the Pennsylvania School Code, every child being a resident at any school district between the age of six (6) and twenty-one (21) may attend the public schools in his district. The compulsory school laws of Pennsylvania require that every child between the age of six (6) and eighteen (18) shall be in school.

ATTENDANCE/ABSENCE POLICY DEFINITIONS

1. **"Citation"** shall mean a non traffic citation or private criminal complaint.
2. **"Compulsory school age"** shall mean the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. According to the Pennsylvania State Supreme Court in *Commonwealth v. Kerstetter*, 2014 PA LEXIS 1500 (Pa., June 16, 2014), although parents are not required to enroll their child in kindergarten, once the election to enroll a child in school (including kindergarten) is made, the child is subject to the School Code's compulsory attendance requirements.
3. **"Court"** shall mean a magisterial district court or a court of common pleas.
4. **"Excused absence"** shall mean an absence from school which is permitted under this Attendance Policy. Excused absences include:

- a. **Illness** – If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or other school official, the student's absence from school shall be deemed excused.

If a student is unable to attend school due to illness, the student shall submit to the District a written excuse from either his/her parent or licensed practitioner of the healing arts **within three (3) school days after the absence**. Failure to submit a written excuse within this time frame shall result in the absence being recorded as unexcused.

If a student accumulates more than ten (10) absences due to illness during one school year, the school administration shall require the student to provide a medical statement or excuse from a licensed practitioner of the healing arts for every subsequent absence due to illness. Failure to provide the requested medical excuse shall result in such absence being classified as unexcused.

- b. **Death in the family**, to allow for the student to attend funeral or burial services.
- c. **Religious holidays and religious instruction** (with religious instruction limited to a total of not more than 36 hours per school year).
- d. **Emergency** – school administrators will determine whether a specific circumstance qualifies as an "emergency" on a case-by-case basis.
- e. **Delay or absence of school bus**.
- f. **Educational tour/trip/high school shadow**.
- g. **Family trips** –Special permission is required for students to take family trips during the school year. Forms for requests for special absence from school are issued from the office of the Principal. The student's responsibilities are listed on the form. The required signatures of parents or guardians and teachers must be completed and the form returned to the office no later than two days before the student wishes to be excused. A student may be released from school when the request form is approved by a principal. However, the number of days the student is not in school will be part of the total number of days absent on his/her record of attendance during the school year, showing as excused absences.

Those requests **not approved** will be recorded as illegal/unexcused absences and fall under the guideline thereof.

h. Court appearance.

i. Dental, medical and therapy appointments – If a student must leave for an appointment (doctor, etc.), which has been pre-arranged, it is necessary to have a note from home on the day of the appointment explaining the reason for the request and the time and date he/she is to be dismissed. A parent or guardian must sign this. The note is to be brought to the Attendance Office and be approved before school starts. If a student is on a late bus and has a note to be excused, go to the Attendance Office upon arrival. Students who have a doctor's appointment will be given a validation form to be completed and returned. At the time the student leaves the building, he/she is to sign out at the Attendance Office. A Vo-Tech student must have an excuse approved at Franklin High School and Vo-Tech before the student will be dismissed early from Vo-Tech. It will count as 1/2-day absence if the student does not return for any of the afternoon classes. A pass must be secured from the Assistant Principal if a student must leave unexpectedly. In such a case, the emergency will be explained and arrangements made for early dismissal.

j. Weather emergency – If the Superintendent orders the schools closed, parents are not required to send a written excuse for their child's absence on that day. If the Superintendent makes a public announcement that parents may use their discretion whether to send their child to school, parents may make the determination whether to have their child attend school. If the child misses school on an official "parent discretion day," the parent must send a written excuse regarding that weather-related absence with their child upon the child's return to school. Failure to send a written excuse in these circumstances will result in the absence recorded as unexcused.

k. Pennsylvania Agricultural Fair Act trips – as required by Section 1329(b) of the Pennsylvania Public School Code, students may be excused for participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act, 3 P.S. §1505.

l. College visitation

m. Junior/Senior excusal for interviews – When students have a written invitation or appointment to participate in a job interview, college admission, nurses' training, trade or technical school as well as other post high school plans, they may be excused for a total of three (3) days during their Junior/Senior year.

5. "**Habitually truant**" shall mean six (6) or more school days of unexcused absences during the current school year by a student who is of compulsory school age.

6. "**Offense**" shall mean each citation filed by the District with the Court for a violation of the requirement for compulsory school attendance requirements regardless of the number of unexcused absences alleged in the citation.

7. "**Person in parental relation**" shall mean a:

- a. Custodial biological or adoptive parent.
- b. Noncustodial biological or adoptive parent.
- c. Guardian of the person of a child.
- d. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa.C.S. § 6302.

8. **“School”** shall mean the educational entity in which the child is enrolled.
9. **“School attendance improvement conference (SAIC)”** shall mean a conference where the child’s absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. A “School Attendance Improvement Conference” will be drafted at this conference. The following individuals shall be invited to the school attendance improvement conference:
1. The child.
 2. The child’s person in parental relation.
 3. Other individuals identified by the person in parental relation who may be a resource.
 4. Appropriate school personnel.
 5. Recommended service providers.
10. **“School attendance improvement conference”** shall mean a plan developed during the school attendance improvement conference, the purpose of which will be to identify the factors causing the truant behaviors and strategies which are intended to result in more regular attendance patterns.
11. **“School day”** shall mean the length of time that a compulsory school aged child is expected to be receiving instruction during a calendar day. The District has determined one school day consists of 330 minutes in grades 6-12 and 300 minutes in grades K-5.
12. **“School-based or community-based attendance improvement program”** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child’s absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.
13. **“Truant”** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a compulsory school aged child.
14. **“Unexcused absence”** shall mean an absence from school which does not fall into one of the “excused absence” categories and/or for which a written explanation has not been submitted within the time period and in the manner required by the District in this Attendance Policy. An out-of-school suspension is not considered an unexcused absence.

STUDENT ARRIVALS

Students will be marked tardy until 10:35 AM. A student arriving between 10:36 AM and 12:00 PM will be marked with a half-day absence. A full-day absence will be marked when the student arrives after 12:00 PM.

STUDENT DEPARTURES

If a student departs between 7:35 AM and 10:35 AM a full-day absence will be marked. A half-day absence will be marked if the student leaves between 10:36 AM and 12:00 PM. A non-absence is marked when the student departs after 12:00 PM.

LEAVING AND RETURNING

If a student is present more than 4 ½ hours it will be a Non-Absence. A Half-Day Absence will be marked when a student is present more than 3 hours, but less than 4 1/2 hours. If a student is present less than 3 hours a Full-Day Absence will be marked

AFTER TARDINESS

Any student who reports to school tardy must present his/her excuse upon arrival on the same day. Students arriving between 7:36 and 10:35 a.m. are considered tardy.

UNEXCUSED TARDY TO SCHOOL

Any student who is unexcused tardy to school (reports after 7:35 a.m.) will receive a warning for the first two times. On the third unexcused tardy the student will receive an unlawful all day letter. . Every third time thereafter, the student will be subject to additional unlawful days.

ATTENDANCE CODES

EX- absent all day-excused absence	LP- unlawful p.m. absence (under 17)
A- absent all day-no excuse	UX- unexcused all day (over 17)
EA- absent ½ day-a.m. only	UA- unexcused a.m. absence (over 17)
EP- absent ½ day-p.m. only	UP- unexcused p.m. absence (over 17)
DP- dismissed early- non-absence	FT- field trip
SO- suspended out	ISS – in school suspension
PH- partial hospitalization	HX – sent home all day
DR – doctor’s excuse	VA- vacation excused
HB- homebound	TE- tardy excused
TU- tardy unexcused	LX- unlawful all day (under 17)
LA- unlawful a.m. absence (under 17)	CT - court appearance

EXCUSED ABSENCES

A student’s absence will be considered “excused” only if it falls within one of the categories defined above. The following procedure shall be followed when a student is absent from school:

1. Parents are requested to call their student’s Main Office by 9:00 a.m. on the day their student is absent to report all excused absences or tardies.
2. Within three (3) school days from when a student returns to school after an absence, he/she must present a written excuse from a parent or guardian (or physician) to the school’s designated attendance officer.
3. The written excuse shall provide the **student’s full name, grade, list the dates of absence and an explanation of the reason(s) for the absence. The parent or guardian must sign and date the written excuse.**

4. Upon receipt of the required written excuse in the mandatory time frame, the absence will be recorded as a "legal absence." Building Principals may use discretion to extend the 3 day time frame for submitting excuses for extenuating circumstances, on a case by case basis.

The following reasons for absences are NOT legal and shall NOT count as "excused" absences: family vacations (which have not received pre-approval), personal business (work/hair appointments/shopping), oversleeping, missing the bus, car problems, hunting, babysitting siblings or others, general excuses (such as "out of town," "at an appointment," or "family emergency"). Building administrators will contact parents to gain further explanation of general excuses.

UNEXCUSED ABSENCES OF COMPULSORY SCHOOL AGED STUDENTS AND TRUANCY VIOLATIONS

Repeated unexcused absences or their equivalent (accumulated unexcused tardies and/or half-days) constitute "truancy" and will result in the referral of the student and his/her persons in parental relation to Court for violation of compulsory attendance laws.

Compulsory aged students must comply with the compulsory education/truancy provisions of the Pennsylvania School Code. The following procedures shall be followed in accordance with mandatory Pennsylvania law:

1. **Truant Students.** When a student acquires three (3) or more days (or their equivalent) of unexcused absences during the current school year, s/he is considered "truant."
 - a) Within ten (10) school days of the student's third unexcused absence, the District will notify in writing the person in parental relation with the student who resides in the same household as the student of the student's compulsory school attendance violation. This written Truancy Notice shall:
 - 1) Include a description of the consequences that will follow if the student become habitually truant (described below); and
 - 2) Schedule a School Attendance Improvement Conference.When the Truancy Notice is transmitted to a person who is not the parent of the student, the Truancy Notice shall also be provided to the student's parent if the parent's mailing address is on file with the District and the parent is not precluded from receiving the information by court order.
 - b) The School Attendance Improvement Conference:
 - 1) Relevant school officials and recommended service providers, the person in parental relation with the student who resides in the same household as the student, the student's parent/s (if possible) and any other relevant individuals shall meet to discuss the reasons for the student's absences in an effort to improve attendance and to create a written School Attendance Improvement Conference ("SAIC").
 - 2) The Conference shall occur even if the person in parental relation with the student and/or parents decline to participate or fail to attend the scheduled conference. The District officials present at the conference **will proceed to discuss the student's attendance and will draft the SAIC** and shall then provide copies of the SAIC to the student, the person in parental relation with the student who resides in the same household as the student and the student's parent/s if parent/s' mailing address is on file with the District and the District can share the information with the parent/s.
 - 3) Compulsory school attendance/truancy prosecution shall not take place until the Conference takes place and the SAIC is completed.

1. Habitually Truant Students. Students are deemed to be “habitually truant” when they have acquired six (6) or more days of unexcused absences in the current school year. The procedures followed depend on whether the student is 14 years and younger or 15 years and older:

a) Procedure for Habitually Truant Students Fourteen Years Old and Younger: If a student has acquired six (6) or more unexcused absences in the current school year and after the SAIC was completed at the Conference, the District shall:

1) Refer the student to:

- a school-based or community-based attendance improvement program, or
- the Venango County Children and Youth Services for services or possible disposition as a dependent child under 42 Pa. C.S. Ch. 63 (relating to juvenile matters). When/if the District refers the student to CYS for this purpose, the District must provide verification to CYS that the School Attendance Improvement Conference was held.

2) File a citation in the office of the appropriate Judge against the person in parental relation who resides in the same household as the student, provided, however, the Building Administrator may take extenuating circumstances into account and determine not to file a truancy citation on a case by case basis.

b) Procedure for Habitually Truant Student Aged Fifteen (15) Years or Older: If a student has acquired six (6) or more unexcused absences in the current school year and after the SAIC was completed at the Conference, the District shall:

1) Refer the student to a school-based or community-based attendance improvement program or service, if one is appropriate and available in the opinion of the Building Administrator.

2) File a citation in the office of the appropriate Judge against the child or against the person in parental relation who resides in the same household as the child, provided, however, the Building Administrator may take extenuating circumstances into account and determine not to file a truancy citation on a case by case basis.

3) If the Building Administrator does refer the student to a school-based or community-based attendance improvement program and the student either refuses to participate in that program and/or continues to incur additional unexcused absences after the referral, the District may refer the student to the Venango County Children and Youth Services for possible disposition as a dependent child under the provisions of 42 Pa. C.S. Ch. 63. When/if the District refers the student to CYS for this purpose, the District must provide verification to CYS that the School Attendance Improvement Conference was held.

2. Truancy Citations. When the District files truancy citations regarding a student’s habitual truancy, the following shall occur:

a) The citation shall be filed with the Judge based on the location of the school in which the student is enrolled. The school must provide verification that a School Attendance Improvement Conference was held.

b) When a truancy citation is filed against a student and/or a person in parental relation who resides in the same household as the child, the Judge (not the District) shall send written notice of the truancy hearing to the school, to the person in parental relation and to Venango County Office of Children and Youth.

c) At the truancy hearing:

- 1) The District has the burden of proving beyond a reasonable doubt that, while subject to compulsory school attendance, the student was habitually and without justification truant from school.
- 2) It is an affirmative defense to a truancy citation filed against a person in parental relation who resides in the same household as the student if the person in parental relation to the student took every reasonable step to ensure attendance of the student at school.
- 3) The District, to the extent possible, shall inform the Judge of any prior conviction of the child or person in parental relation who resides in the same household as the student for a violation of compulsory school attendance laws. The District, student and person in parental relation will be given an opportunity to present relevant information to the Judge, specifically including the student's attendance after the citation was filed and while the proceeding is pending.
- 4) The Judge will issue a decision on whether the evidence established whether the student or person in parental relation has violated the compulsory school attendance requirements of the School Code.

d) Filing subsequent truancy offenses after the initial truancy hearing: No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of compulsory school attendance if any of the following circumstances apply:

- 1) The initial truancy proceeding is already pending against the student or a person in parental relation with the student who resides in the same household as the student and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the student or person in parental relation to appear before the court and the warrant has not yet been served.
- 2) A referral for services has been made to the Venango County Children and Youth Services and CYS has not closed the case.
- 3) A petition has been filed alleging the child is dependent due to being habitually truant under 42 Pa.C.S. Ch. 63 (relating to juvenile matters) and the case remains under the jurisdiction of the juvenile court.

3. Penalties for Violating Compulsory School Attendance Requirements.

a) Both a student or a person in parental relation who resides in the same household as the student may be convicted of a truancy violation. In such case, the following penalties may be ordered by the Judge:

- 1) sentenced to pay a fine for the benefit of the school that is responsible for the truancy proceedings in an amount not exceeding three hundred dollars (\$300) together with court costs except that, in the case of a second offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding five hundred dollars (\$500) together with court costs and, in the case of a third or subsequent offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding seven hundred and fifty dollars (\$750) together with court costs;
- 2) sentenced to perform community service; or

- 3) required to complete an appropriate course or program designed to improve school attendance which has been approved by the president judge of the judicial district.
- b) The Judge may suspend the sentence of a person convicted of an offense and may remit or waive fines and costs if the student attends school in accordance with a plan devised by the Judge.
- c) Upon a second or subsequent conviction of a student or a person in parental relation with the student who resides in the same household as the student for a violation of the requirements of compulsory school attendance in a Court within this Commonwealth within a three-year period, the Court shall refer the child for services or possible disposition as a dependent child under 42 Pa.C.S. Ch. 63.
- d) Upon failure of a person to satisfy the penalty of a fine imposed by the Court under Paragraph a, above, the person in parental relation may be found in contempt of court and, upon conviction, may be sentenced to the county jail for a period not to exceed three (3) days in any one case. The Court shall make such a determination based on specific finding that the person in parental relation had reasonable ability to comply with the penalty imposed and that noncompliance was willful. The following shall apply:
 - 1) In the case of a student, the failure to satisfy a fine or costs imposed under this section shall not be considered a delinquent act.
 - 2) The president judge of a judicial district may adopt a local policy under 42 Pa.C.S. § 6304 (relating to powers and duties of probation officers) and the Pennsylvania Rules of Juvenile Court Procedure to provide that a juvenile probation officer may receive allegations that the student who fails to satisfy a fine or costs imposed under this section is dependent for the purpose of considering the commencement of proceedings under 42 Pa.C.S. Ch. 63.
- e) If a student is convicted of a violation of the compulsory school attendance requirements, the Court may send the Pennsylvania Department of Transportation a certified record of the conviction on a form prescribed by the Department only if the student fails to comply with a lawful sentence entered for the violation and is not subject to an exception to compulsory attendance pursuant to Section 1330 of the School Code.
- f) The Department of Transportation shall suspend for ninety (90) days the operating privilege of a student upon receiving a certified record that the student was convicted of a summary offense under the compulsory school attendance requirements. If the Department of Transportation receives a certified record of a second or subsequent conviction of a student pursuant to this section, the Department shall suspend the student's operating privilege for six (6) months.
- g) A student whose record is received by the Department of Transportation as described above and who does not have a driver's license shall be ineligible to apply for a driver's license under 75 Pa.C.S. § 1505 (relating to learners' permits) and 1507 (relating to application for driver's license or learner's permit by minor) for the time period specified in Paragraph 4(f) above. If the student is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. § 1541 (relating to period of disqualification, revocation or suspension of operating privilege) for the time specified in Paragraph 4(f).
- h) A student whose driving privileges have been suspended or whose eligibility for a permit or license is delayed under this section may have that license or eligibility restored by providing the Department of Transportation with a form developed by the Department of

Transportation containing the following information in the form of a certified record from the student's school that the student:

- 1) has attended school for a period of at least two (2) months after the first conviction or four (4) months after the second conviction without an unexcused absence or unexcused tardy;
 - 2) is subject to an exception to compulsory attendance under Section 1330 of the School Code; or
 - 3) has graduated, withdrawn from school pursuant to compulsory attendance requirements under Section 1327 of the School Code, has received a general education diploma or has enlisted in the military.
- i) Expungement of Record for Students Under Certain Conditions. Upon application from a student who has a conviction of a summary offense of compulsory school attendance violations, the Court shall grant an expungement of the conviction from the student's record if all of the following apply:
- 1) The student has earned a high school diploma, a Commonwealth secondary school diploma or another Department of Education-approved equivalent, or is subject to an exception to compulsory attendance under Section 1330 of the School Code.
 - 2) The student has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs.

If the Court grants an expungement as described under Paragraph 4(i), the Court shall order the Department of Transportation to expunge all administrative records related to the convictions.

ABSENCE: NO EXCUSE FOR "PERSONAL" REASONS

The school has the right to know why a student should be excused in order to determine whether the excuse qualifies as a reason to excuse the absence. (The student may select a principal, guidance counselor, nurse, secretary or teacher to explain why there is a need to be excused).

MISSED CLASS WORK

Class work may be made up after excused and unexcused absences. This is for a full day or any part of the school day. Students have the same number of days to make up classwork that they were absent. For example if a student is absent for 3 days, they have 3 days from the date of their return to submit any missed work without penalty. It is the policy of the District that students who are "truant" or who have missed classes due to unexcused/unlawful days shall receive no credit for work or tests missed on the unexcused days, provided, however, the Administration in each building has the discretion to award credit to individual students who are involved in the truancy system and/or are complying with his/her Student Attendance Improvement Conference ("SAIC") and/or are otherwise making efforts to improve the pattern of unexcused absences.

CHANGE OF ADDRESS

If a student's address or telephone number changes during the school year, please notify the High School Office as soon as possible.

TRUANCY AND CYBER ENROLLMENT

Pennsylvania Act 47 of 2025: As of December 12, 2025, Section 1333 prohibits habitually truant students (6+ unexcused absences) from transferring to a cyber charter school mid-year, unless a judge determines it is in the student's best interest.

HEALTH INFORMATION

Students are encouraged to have annual examinations by their own physicians. When this is not possible, the school will provide physical examinations in accordance with the current program of the School Division of the Department of Health. Presently, these examinations will be provided to the students upon entrance to school, kindergarten or first grade, and in grades 6 & 11. Students desiring to have these examinations done by their own physician may secure the necessary form from the school nurse, reporting back with the form completed within a reasonably specified time.

Dental examinations are given upon entrance to school, grade 1 if not done privately in kindergarten, and in grades 3 and 7. If the students do not wish to be examined by the school dentist, he or she may have their family dentist complete this examination on a form supplied by the school nurse.

Height and weight measurements are done for all students in grades K through 12. Body Mass Index (BMI) calculations and percentages are done for all students in grades K through 12. This information will be sent home at the end of the school year in the elementary schools.

Hearing tests are given to all students upon entrance to school and in grades 1, 2, 3, 7, and 11.

Vision tests are given to all students in all grades.

In all examinations, i.e. physical, dental, hearing, vision and height/weight measurements with Body Mass Index calculations, given under the supervision of the school, the school nurse shall inform the parents of any abnormalities found during the examination.

NURSE/MEDICATION

In the event a student becomes ill during school or has an accident, he/she should report to the teacher and obtain permission to go to the Nurse's Office. The nurse will make the arrangements for a student to go home if necessary. A student must see the nurse and be medically excused before leaving the school for an excused absence. If a nurse is not available, an administrator may excuse the absence.

Please make the nurse aware of any physical conditions or health problems your child may have, so that we can offer assistance if needed. Health information is confidential and shared only on a need to know basis. In the event of an emergency, 911 will be called.

MEDICATION

It is the policy of the Franklin Area School District that students are **not** permitted to carry any type of prescription or over-the-counter (OTC) medication on their person, purse, book bag, etc., **EXCEPT** in the instance that it is required by the student's IEP or Section 504 plan and/or when it is medically necessary and the student is prescribed to do so by their physician in conformance with applicable Pennsylvania and federal laws and District policies.

Students must follow the requirements of the District's Use of Medication Policy (Board Policy #210), Possession/Use of Asthma Inhalers and Epinephrine Auto-Injectors Policy (Board Policy #210.1) and any other relevant policy and be pre-approved by the District Administration before they are authorized to possess medication while at school.

OVER-THE-COUNTER PAIN MEDICATIONS

Students will be limited to a combined 10 doses (a dose as defined by physicians standing orders but usually 650 mg tylenol or 400 mg ibuprofen) for administration during the school year. If a student meets the combined limit of 10 doses the nurse will call home and notify the family of the policy requiring them to provide a physician's written order and for the parent to bring to the school an unopened bottle of tylenol or ibuprofen of the appropriate strength. Parent permission for PRN meds is still required.

IMMUNIZATION REQUIREMENTS

All immunizations must be up-to-date for the grade level the student is entering by the first day of school. Students who do not have up-to-date immunizations will be excluded from school. Immunization requirements for all students entering to school within the Commonwealth are as follows:

Diphtheria/Tetanus

Four (4) doses properly spaced, one (1) dose must be after age 4. If no dose was given after age 4, then a fifth dose is required. Pertussis is not required, but often this will be given as DPT or DTap.

Polio

Four (4) doses properly spaced given by injection or the oral route.

Hepatitis B

Three (3) doses properly spaced.

Measles

Two (2) doses properly spaced, given after age 12 months (given as MMR).

Mumps

Two (2) doses properly spaced, given after age 12 months (given as MMR).

Rubella (German Measles)

One (1) dose given after age 12 months (given as MMR).

Varicella/Chicken Pox

Two (2) doses properly spaced after 12 months or evidence of immunity.

In addition to the above requirements, all students *entering Grade 7* must receive:

Tdap (Tetanus, Diphtheria and Acellular Pertussis) – One (1) dose, Pertussis is required.

Meningococcal Conjugate Vaccine – One (1) dose.

In addition to the above requirements, all students *entering Grade 12* must receive:

Meningococcal Conjugate Vaccine – One (1) dose. If one dose was given at 16 years of age or older, this shall count as the 12th grade dose.

If your child is going into sixth (6th) grade, please check with your child's doctor to update these immunizations and submit an updated immunization record to the school nurse.

The **only reasons a student may be exempt from the immunization requirements are:**

(a) Medical exemption. Children need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child. When the physician

determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to this policy and Pennsylvania law.

(b) Religious exemption. Children need not be immunized if the parent, guardian or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

Provisional admittance to school. If a student has not received all of the required immunizations, the child's parents/guardians must work with the school administration and the school nurse to see if it is possible to enter into a provisional admittance plan as established by the Pennsylvania Department of Health. **Your failure to provide proof of immunization and/or enter into and comply with a provisional admittance plan will result in the student being prohibited from attending school.**

In implementing the immunization requirements, the District shall comply with all relevant laws pertaining to the educational rights of homeless children, the rights of children moving into the Commonwealth of Pennsylvania and the educational rights of children in foster care. (See 28 Pa. Code §23.85(g)).

COMMUNICABLE DISEASES

If your child contracts one of the following diseases, he/she must remain out of school for the number of days indicated:

Diphtheria - Two weeks from the onset or until appropriate negative culture tests.

Measles - Four days from the onset of rash. Exclusion may also be ordered by the Department of Health as specified in § 27.160 (relating to special requirements for measles).

Mumps - Nine days from the onset or until subsidence of swelling.

Pertussis - Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.

Rubella - Four days from the onset of rash.

Chickenpox - Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted; whichever is sooner.

Respiratory streptococcal infections including scarlet fever. At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.

Infectious conjunctivitis (pink eye) - Until judged not infective; that is, without a discharge.

Ringworm - The person shall be allowed to return to school, child care or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.

Impetigo contagiosa - Twenty-four hours after the institution of appropriate treatment.

No student is permitted in school with the following:

Pink eye, impetigo, scabies, trench mouth, or any unusual skin condition.

Students may return 24 hours after diagnosis and treatment begins.

***No Student May Attend With Live Head Lice**

The student who has contracted head lice **may not ride the school bus until cleared by the School Nurse**. After contacting the School Nurse, and after completion of treatment at home, the student needs to be **accompanied by the parent/guardian** to be readmitted to school by the School Nurse. Readmission is permitted following the first treatment and is contingent upon the removal of all live lice. If live lice are found, the student may be sent home immediately. Nits do not exclude a student from attending, however all avenues must be exhausted to remove them prior to returning to school. Repeated infestations may require exclusion from school until all nits are removed.

The following diseases must be reported to the PA Department of Health at (814) 677-0672:

- German Measles (3-day)
- Nine-Day Measles
- Shingles
- Animal Bites
- Hepatitis
- Mumps
- Meningitis
- Whooping Cough
- Polio
- Chicken Pox

INSURANCE

A GROUP ACCIDENT INSURANCE IS AVAILABLE TO STUDENTS SOON AFTER SCHOOL STARTS. Student policies may be obtained from the homeroom teachers. All students participating in school activities are encouraged to purchase this policy, which is sold at a nominal cost. (It does not cover JV and Varsity Football). Insurance is necessary to participate in sports. CHIP, health insurance for the uninsured child, is available by calling 1-800-543-7105.

ACADEMIC INFORMATION

2026-2027 REGULAR BELL SCHEDULE

Period 1	7:35-8:20
Period 2	8:23-9:05
Period 3	9:08-9:50
Period 4	9:53-10:35

Junior High (Grades 6-8)

Period 5 (Jr. High Lunch or Advisory)	10:38-11:08
Period 6.1 (Class)	11:11-11:52
Period 6.2 (Class)	11:55-12:36
Period 7 (Jr. High Lunch or Advisory)	12:39-1:09

Senior High (Grades 9-12)

Period 5 (Class)	10:38-11:19
Period 6.1 (Sr. High Lunch or Activity)	11:22-11:52
Period 6.2 (Sr. High Lunch or Activity)	11:55-12:25
Period 7 (Class)	12:28-1:09

Period 8	1:12-1:53
Period 9	1:56-2:37

REPORTING PERIODS

Interim reports will be distributed to students halfway between each quarter.

1st Nine Weeks – September 29, 2026

2nd Nine Weeks – December 7, 2026

3rd Nine Weeks – February 23, 2027

4th Nine Weeks – May 4, 2027

Report cards are issued approximately one week after the end of the nine-week period.

1st Nine Weeks – October 28, 2026

2nd Nine Weeks – January 15, 2027

3rd Nine Weeks – March 31, 2027

4th Nine Weeks – June 7, 2027

GRADING SCALE

A = 100%-93%

B = 92%-85%

C = 84%-77%

D = 76%-65%

F = 64% or Below

The lowest percentage grade that can be recorded on a report card will be 50 percent for the first nine-weeks grading period in a yearlong class or 50 percent for the first grading period in a semester class. Students' report cards will reflect actual percentages earned for the second, third and fourth nine-weeks grading periods.

GRADUATION REQUIREMENTS

Information regarding the number of credits, which are required for graduation, can be found in the Program of Education and Course Selection Guide (located on the school website under the guidance department). **A total of 24 ½ credits are required for students to graduate. The requirement for VTC students is 23 ½ credits.** In addition, all students must successfully complete a senior exit interview and meet a state-required pathway to graduation to receive a Franklin High School diploma. The Pennsylvania Department of Education recognizes the following as Pathways to Graduation: Keystone Proficiency Pathway, Keystone Composite Pathway, CTE Concentrator Pathway, Alternative Assessment Pathway, and Evidence-Based Pathway. Questions regarding graduation requirements should be directed to the student's guidance counselor. Any student with an Individualized Education Program (IEP) may graduate based on successful completion of the goals in his/her IEP.

GRADUATING WITH HONORS

Students who have a cumulative GPA of 93% or higher after 15 quarters will be designated as graduating with honors. Starting with the class of 2027, students who have a cumulative GPA of 93% or higher after 16 quarters will be designated as graduating with honors.

CLASS RANK/VALEDICTORIAN AND SALUTATORIAN SELECTION

Class rank is determined by the quality points accumulated (grades earned x weight of course), divided by number of credits attempted (GPA). The averaging process begins in the 9th grade and is continuous throughout the 10th, 11th, and 12th grades and is computed at the end of each semester. The final class rank will be determined in the last quarter of the senior year. To be eligible for these awards, a student must attend Franklin High School at least seven (7) quarters immediately prior to graduation.

Valedictorian and one Salutatorian will be selected from each graduating class based upon cumulative GPA after completion of 16 quarters of work (including the fourth marking/grading period of a student's senior year).

SENIOR OBLIGATIONS

Seniors who are graduating must resolve all of their obligations to the school in order to be eligible to participate in end of the year senior activities and commencement. All prior obligations must be paid in full to participate and/or attend any senior activities.

JUNIOR HIGH PROMOTION

Earning less than a 65% final average in two or more core (English, Reading, Math, Science, Social Studies) subjects would constitute failure for the year. Students who fail two or three subjects are eligible to take summer school courses to be promoted to the next grade. Students who fail four or more core subjects are not eligible for summer school and will be recommended for retention. Teachers, counselors, and administration will review grades, attendance, and other relevant information throughout the year to inform parents about their child's progress and if a child is in danger of failing.

GUIDANCE OFFICE INFORMATION

If a student has a problem with any of his/her subjects, needs information about school, wants help with deciding on a college or vocational school, or would like advice on problems of a more personal nature, his/her counselors will be glad to help or direct him/her to the proper place to obtain help. Students should stop at the Guidance Office before school to obtain an appointment slip if they decide to see a counselor. Appointments are to be scheduled during a study hall. In the event a student does not have a study hall, arrangements will be made to see a counselor before the start of the first class period.

THINGS TO KEEP IN MIND

- ❖ Once the school year begins, students will not be permitted to change their class to another class of the same content in order to get a different teacher.
- ❖ Students are not allowed more than two study halls in any term. Work release counts as a study hall.
- ❖ Work release may be added or dropped (in lieu of a study hall) based on the individual situation.
- ❖ Students with current IEP's will be handled on an individual basis.

Any student withdrawing from a course after the established deadlines will receive a withdrawal failing "W" mark on their transcript. This will have a negative impact on the student's overall grade point average. Any schedule change of this type may require a meeting with all teachers involved, the student, parents, guidance counselor and building administrator. Serious thought and consideration should be given before exercising this option. Remember to give very serious consideration to your course selections. The selections you make are considered definite and are not subject to change.

HOMEBOUND INSTRUCTION

Provision can be made for homebound instruction if a student provides to the District evidence of mental, physical or other urgent reasons that excuses a student's attendance from school for a temporary time period. The term "urgent reasons" shall be strictly construed and does not permit irregular attendance. Temporary excusals may not exceed 3 months per 22 Pa. Code 11.25. Homebound instruction can then be arranged with a maximum of five (5) hours per week. A parent or guardian should initiate the request for homebound instruction through the Guidance Office. This must be supported by a statement from a physician reporting the nature of the student's illness.

COURSE DROP/ADD POLICY

Students are mailed schedules in the summer and have the opportunity to change schedules at that time. They may also change their schedules once the school year begins based on interest, academic ability and course availability. The deadline to change schedules for any reason (for year long courses) is the last day of the first nine weeks. For semester courses the deadline to drop/add is three weeks after the start of the course.

TRANSFER OR WITHDRAWAL PROCEDURE

All students should report to the Guidance Office for a withdrawal form if they transfer to another school or withdraw. The form is to be signed by the teachers who are in their schedule. Books, gym locks, etc., are to be turned in to the teacher. The form will also require other signatures indicating the student has been checked by the Guidance Office, Nurse, Attendance Office, Library, Tech Office, and the Athletic Director. When the form has been completed, it should be given to a guidance counselor.

Requests for transcripts, recommendations, or other services of the school will not be honored until all books and materials for which the student is responsible are paid for or returned. If a student withdraws from school and later requests to be readmitted, it will not be considered by the principal until the beginning of the next semester.

VENANGO TECHNOLOGY CENTER REQUIREMENTS

If a student decides to attend VTC, he/she should read the Course Selection Guide, found on the school's website and ask their school counselor. Students interested in attending VTC, starting in tenth grade, must complete an application in their ninth grade year during scheduling time in the spring. VTC determines several factors when making decisions regarding student admittance into their programs such as: school attendance, student behavior, quality of applications, and interactions during the visit to the VTC center in the fall of their 9th grade year.

TRANSCRIPTS

Students should contact the secretary in the Guidance Department to request a transcript. The secretary will need the name and the address of the place where the transcript is to be sent.

MAKE UP POLICY

It will be the responsibility of the student to secure assignments and complete work in a timely manner. Work missed during a period of excused absence, unexcused absence, or while on suspension may be made up for full credit. Upon returning to school, a student shall be required to take any tests or quizzes and hand in homework that was given prior to his/her absence. A student shall have a period of school days equal to the number of school days absent to make up any work given during the time of excused absence unless extenuating circumstances occur.

HONOR ROLL

The Franklin Area High School will use the following parameters in regard to establishing an Honor Roll for students in grades 6 through 12:

PRINCIPALS LIST- Students will carry a full course load and have a grade of 93 percent or higher in every class (A full course load consists of at least 6 courses during any grading period.)

ACHIEVEMENT LIST- Students will carry a full course load and have a grade of 85 percent or higher in every class (A full course load consists of at least 6 courses during any grading period.)

SCHOOL DIRECTORS' AWARD

To qualify for this award, the student must be enrolled full-time, at least one semester, in a minimum of six courses. Students must maintain a 93% GPA with no grade lower than an 80% and with no Incomplete grades (I) or Unsatisfactory grades (X) the first three nine weeks of the school year. The award will be a letter with an insignia of scholarship, a bar, and certificate for the first year, with a bar and certificate following every year thereafter.

NATIONAL HONOR SOCIETY

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

1. Students who have completed 10th grade with a cumulative GPA of 95% or better are eligible to apply to NHS in the fall of 11th grade.

2. Only those students who have attended Franklin High School for at least one semester immediately prior to the semester of consideration may be considered for membership.
3. Students should have at least two activities per year beginning with their freshman year. One of the activities must be a school related (extracurricular) activity and one must be a service-based activity. These service activities should involve a sustained commitment of time and participation. *30 hours per year is a reasonable sustained commitment of time for service activities. These activities may not be ones in which the student will earn credit or money.
4. Students who want to be considered for selection must submit an essay supporting their candidacy.
5. **Seniors** may be eligible to apply for NHS if they have a 95% cumulative GPA at the end of 11th grade and were not already inducted into NHS.

In addition to these criteria students will be evaluated by the following traits:

LEADERSHIP

The student who exercises leadership:

- Demonstrates initiative in promoting and supporting school activities.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes, not negative attitudes.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, and demonstrates reliability and dependability.
- Demonstrates leadership in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

SERVICE

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services, etc.
- Volunteers are dependable and well-organized assistance, are gladly available, and are willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Willingly performs duties assigned or requested by the faculty.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Completes the committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

CHARACTER

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior.
- Upholds principles of morality and ethics. Does not cheat.
- Cooperates by complying with the spirit of school rules concerning property, programs, office, halls.
- Demonstrates the highest standards of honesty and reliability.

- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Is seldom late for school or other appointments.
- Manifests truthfulness in acknowledging obedience to rules, avoiding willingness to profit by the mistakes of others.

When preparing for admission to the Franklin Chapter of the National Honor Society, students are to remain aware that their personal choices regarding school department, academic excellence and contributions to the school and local community all determine their eligibility for the National Honor Society. Students are included on the basis of scholarship, character, leadership and service.

Those students with the required grade point or percentage averages will be invited to complete an information form. This may include a letter of recommendation if the student so desires. The principal will appoint a faculty council of five teachers who will complete the selection process. These teachers will evaluate each student on the basis of their completed information form and on the characteristics of service, leadership and character. Students will be invited into membership by a majority vote of this council. This selection procedure follows national by-laws of the National Honor Society. All decisions of the committee are final and not subject to appeal.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program is aimed at helping students in all grade levels to overcome addictive and other self-destructive behavior. The main goals of the Student Assistance Program are to help identify students in distress, to intervene, and to get them help as quickly as possible. Early intervention and treatment can restore students to their fullest potential so that they can once again become successful in school, at home, and in the community.

Intervention is a caring situation. It cannot take place without friends and relatives who are willing to get help for someone they love. Interventions save lives. Participation may be painful or frightening, but it is less so than to lose someone to drug or alcohol addiction. Become involved! Please help the team guide those students to recovery and a more complete life free from drugs or other disabling problems.

The main component of the program is a core team of teachers, staff, administrators, nurses, and counselors called the Student Assistance Team. Each member of this team is state certified by participating in over 30 hours of training, particularly in the areas of use, abuse and addiction, enabling behaviors, intervention, recovery, and aftercare. Also included in the training is the recognition of students with eating disorders as well as other dysfunctional behaviors.

Any student, parent, teacher, or community member who has a concern may contact a member of the Student Assistance Team for advice or help. The confidentiality of the student and others concerned with the referral is always considered.

COMMUNITY-BASED SUPPORT SERVICES

There are a number of outside agencies in Venango County that offer services to students and their family members. Parents can inquire about these services by calling 2-1-1. If a parent/guardian needs further information on possible referral sources, please contact the guidance office.

CAFETERIA/FOOD SERVICE INFORMATION

COMMUNITY ELIGIBILITY PROGRAM

Franklin Area School District participates in the Community Eligibility Provision (CEP). This program is available to schools and districts that are participating in the National School Lunch and School Breakfast Programs. All enrolled students are eligible to receive a nutritious breakfast and lunch each school day **at no cost**. No student will be denied a school breakfast or lunch. Students who do not bring breakfast or lunch to school will be provided a meal by the school. Any extra meals, milk, or a la carte items will require payment at time of purchase.

Additional Student Breakfast Prices:

Students: \$3.05

Additional Student Lunch Prices:

Students: \$5.05

Extra Milk: \$0.60

Adult Breakfast: \$3.05

Adult Lunch: \$5.05

CAFETERIA EXPECTATIONS

Students have thirty minutes at lunch in the school cafeteria. When students follow the cafeteria rules and obey the adults who are supervising the lunchroom, lunchtime is more relaxing, enjoyable, and safe. The same general rules for behavior apply in the cafeteria as in the classroom. Students may not save places in line or cut lines. Students are responsible for keeping their lunch table and the area around it clean. Once seated, students should not roam the cafeteria unless getting in line, throwing food away, or being dismissed. Food and drink may not be removed from the cafeteria. Solicitation for personal gain will not be permitted.

CAFETERIA ACCOUNTS

- A. Each student in the Franklin Area School District may have a point-of-sale cafeteria account. Participation is voluntary. Parents or guardians may deposit money in advance on a student's account using the School Cafe web site www.schoolcafe.com. School Café accepts deposits charged to Visa, MasterCard, Discover Card or American Express. Parents may also pay for student meals with cash or check by sending it to school with your student or by mailing it to 40 Knights Way, Franklin, PA 16323.
- B. All students will have accounts set up in the Point of Sales Program which they can access by their Personal Identification Number.
- C. Students will be given a Student ID with their cafeteria bar code on the back to use in the line.
- D. Anyone who loses or has their card or believes his/her account has been accessed by someone else should report it immediately to cafeteria cashiers or to the principal.
- E. Students who do not have lunch money will be permitted a regular meal. Every child will receive the regular meal each day regardless of their lunch account balance.
- F. Charging for a la carte items is not permitted.
- G. Applications for free or reduced lunches can be found at <https://www.compass.state.pa.us/>. The application can be completed any time throughout the school year.

KNIGHT'S MEDIA CENTER

EXPECTATIONS

1. Students who wish to use the Knights Media Center during an assigned study hall must first report to their study hall. Once checked in, students create a pass to the media center via the Securly Pass System.
2. The number of students a study hall can send to the Media Center is based on the number of study halls during any given period. Students who have valid research passes will be given the first option to come to the center. Locker and restroom passes will be given at the Media Center staff's discretion.
3. The Knights Media Center is for research, reading, approved computer work/research and homework. Students not engaged in an appropriate activity will not be permitted to remain in the center. Staff will notify the assigned teacher and students will return to their study hall or classroom.
4. Students who receive a discipline referral for behavior misconduct will be denied Media Center privileges, with the length of time to be determined by student's action(s), as well as the number of prior behavior misconducts.
5. No food or drinks are permitted near the equipment.

MATERIAL USE AND CHECK OUT PROCEDURES

1. Students may check out materials for school and personal use. Most books circulate for two weeks. Students are allowed to check out certain reference materials; however, reference materials may be checked out for overnight use only.
2. Students who do not return research materials by the due date are assessed a fine. The fine for most books is five cents per day. Students with overdue materials or excessive fines may be denied their privileges.
3. In the event materials are lost, stolen, or damaged, the student who checked out the item(s) in question is responsible for replacing or paying for the lost, stolen or damaged item(s). Borrowing and Media Center privileges for students who have items checked out that become lost, stolen or damaged are suspended until the item(s) is/are paid for or replaced.
4. Students who use the computers are expected to follow the school's Acceptable Use Policy. Students who need to use the computers for educational and approved research purposes have priority over students using the computers for leisure or non-related school use. Please remember that the computers are not for gaming.
5. Students are allowed to use the printers to print school related work only.

TECHNOLOGY

ACCEPTABLE USE OF EDUCATIONAL TECHNOLOGY BY STUDENTS

PURPOSE

The Franklin Computer Network will provide students with access to educational resources throughout the world through connection to local area networks and the Internet. The Franklin Computer Network is a limited purpose network, and has been established solely to support students' work in school. Students' use of the system is a privilege, not a right. As a user of Franklin's network, you will be expected to utilize the network in a responsible manner in accordance with this policy. Franklin Area School District recognizes the importance of access to electronic communications and electronic technology to your success in the 21st century. Students are required to comply with the provisions of District's policies regarding use of technology, the internet and the District's network resources, specifically including: Board Policy #815 "Acceptable Use of Educational Technology;" Board Policy #815.1 "Acceptable Use of Educational Technology by Students;" Board Policy #815.2 "Acceptable Use of Internet;" Board Policy #815.3 "Acceptable Use of Internet, Computers and Network Resources." These Policies are available for review at all schools and on the District's website. This document contains excerpts of these Policies, which apply to student use of the network.

LIMITATION OF LIABILITY

Franklin Area School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The District is not responsible for any losses suffered by you including, but not limited to, use of data resulting from delays, non-deliveries, mis-deliveries, or the interruption of service caused by negligence, errors, or omissions, whether by the District or users of the system. Use of any information stored on the network or obtained through the network is at your own risk. The District is not responsible for the quality or accuracy of information you access through the network. The District will not be responsible for any financial obligations arising from your unauthorized use of the network.

SPECIFIC POLICIES AND INAPPROPRIATE NETWORK USE

The following policies, procedures, and limitations have been established to assist you in making responsible choices regarding the use of electronic technology. Responsible use of technology is your personal responsibility, and you will be expected to carry out your responsibilities in accordance with this policy and your family values.

STUDENT SAFETY

For the most part, the electronic community is safe and friendly. However, it is not totally free of danger, and electronic stalkers are of most concern. The following rules are designed to protect you from such stalkers and will be strictly enforced:

1. You will not post personal contact information about yourself or other users on the network. Personal contact information includes your name, address, phone number, school address, or any other information that could be used to contact you directly.
2. You will not agree to meet with someone you have met online without your parent's approval and participation in the meeting.

ILLEGAL, COMMERCIAL, AND POLITICAL USE

1. You will not use the network to buy or offer for sale products or services for personal gain.
2. You will not use the network for political lobbying or fundraising. However, you may use the network to contact elected officials to voice your opinion on political issues.

3. You will not use the network, District hardware, or software to conduct activities in violation of local, state, or federal laws. Such activity will be referred to the appropriate authorities and the District will cooperate fully in any investigation of such activities.
4. You will not illegally install, distribute, reproduce, or use copyrighted software on school computers.
5. You will not use the District's network to access materials that are obscene, profane, lewd, vulgar, threatening, harassing or discriminatory or contains pornography, specifically including child pornography.

INAPPROPRIATE USE OF YOUR ACCOUNT

1. You are personally responsible for your own account. Your password is private and under no circumstances should be given to another user. You will be held responsible for any inappropriate use of your account by another user due to your violation of this policy. If you suspect another user has your password, you should immediately change your password and notify your teacher, principal, or the Coordinator of Computer Services.
2. You will be held responsible for any damages, financial or otherwise, arising from your attempt to bypass security measures on the network or otherwise interfere with the normal operation of the network. If you discover a possible security problem, you should immediately notify your teacher, principal, or the Coordinator of Computer Services. You should not attempt to specifically seek out security problems since such attempts may be construed as an illegal attempt to gain access and subject you to disciplinary action.
3. You will be held financially responsible for damages to computer equipment, systems, or software due to vandalism.
4. You will not attempt to destroy the data of another network user, data on the Internet, or data of any agency connected to the Internet. This includes, but is not limited to, the creation and uploading of computer viruses.
5. You will not attempt to gain access to another user's files. Viewing, duplicating, modifying, mailing, or deleting files without the person's knowledge and consent is forbidden. Representing yourself as another user or using another person's password is also prohibited. You will refrain from using the network or internet to plagiarize information or resources and/or commit copyright infringement.
6. You will not intentionally waste network resources including supplies, equipment, or any other computer related materials.
7. You will not install software or files on District computers for any reason. This is the most frequent cause of computer viruses on computers. All software and files will be installed by qualified district employees or trained student assistants.
8. You will not subscribe to Internet mail lists or list servers. Access to such material shall be through your teacher.

LANGUAGE AND COMMUNICATIONS

1. You shall not transmit, receive, display, or email offensive materials including messages, pictures, hate mail, or discriminating remarks using any service provided on the network. Exceptions can be made if such access is for legitimate research purposes and access is approved by both the teacher and your parents. You will promptly notify the Coordinator of Computer Services or other school employee regarding any message that is inappropriate or that makes you feel uncomfortable.
2. You shall not use profanity, obscenities, or other language that is discriminatory or harassing other users on the network or on the Internet.
3. You shall not harass other network users or act in such a way as to annoy other users. You shall not post chain letters or annoying messages to other users or groups of users.
4. You shall not post any information about a person or organization that is defamatory or is known to be false.
5. You will not post information that is potentially dangerous if acted upon, and will not act upon such information if inadvertently located electronically. Specifically, this refers to but is not limited to the posting of instructions for making bombs.

CONSEQUENCES OF VIOLATING THIS POLICY

The Franklin Area School District will cooperate fully with any investigation by local, state, or federal authorities regarding the use of our network for illegal activities.

It is the District's goal that students acquire the self-discipline necessary to appropriately use electronic networks. Every attempt will be made to tailor disciplinary measures to the severity of the violation and will usually include, but is not limited to, restrictions to certain services and information on the network. Illegal, malicious use and repeated violations of this policy may result in the termination of your account and imposition of discipline up to and including suspension and/or expulsion from the District.

If you have limited or no access to the network due either to your parents request or disciplinary action, you will still be responsible for completing assignments using traditional reference material. If this is impossible due to the nature of the assignment, your teacher may give you an alternate assignment. If you cannot complete a course due to restricted network access, you may be transferred from the course or fail the course at the discretion of the principal.

You may expect limited privacy of your files. However, your parents may view the contents of your email and files upon request at any time. Also, routine maintenance and monitoring of the network can lead to the discovery of policy violations by you. Such discovery may lead to a search and seizure of your files.

1:1 NETBOOK and CHROMEBOOK GUIDELINES

The 1:1 netbooks and chromebooks are the property of the Franklin Area School District. The 1:1 netbooks and chromebooks are assigned to grade 6-12 students, who are enrolled on a full-time basis. The netbooks and chromebooks must be returned to the Franklin Area School District at the conclusion of the school year, or in the event that the student is no longer enrolled in FASD for any reason. The netbook or chromebook must be returned to its original working condition.

The netbooks and chromebooks are educational tools and are to be used in that capacity. FASD's Acceptable Use of Educational Technology and other technology/computer/network policies identified above bind students using the netbooks and chromebooks regardless of location of usage. The use of the netbook or chromebook is a privilege. Inappropriate use or neglect of a netbook or chromebook, its carrying case, charger, the Internet, and all other installed software will result in the loss of use of the netbook or chromebook, which will not change classroom expectations and/or assignment completion.

INTERNET AND SOFTWARE GUIDELINES

The District's Board Policy #815 "Acceptable Use of Educational Technology;" Board Policy #815.1 "Acceptable Use of Educational Technology by Students;" Board Policy #815.2 "Acceptable Use of Internet;" and Board Policy #815.3 "Acceptable Use of Internet, Computers and Network Resources." must be followed at all times during student use of a netbook or chromebook. Students have no expectation of privacy as related to the netbook or chromebook and can expect teachers, technical support staff and administrators to conduct spot checks of their Internet history, logs, documents and other records of use. Inappropriate Web activity or email use will result in loss of netbook or chromebook privileges and/or the possible imposition of discipline. If a student unintentionally links to an inappropriate website he/she should immediately close the site and report it to a staff member as soon as possible.

1:1 USAGE FEE INFORMATION

FASD offers the option to students and parents to pay a \$50 1 to 1 Usage Fee which is for basic maintenance and repair. This fee covers the netbook or chromebook, but not the accessories (netbook or chromebook charger, battery, and carrying case). If there is damage or loss to any accessories, then an additional fee will be charged. Students will also be responsible for any additional fees incurred for repairs submitted even if they have paid the 1 to 1 Usage Fee at the beginning of the school year.

The Jr./Sr. High administration will discuss a payment plan on a case by case basis for families that may need assistance with this fee. If you choose not to pay the 1 to 1 Usage Fee, all maintenance and repairs will be charged to the student at 100% of the cost of the repair. The 1:1 Usage Fee will reduce the cost of repairs due to the following:

Accidental Damage, Theft, Fire, Electrical Surge, Vandalism, Natural Disasters. Any intentional damage will result in a piece by piece replacement cost to the student regardless of paying the usage fee.

For More information on technology devices, policies, guidelines please visit our technology website at:

<https://sites.google.com/students.fasd.k12.pa.us/fasdtechdepartment/home>

CHROMEBOOK LOANERS

Students are expected to have their Chromebook with them and charged at the start of each day; however, students will have access to a loaner Chromebook. Loaners must be returned at the end of each day. The technology department has the right to deny a loaner for any reason, including the following:

1. The student has not turned in the Chromebook Agreement Signature page.
2. The student has a non-returned loaner from a previous date.
3. **The student has exceeded their allotted ten loans for the school year.**

Students may only borrow a loaner ten times throughout the school year. If something has happened to their assigned Chromebook or charger that would cause them to need a loaner for a longer amount of time, they should let the technology department know immediately.

Students who are a part of the BYOD (Bring Your Own Device) program will be provided loaners for state-mandated testing, **along with classroom testing that requires a school-issued Chromebook. If a student checks out 10 loaners, they may be asked to turn in the Chromebook Agreement Signature Page and use a school-issued Chromebook for the rest of the school year.**

Unreturned or damaged loaners will result in a replacement fee. Chromebook loaners are a privilege and are at the discretion of building administration.

TRANSPORTATION

SCHOOL BUS RULES AND GUIDELINES

Throughout the year, parents and students are encouraged to review these rules of conduct. Students should be reminded that breaking one or more these rules could result in suspension of bus riding privileges. In order to maintain a safe bus environment, all students are asked to comply with the following rules:

Prior to loading:

1. Be early to your designated bus stop, arriving ten (10) minutes before the bus is due. Do not wait on your porch until the bus has arrived.
2. Wait for your bus at a safe place, well off the highway, on the side of the street. If you must cross the street to enter the bus, only do so when the bus stops and the red flashing lights are on.
3. Respect the property rights of people who reside at or near the bus stop.
4. Do not get into private vehicles with strangers; All FASD buses are clearly marked with the designation "Franklin Area Schools".
5. Enter the bus in an orderly manner and take your seat. Drivers are authorized to assign seats and you are expected to sit in the seat assigned to you.
6. Students may board only their assigned buses at their assigned stop.

While on the bus:

- Observe regular classroom conduct except and follow the driver's instructions. The bus driver has the same authority on the bus as a teacher has in the classroom. All District rules and Student Code of Conduct apply to students while waiting for and on the bus and any other District-provided transportation.
- Remain in your seat at all times. Do not change seats at bus stops.
- Keep your hands, head, and feet inside the bus at all times.
- Loud talking, laughter, and other similar conduct can divert the driver's attention and may result in a serious accident.
- Do not damage or tamper with any parts of the bus. In addition to disciplinary actions, you will be responsible for the cost of associated repairs.
- Keep the aisle clear, except when entering or exiting.
- Do not throw anything out the window.
- Eating and drinking are not permitted.
- Be courteous to fellow students and the bus driver.
- Backpacks and other items should be kept on your lap or on the seat.
- The following items are not permitted: live animals, weapons, drugs, alcohol, tobacco, flammable liquids, fireworks, firecrackers, smoke bombs, balls and any similar items.

After leaving the bus:

- ❖ When necessary, cross the road **at least** ten (10) feet in front of the bus, only after looking to make sure all traffic is stopped.
- ❖ Be alert to the danger signal from the bus driver.
- ❖ Go directly to your school building in the morning, or directly home in the afternoon.
- ❖ Students must depart the bus at their assigned stop unless a bus pass has been issued from the office.

The preceding rules and regulations also apply to any extracurricular trip under school sponsorship.

CHANGES IN TRANSPORTATION

Bus routes go through some modification each year. In an effort to streamline operations in the most safe and effective ways, all students will be set up to be bussed to and from their home locations. (All previous custody setups will be maintained.)

You may request child care and new custody stops according to guidelines for the upcoming school year via forms that are available under the Forms section on the transportation webpage.

Students are assigned bussing based upon their primary home address. Students may have only one AM bus stop and one PM bus stop. They do not have to be the same but must be consistent 5 days per week.

There will be no bus passes available at any of the school buildings. Students must use the bus and stop to which they are assigned.

Child Care Situations: Morning and/or afternoon stops for child care may be arranged provided the stop is on an existing bus route that services the school. The alternate child care stop location will replace the bus information for the home address. Child care requests must be consistent five days a week. Students may not go back and forth between a child care stop and home address stop.

All previous child care setups will be removed. Approved child care requests are valid for one school year. All requests must be submitted annually, prior to the start of each year. These requests should be submitted no later than July 15th each year, to be included in the routing.

Custody Situations: Custody requests must be accompanied by a court order detailing the custody agreement. For split custody situations, we will do our best to provide district transportation based upon your custody order. Existing custody set ups will be maintained.

If you have an address change over the summer, please submit the address change to the district registrar, as soon as you are able. Address changes during the school year should be sent to your building secretary.

Address changes, at the start of the school year, may take up to 5 days to take effect.

TRANSPORTATION, VIDEO AND AUDIO RECORDING AUTHORITY:

The PA School Code section 24 P.S. Sec 510 allows for the capture of video and audio on school buses and school vehicles. Subsequently, the Franklin Area School District adopted the necessary updates to policy 810.2 – Transportation-Video/Audio Recording. A copy of the complete policy can be found on the district website: www.fasd.k12.pa.us under school board policies.

PURPOSE

The use of video and audio recording equipment supports efforts to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles.

PROCEDURES

Camera systems capable of recording video and audio may be placed on any district owned or contracted school bus or school vehicle. Notices stating the presence of video and audio monitoring equipment will be placed on all school buses and school vehicles. By signing the signature page with this handbook, the student and parent/guardian have indicated they read and understand all sections of this handbook.

Review of video footage captured on school transportation will be limited to the principals, deans of students, director of transportation, and the superintendent. Video footage may be used as evidence in support of the imposition of discipline for violations of Student Code of Conduct.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

HONORABLE KNIGHTS

The Franklin Area Jr./Sr. High School utilizes a School-Wide Positive Behavior Support Program to encourage appropriate respectful, responsible and safe student behavior at all times across all settings. Appropriate behavior will be defined, taught and reinforced by staff and administration. Consequences for inappropriate behavior will include a variety of appropriate educational and/or disciplinary interventions.

HONORABLE KNIGHT CARDS

Students who display positive behavior will be issued "Honorable Knight" cards. Students drop these cards off in the high school and junior high offices to be entered into weekly and quarterly drawings for various prizes throughout the school year.

HONORABLE KNIGHT MATRIX

	Classroom	Hallway	Cafeteria	Restroom	Arrival/ Dismissal	Events/ Assemblies
H HELPFUL	Ready to learn	Be attentive of surroundings	Clean up after yourselves and others	Keep restrooms clean	Promptly arrive at designated area	Positive participation
	Prepared, punctual, and attentive	Keep hallways clean and clear		Use restroom between classes	Maintain a safe environment	Maintain safe and clean environment
	Support and encourage each other			Notify staff about any concerns		
O ORDERLY	Following classroom expectations	Walk on the right side of the hallway	Stay in designated area	Report to class promptly	Be attentive of surroundings	Follow entering and exiting procedures
	Stay in designated area	Maintain walkways for efficient traffic flow		Use closest restroom		Stay in designated area
	Keep aisles clear					
N NOBLE	Go above and beyond	Help others in need	Leave all areas better than you found them	Report any maintenance issues	Be a positive role model	Be a positive role model
	Be truthful	Throw away all trash			Help fellow students in need	Be attentive and respectful to others
	Use good manners					
O OWNERSHIP	Take charge of learning and materials	Report to destination promptly	Handle food appropriately	Flush toilets and wash your hands	Keep track of belongings	Be in control of your body and actions
		One earbud only		Throw away all trash	Be ready to learn	
R RESPECTFUL	Respect others' space and right to learn.	Use appropriate language & volume	Use appropriate language, manners, and voice level	Respect others privacy and space	Use appropriate language and volume	Use appropriate language and volume
	Respect your teachers and classmates	Maintain appropriate personal space	Follow adult directions	Use restroom supplies responsibly	Follow adult directions	Follow adult directions
		Take off hat upon entering building				Keep electronic devices off and away

STUDENT CODE OF CONDUCT

Student Code of Conduct infractions and potential consequences are described and defined below. This list of infractions and authorized consequences is not all inclusive. The District maintains the right to pursue any necessary consequence to maintain the health, safety, and welfare of staff and students. **These consequences may be utilized at the discretion of the teachers and/or building administrators if appropriate, depending on the circumstances.** Code of Conduct infractions are divided into three categories:

Level 1 are those of a less serious nature that do not necessarily pose a threat to the health, safety, welfare or property of any person or the District. District staff must use appropriate forms of discipline intervention to correct misbehavior manifested in less serious infractions. Level 1 will be handled initially by the classroom teacher and submitted online to the Dean of Students/Principal, after the third offense. Level 1 infractions may be treated as Level II infractions and be assigned Level II consequences by the principal /designee.	Infraction	Infraction Cont'd	Consequence	Possible Additional Consequences
	Abuse of Pass (Extended Time)	Public Displays of Affection	<u>FIRST OFFENSE</u>	Citation
	Academic Dishonesty (Lying, Cheating, Plagiarizing)	Throwing Objects	Addressed by Classroom Teacher/Documentation	Restitution
	Cafeteria Misconduct		<u>SECOND OFFENSE</u>	Saturday Detention
	Disrespect		Documentation by Teacher/Parent Notification by Teacher	Ripple Effect Course(s)
	Dress Code Violation		<u>THIRD (+) OFFENSE(S)</u>	Behavior Contract/Student Safety Plan
	Eating Outside Cafeteria		Teacher Submits Minor Office Referral	Peer Mediation
	Electronic Device Violation		Administrative Conference	Restorative Practice
	Horseplay		Parent Notification by Administration	Loss of Privileges
	Low Level Property Damage		Lunch Detention(s)	Knight's Program Referral
	Minor Classroom Disruption		After School Detention(s)	
	Minor Inappropriate Language/Actions		In School Suspension(s)	
	Misbehavior on a Field Trip, Extracurricular Activity Assembly, Athletic Event, etc.		Out of School Suspension(s)	
	Non-Compliance (Failure to Respond to Adult Requests)			

Level 2 are those of a more serious nature that may pose a threat to the health, safety, welfare or property of any person or the District. Discipline up to and including expulsion is authorized for Level 2 infractions, although the building principal may use discretion as to whether to assign that level of consequence.	Infraction	Infraction Cont'd	Consequence	Possible Additional Consequences
	Bullying/Cyberbullying	Major Violation of Technology/Network Regulations	<u>FIRST OFFENSE</u> Parent Notification by Administration	AEDY Consideration After School Detention
	Bus Misconduct	Out of Assigned Area	After School Detention(s) or	Behavior Contract/Student Safety Plan
	Careless Act Causing Injury or Destruction of Property	Possession and/or Use of Tobacco Products/E-Cigarettes/Vape/Accessories/Lighters/Match or Any Other Incendiary Device(s)	In School Suspension(s) or Out of School Suspension(s)	Peer Mediation Board Hearing for Expulsion
	Driving Violations	Possession of/or Viewing Any Inappropriate Illegal Materials	<u>SECOND OFFENSE</u> Parent Notification, Conference, & Informal Hearing	Bus Suspension Citation
	Failure to Report to Detention(s)	*Racial/Ethnic/Religious Comments, Intimidation, or Slurs	3-10 Days In School Suspension or	In Lieu of Expulsion Agreements
	Failure to Comply with ISS or OSS Regulations	Retaliation	3-10 Days Out of School Suspension	Knight's Program Referral
	Falsifying Information	Repeated Level 1 Offenses	<u>THIRD (+) OFFENSE(S)</u> Parent Notification, Conference, & Informal Hearing	Long Term Suspension Police/Law Enforcement
	Fighting With or Without Bodily Harm	School/Lab Safety	5-10 Days Out of School Suspension AND	Restitution Ripple Effect Course(s)
	Gambling or Unauthorized Sales	Severe Disrespect Towards Staff	Knight's Program Referral or AEDY Placement	Saturday Detention Safe Schools Report
	Inciting a Fight, Threatening to Disrupt School or Fight	State Testing Violations		Superintendent Notification
	Insubordination	Stealing/Theft/Accessory		Threat Assessment
	Intimidation, Threatening, or Harassment of a Student(s)	Title IX Complaints		*Restorative Justice Course
	Leaving Class or School Without Permission	Unauthorized Taking or Sharing of Photos/Videos of Students or Staff		
	Lewd/Indecent Behavior	Vandalism		
	Loitering/Trespassing on School Grounds	Verbal or Written Threats Toward Student(s)		

Level 3 are infractions of a very serious nature which always pose a threat to the health, safety, welfare and/or property of District staff, students or other persons. Building administrators must assign Level 3 Infractions the consequence of an automatic 10 Day suspension unless otherwise recommended by the Superintendent. Additional consequences may be administered based on the severity of the incident.	Infraction	Consequence	Possible Additional Consequences
	Arson	<u>FIRST & SUBSEQUENT OFFENSES</u>	AEDY Consideration
	Assault on Staff Member	Parent Notification and Conference with Informal Hearing SAP Referral Superintendent Notification Police/Law Enforcement Notification SAP Referral 10 Day Out of School Suspension	Board Hearing for Expulsion
	Assault/Battery on Student(s)		Citation
	Bomb Threat		In Lieu of Expulsion Agreements
	Burglary		Long Term Suspension
	Coercion/Extortion/Hazing		Restitution
	Disorderly Conduct		Safe Schools Report
	Institutional Vandalism		Threat Assessment
	Possession of and/or Use, Attempted Use, Distribution of a Controlled Substance, Drug Look Alike, Paraphernalia, or Alcohol		
	Possession of and/or Use, Attempted Use of Explosive Devices/Fireworks		
	Possession of and/or Use, Attempted Use of Weapons		
	Repeated Level 1 and/or 2 Offenses		
	Sexual Harassment		
	Sexual Offenses (Forcible Contact, Indecent Exposure)		
	Terroristic Threats		
	Threats Towards School Safety		
	Verbal or Written Threats Toward Staff		
	Unauthorized Use of Fire Alarms, Extinguishers, and/or Emergency Systems		

The following general rules are applicable to Code of Conduct infractions:

- A.** The level of disciplinary consequence assigned by the building administrator or Superintendent to a Code of Conduct infraction will be contingent on a number of factors, including but not limited to: the age and developmental level of the student, whether this was a first, second, or subsequent offense, the level of seriousness, severity or disruption of the incident, and any other extenuating circumstances.
- B.** The Code of Conduct is applicable to students while on school property, at any school sponsored activity (including school dances, field trips, etc.), regardless of whether occurring on or off of District property and on any public conveyance providing transportation to a school or school sponsored activity. The Code of Conduct is also applicable, when relevant, to students receiving their instruction through virtual, online or distance-learning platforms offered by the District. For example, a student participating in online instruction (Google classroom or a Zoom lesson) with other students and a teacher could violate the insubordination provisions for failing to comply with directives from the teacher during the lesson and/or could violation the disruptive behavior provisions if the student acts in a manner that is distracting or disruptive to the online program or to other participants.
- C.** Per Section 510 of the Pennsylvania Public School Code, the Code of Conduct is applicable to students going to and returning from school and school-sponsored events/activities.
- D.** Chronic patterns of any Code of Conduct infractions, or a combination of infractions, may result in the student being referred to the alternative education program or, if warranted, expulsion.
- E.** Any violation of the Code of Conduct may be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.
- F.** Students who are on out of school suspension, referred to an alternative education program, or expelled, may not participate in any school-sponsored events including, but not limited to, athletic programs, dances, field trips and may not enter school property during this period of time. This rule applies to weekends which occur during the suspension period. Violation of this rule shall be considered defiant trespass and the student may be referred to the local police.
- G.** In the event that multiple Code of Conduct infractions are committed during the same incident, consequences will be administered based upon the most serious infraction. These measures will not only create and maintain a safe environment within the school building for all students, but will also ensure the safety of students coming to and going from school.
- H.** Those infractions which are in violation of federal, Pennsylvania or local law which may not be included in the Code of Conduct infractions are subject to the consequences set forth in the list of consequences and could result in adjudication by various law enforcement agencies.

STUDENT SEARCH

The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches.

Any student may be searched if there is **reasonable suspicion** that he/she possesses an item in violation of the law or school board policy. It shall be conducted by a school official and in the presence of another school staff member. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

Safe Schools Act notification to parents/guardians[GJ1] . Pursuant to the Pennsylvania Safe Schools Act, the Administration shall immediately notify, as soon as practicable, the parent or guardian of a victim or suspect directly involved in an incident listed in 24 P.S. §13 -1303-A(b)(4.1) and (4.2). In making the notification, the Administration shall inform the parent or guardian as to whether the local police department has been, or may be, notified of the incident. A full listing of those offenses which must be reported to parents and guardians of victims or suspect students are listed in Appendix A in this Student Handbook.

**** Discipline of Special Education Students.** Students eligible for special education services pursuant to IDEA and Chapter 14 of the Pennsylvania Department of Education regulations and Section 504 of the Rehabilitation Act of 1973 must comply with all District rules and regulations. However, eligible students will be afforded all procedural rights granted to them under state and federal law, as outlined more specifically in the Procedural Safeguards Notice which includes a full explanation of all of the rights available to parents of a child with a disability ages 3-21, including an explanation of their rights in relation to discipline of special education students. Copies of the Procedural Safeguards Notice are available at every District school and also may be reviewed online on the Pennsylvania Department of Education, Bureau of Special Education website.

DESCRIPTION OF CODE OF CONDUCT INFRACTIONS

Abuse of Pass – Abuse of a hall pass refers to the misuse or improper use of a hall pass issued by school staff for leaving the classroom or designated area. This includes, but is not limited to: using a hall pass to go to unauthorized areas, staying out of class longer than permitted, altering, duplicating, or sharing a hall pass with others, using a hall pass for reasons not approved by staff (e.g., socializing, skipping class).

Assault/Physical Act of Violence - the deliberate or reckless attempt to cause or the actual causing of physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury. Students are prohibited from assaulting or committing physical acts of violence on another student or school personnel.

Bullying – intentional electronic, written, f or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a school setting;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
 - a. substantially interfering with a student's education; or
 - b. creating a threatening environment for any specific student or groups of students; or
 - c. substantially disrupting the orderly operation of the school.

"School setting" shall mean 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.

Bullying is prohibited in the school setting. Bullying may also rise to the level of "Harassment". A student's access, downloading, receipt, creation, sending, sharing, viewing, selling, purchase or dissemination of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered bullying.

Students are encouraged to report incidents of bullying to school officials. Students shall report incidents of bullying to the dean of students/principal in each school. If investigation shows the bullying has implicated a student's protected class status, the dean of students/principal shall notify the District's Title IX Compliance Officer and/or

Section 504 Compliance Officer who shall determine if Title IX, any other state or federal law prohibiting discrimination/harassment or Section 504 of the Rehabilitation Act is implicated and shall respond accordingly.

Copies of this Bullying Policy (and/or Board Policy 249 Bullying as well as copies of the Harassment Policy, shall be posted in each classroom in the District, on the District's website, and shall be posted at a prominent location within each school building where such notices are usually posted.

Cyberbullying is defined as bullying that occurs through the use of technology, including cell phones and other electronic devices that are capable of accessing the internet.

Cyberbullying which occurs off school grounds and/or does not involve the use of the Franklin Area School District network may result in disciplinary actions, if it causes a substantial disruption to the operation of the school, if it threatens the safety and mental or physical wellbeing of students or staff, or if it threatens the safety of school buildings or school property.

Burglary - the act of illegally entering a building or other areas on campus without permission with the intent to commit a crime (such as theft).

Bus Infractions – All District rules apply to students while they are on school-provided transportation. Poor student behavior will result in suspensions from school and/or loss of bus privileges. Discipline assigned will coincide with each offense. For example, if the student is fighting on the bus, the disciplinary consequence for fighting will be assigned.

Careless Act: A careless act causing injury or destruction of property refers to any negligent, reckless, or irresponsible behavior that results in physical harm to individuals or damage to organizational, personal, or public property. This includes, but is not limited to: failing to follow safety procedures or protocols, mishandling tools, equipment, or hazardous materials, ignoring warning signs or instructions that are in place to prevent harm, operating vehicles, machinery, or equipment without proper training or attention, engaging in horseplay, pranks, or other unsafe behavior in the workplace or on institutional grounds.

Cheating/Plagiarism/Forgery – “*Cheating*” is to violate rules dishonestly, or to deceive, deprive by fraud, pretend, or obtain property/information, answers by distortion of truth, swindle, to copy or plagiarize another student's work or aiding and abetting another student in copying or plagiarizing another's work or all of the above. Cheating includes the use of technologies such as text messaging, cellular telephones, hand held computers, etc. in a deceptive or dishonest manner in the classroom or educational setting.

“Plagiarize” – to steal or pass off as one's own the ideas or words or another; to present as one's own idea or product derived from an existing source.

“Forgery” is the false or fraudulent making or altering of a writing or other document.

Classroom/Laboratory Safety – any actions which endanger oneself or others through the use or misuse of classroom and/or laboratory equipment, or any other object found on school property. Examples of this offense include inappropriate and dangerous use of chemicals in a science laboratory, intentional inappropriate use of tools in a technical lab, etc.

Computer/Internet Acceptable Use – A student's use of the District's computers and Internet resources is a privilege, not a right. Students are required to abide by the rules and regulations set forth in the District's “Acceptable Use of Educational Technology by Students Policy,” as outlined in this Student Handbook. Unauthorized Access is when a person who does not have permission to connect to or use the FASD network gains entry in a manner unintended by the system owner.

Conspiracy – A student commits a conspiracy to violate any provision of the Student Code of Conduct when:

1. the student agrees with another student or person or persons that they or one or more of them will engage in conduct which constitutes a violation of the Student Code of Conduct or an attempt or solicitation to commit such violation of the Student Code of Conduct, or
2. the student agrees to aid such other student or person or persons in the planning or commission of such violation of the Student Code of Conduct or of an attempt or solicitation to commit such violation of the Student Code of Conduct.

Any violation of the Conspiracy infraction will carry with it the same Disciplinary Action as the underlying Student Code of Conduct infraction.

Disorderly Conduct – Fighting, threatening, engaging in violent behavior, making unreasonable noise, using obscene language or gestures, creating a hazardous or physically offensive condition for no legitimate reason, for the purpose of creating or resulting in public inconvenience, annoyance, or alarm.

Disrespect – A lack of respect or deference shown by a student to the authority or position of a District official or employee.

Disruptive Behavior – Student behavior, including verbal, physical, written, etc., actions, which is distracting, detrimental or not conducive to the learning environment of other students while in school. Disruptive behavior may include (but is not limited to), or may be a combination of, behavior defined as assault/physical act of violence, disorderly conduct, disrespect, profanity, fighting, endangerment, and/or insubordination. It will be considered “disruptive behavior” when a student participates in a fight, and that fight results in the gathering of other students and resulting in disruption to the school. Disruptive behavior may also occur through a student’s use of his/her cellular telephone during class.

Dress Code – Students are required to abide by the District’s Dress Code Policy as defined in this Student Handbook. The Administration may impose additional limitations on dress and/or appearance if the attire or appearance causes a disruption to the educational process or constitutes a health or safety hazard. Exceptions to the mandatory dress code will be made on a case by case basis in order to accommodate bona fide religious beliefs and special health conditions.

Electronic Devices – Students are required to comply with the “Electronic Devices” policy outlined in this Student Handbook and in Board Policy #237. “Electronic devices” shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless,unfiltered connection to the Internet.

Endangerment (Arson, Bomb Threat, Riot and Other Related Actions) – Deliberate conduct which recklessly causes another person to be placed at risk of death or serious injury, including but not limited to:

Arson – The deliberate starting of a fire or explosion, or helping, asking, or telling another person to start a fire or explosion, which could or does place property in danger of being damaged or a person (including a firefighter) in danger of injury.

Bomb Threat – A threat to detonate an explosive device or a statement that such a device is located in a place where an explosion may cause injury to people or damage to property, made to public or school authorities, regardless of whether such an explosive device exists. (NOTE: This does not include informing public or school authorities of such threats or statements made by another person for the purpose of allowing such authorities to take appropriate safety precautions.)

Riot – Disorderly conduct by two or more persons for the purpose of committing or facilitating the commission of a crime, for the purpose of preventing or coercing official actions, or when the actor knows a firearm or deadly weapon will be used.

Creating a Dangerous and Unruly Atmosphere – when a student chooses to engage in a fight or other altercation with another student or students while at school or at a school sponsored event, which engagement directly results in the attraction and gathering of a number of students and creates dangerous and unruly situation in the school setting.

Setting Off False Fire Alarms

Tampering with Fire Extinguishers or Emergency Systems

Extortion/Stealing/Robbery -

1. Extortion - obtaining money, property, or articles by threats or force.
2. Stealing - defined as follows:
 - a. Taking the property of another without the intent of returning the property to the owner.
 - b. Obtaining possession of the property of another by deception, extortion, or blackmail without the intent of returning the property to the owner.
 - c. Failing to return or make reasonable efforts to return property to its owner, or to turn found property in at an appropriate “lost and found”.
 - d. Taking possession of property one knows or has reason to know is stolen, without the intent of returning it to the owner.
3. Robbery – when, in the course of committing a theft or stealing, a person inflicts bodily injury on another, threatens another with or intentionally puts him in fear of immediate bodily injury, or physically takes or removes property from the person of another by force, however slight.

False Information/Identification – intending to deceive by giving wrong identification to school authorities or providing false information.

Fighting – Any physical conflict between two or more persons.

Horseplay – Horseplay is characterized by rough, rowdy, or playful behavior that is inappropriate in the school environment and may lead to accidents, injuries, or disruptions. Examples of horseplay include pushing, shoving, pranks, practical jokes, wrestling, or engaging in activities that can endanger the safety and well-being of individuals.

Interference – Any student who interferes with a staff member trying to stop a fight will be treated as fighting.

Agitate, Inciting, Instigate, Intimidate, Rumor, Leaving Assigned Area to Watch - Any student provoking a fight - that is, agitating, inciting, instigating, intimidating, or spreading rumors so as to cause a fight, or leaving an assigned area or classroom to watch a fight - will be dealt with in a similar manner as if fighting. This includes taking and disseminating photos/videos of any altercation or fight.

In certain circumstances, an incident which may have begun as a fight could escalate into an act of assault/physical act of violence (an expellable offense). Examples of situations where this occurs is when an individual student refuses to stop fighting or engaging the other student after repeated orders from district

staff to do so, or when one student is clearly aggressing on another student after that other student has de-escalated.

Gambling/Unauthorized Sales – the making of any bet or wager and/or the organization of or participation in any lottery, numbers game, cards, dice, pool, or bookmaking for money or property.

Harassment/Sexual Harassment/Title IX Sexual Harassment

COMPLAINT and GRIEVANCE PROCEDURE

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:

Mrs. Nicole Bell and Mrs. Emily Reiser; Co-Directors of Student Support Services
Franklin Area School District
40 Knights Way Franklin, PA 16323
Email: [belln@fasd.k12.pa.us, reisere@fasd.k12.pa.us]
Telephone Number: 814-346-7528

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://drive.google.com/file/d/1KQonov93PuPwoctFZyQ8gaAAP7qW7X7S/view> 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.

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 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 complainants 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.**

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. 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://drive.google.com/file/d/1VFUcLzvfJ0eYFD40pRHPiPeLfSsWG_9U/view 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.

Hazing – The Franklin Area School District supports only those activities which are constructive, educational and that contribute to the intellectual and personal development of students. The District unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. **It is therefore the policy of the District that hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.**

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether: The consent of the student was sought or obtained, or the conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the District's Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the District's Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

Complaint Procedure

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to

the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

Referral To Law Enforcement and Safe Schools Reporting Requirements

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed 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 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.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not 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.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor – An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in applicable Pennsylvania law.

Students – If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the District's Code of Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

Inappropriate Touching – The intentional physical contact with another person without his/her consent. Inappropriate touching may rise to the level of harassment.

Indecent Exposure – A student's exposure of his/her genitals in any public place on school district property, at school-sponsored activities and on any provision of transportation to school or school-sponsored activity, or in any place where there are present other persons under circumstances in which the student knows or should know that this conduct is likely to offend, affront or alarm.

Insubordination – The outright refusal to obey a directive from any staff member after more than one attempt has been made to encourage students to comply without disciplinary action being initiated.

Loitering – To hang around, to lag behind, to aimlessly stop or pause without legitimate purposes, to remain on school property after repeated requests to vacate premises by school personnel.

Major Violation of Technology/Network Violations – Violating network regulations or engaging in unauthorized access refers to any activity that compromises the integrity, confidentiality, or availability of the district's digital infrastructure, systems, or data. This includes, but is not limited to: accessing systems, accounts, or data without proper authorization, bypassing or attempting to bypass security controls or authentication mechanisms, using another individual's credentials or sharing personal login information, introducing malware, spyware, or unauthorized software onto the network, interfering with, disrupting, or degrading the performance of the network or connected services, monitoring, intercepting, or copying network traffic without explicit permission, exploiting system vulnerabilities for personal gain, experimentation, or malicious purposes.

Minor Classroom Disruptions - Minor classroom disruptions refer to low-level behaviors that interfere with the flow of instruction, classroom routines, or the learning environment, without posing an immediate threat to safety or order. These behaviors include, but are not limited to: talking out of turn or making unnecessary noise, interrupting the teacher or classmates, not following directions promptly, leaving one's seat without permission, engaging in off-task behavior (e.g., playing with objects, using electronic devices inappropriately), Distracting others from their work.

Non Compliance – Non-compliance refers to the failure or refusal to adhere to established policies, procedures, laws, regulations, or directives set by district staff.

Out of Assigned Area- In a location not reflected on a student's schedule or without permission from administration.

Profane, Vulgar Language or Gestures – Language or gestures which are crude, coarse, gross, or irreverent and inappropriate for the educational setting.

Retaliation – when a student intimidates, threatens, coerces, assaults, bullies or discriminates against another student as a result of or in response to that student having reported to District officials violations of the Student Code of Conduct or any other law or rule or having testified, assisted, or participated in any manner in an investigation, proceeding or hearing conducted by the District.

Retaliation protections are designed to preserve the integrity and effectiveness of the District's Student Code of Conduct. Retaliation is prohibited in the District. A student engaging in retaliatory conduct will be subject to discipline up to and including expulsion.

School Safety – In order to keep the schools in a safe and orderly condition during the school day and during school-sponsored events, students must comply with the following:

1. May not prop open any door or window of the school building;
2. May not let any individual into the school (all persons entering the building shall enter the building through the main entrance and sign in at the office);

3. May not leave and re-enter the school building during the school day;
4. May not leave their assigned area during the school day and should always remain where they are assigned or authorized to be (this includes leaving their classroom or assigned area to witness a fight or other altercation);
5. May not exchange any items with any individual outside of the school (ex., may not order lunch in and receive it through a door or window; may not receive any object through a door or window) – all items brought into the school must flow through the main office.

Severe Disrespect- refusing to follow staff instructions or directives that severely impact the classroom setting and learning of others (e.g. profanity or derogatory language directed at staff member).

Sexual Conduct – Any physical contact of a sexual nature between students, even when voluntary, welcome or invited. Sexual conduct is prohibited on school property, at school or District-sponsored events and on District-provided transportation.

Smoking – Students are prohibited from using or possessing tobacco in school buildings, on buses, vans or other vehicles owned by, leased by or under the control of a school district, and on property owned by, leased by or under the control of the school district anywhere a school sponsored activity takes place. Tobacco is defined as “a lighted or unlighted smoking product and smokeless tobacco in any form.” (35 P.S. §1223.5).

For purposes of internal school discipline (detentions/out of school suspensions), the District also prohibits students from using or possessing electronic cigarettes, vapes, Gutka, hookah pipes and/or paraphernalia, etc.

“Electronic cigarettes” or vaping devices mean any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, vapes or under any other product name or descriptor.

Any student who serves as a “look out” will be treated as if smoking.

State Testing Violation- Any deviation from procedures meant to ensure test validity and security that jeopardizes the integrity of the state standardized tests.

Terroristic Threats/Acts – Students are prohibited from communicating a terroristic threat to or about any student or employee of the District, Board member or community member, and are prohibited from committing a terroristic act directed at any student or employee of the District, Board member or community member or toward any school building. **Students are on notice that all threatening comments or actions of this nature will be presumed to be serious and will have consequences accordingly.**

“Terroristic threats” are threats to commit any crime of violence to another or to cause evacuation of a building, place of assembly or facility, or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. The District considers pictures, drawings or illustrations depicting shooting staff and students or depicting other forms of violence against those individuals to be terroristic threats.

“Terroristic acts” are offenses against property or involving danger to another person.

NOTE: Any parent or guardian of a District student who communicates a terroristic threat to or commits a terroristic act directed at any student, teacher, administrator, any other employee of the District, Board member, community member, or toward any school building shall be immediately escorted off School District property and local law officials will be notified. The parent or guardian or individuals will be notified that he

or she has lost the privilege of entering school property and of attending any school related functions to which parents or guardians are invited to attend.

Threats to Staff or Students – any threatening verbal comment or physically menacing behavior made by a student to or about a District employee or official or another student. Threats to staff or students may not rise to the level of “terroristic threats” or “terroristic acts.” Examples of “physically menacing behavior” include, but are not limited to, raising your fist to a staff member/student, approaching a staff member/student and invading his/her personal space in a menacing or intimidating manner, drawing a “bullseye” around an image or name of another individual, etc.

Throwing Items – Throwing items refers to the act of intentionally or carelessly tossing, hurling, or projecting any object in a manner that could cause injury, damage property, or create a disruption. This includes, but is not limited to: throwing objects at another person, whether playfully or aggressively, tossing items in classrooms, hallways, offices, or other shared spaces, using objects as projectiles during horseplay, pranks, or confrontations causing property damage or safety hazards by throwing items.

Trespass/Defiant Trespass – To enter or remain in or on school property or vehicles, knowing or having reason to know that one is not permitted to enter or remain.

Students who have been suspended from school, have been referred to the Alternative Education Program (AEP) and/or who have been expelled from the District are not permitted on school property or at school-sponsored events, including athletic events, extra-curricular activities, graduations, proms, etc.

Unauthorized Substances (Illegal Drug Policy) - The possession and/or use of an unauthorized substance, the possession of an unauthorized substance with the intent to deliver, the misrepresentation of an unauthorized substance and the possession of paraphernalia by students on school district property, at school district sponsored events and on school district transportation is prohibited.

Definitions:

Illegal Alcohol - any malt, brewed, or distilled beverage, the purchase or possession of which by a person under twenty-one years of age is prohibited by Pennsylvania State Law.

Illegal Drug – (a) Any substance (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the possession, delivery, or use of which is prohibited by Pennsylvania and/or Federal Law, unless prescribed by a physician or licensed by the state or federal government to possess, deliver, or use such substances; or (b) Any legal substance not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the body; and the introduction into the body of such substance is prohibited by Pennsylvania or Federal Law (such as solvents).

“Look-alike” drugs/substances – any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.

Misrepresentation – any attempt to distribute a substance which has been inaccurately described or implied to the receiver as an unauthorized substance.

Paraphernalia – tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, or alcohol or any other unauthorized substance. Paraphernalia shall also include hookah pipes or any other similar device, and all oral devices that provide a vapor of liquid nicotine, lobelia or any other substances, the use or inhalation of which simulates smoking, including any such devices whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, vapes, vaping

devices, vape pens, advanced personal vaporizers (aka MODS), wave cartridges, vape pods and/or any other similar device or under any other product name or descriptor.

Possession – student in possession of unauthorized substances or paraphernalia found on the person of the student; in the student’s locker; under the student’s control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

Use (of an unauthorized substance) – either the actual use during school hours or at school-sponsored activities either during or after school hours; or the use prior to arrival at school or school-sponsored activities which evidences itself by strong odor or any unusual behavior. The District considers being under the influence of an unauthorized substance while at school to fall within the meaning of “use”

Unauthorized substances – shall include but are not limited to alcohol, illegal drugs, controlled substances, prescription drugs, non-prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, non-prescription drugs which are possessed by the student without compliance with the District’s procedures regarding student use of medication, anabolic steroids, look-alike drugs/substances and any substance which is intended to alter mood and paraphernalia regardless of whether there are trace amounts of unauthorized substances contained therein. Unauthorized substances also include hookah pipes, any substance used in conjunction with hookah pipes or similar paraphernalia, Gutka, vapes, vaping devices, advanced personal vaporizers (aka MODS), wave cartridges, vape pods, and liquid nicotine, lobelia and/or any other substances the use of inhalation of which simulates smoking. Note that possession and/or use of vaping devices, vape pens advanced personal vaporizers (aka MODS), wave cartridges, vape pods and any e-liquid or e-juice contained therein are considered to be “unauthorized substances” pursuant to this Policy.

NOTE: Nothing in this provision relating to the prohibition of using, possessing, delivering or misrepresenting unauthorized substances is intended to nullify the procedures followed by the District regarding student use of medication.

Vandalism – is the deliberate or reckless destruction, damage or defacement of district property or property controlled by the District. Depending on the severity and cost of the damage the incident could result in being considered institutional vandalism and result in additional restitution.

Weapons – shall include, but not be limited to any of the following or any replica or look-alike of the following: any loaded or unloaded firearm (including, but not limited to rifles, shotguns, pistols, zip guns, pellet guns, B.B. guns, and look-alike firearms); any explosive, pyrotechnics or incendiary device of any kind, such as smoke bombs, firecrackers, etc., any bowie knife, hunting knife, dirk knife, lock-blade knife, or any other similar knife, razors or cutting instruments; any implement for the infliction of serious body injury which serves no common lawful purpose; pipes, clubs, brass knuckles, razors, nunchaku sticks, and chemical agents such as mace, pepper gas, etc.

Students are strictly prohibited from bringing, carrying, using, concealing, or possessing weapons, or any replica or look-a like object thereof, on school property, at any school sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity.

DEFINITIONS OF INTERVENTIONS/CONSEQUENCES

RETEACHING OF EXPECTED BEHAVIOR

A staff member uses the expectations listed in the School-Wide Positive Behavior Support (SWPBIS) Behavior Expectations Matrix as a reference to discuss with the student their demonstrated behavior, and reteach the appropriate desired behavior expectation.

REFLECTIVE ACTIVITY/RIPPLE EFFECTS

an assignment or computerized module designed to give students an opportunity to think critically about an infraction. The assignment should guide the student towards determining an appropriate response for the given situation instead of the behavior that broke a school rule.

STUDENT-TEACHER CONFERENCE

At the discretion of a faculty/staff member, a student-teacher conference can take place after initial discussions and warnings regarding misbehavior have taken place.

STUDENT-ADMINISTRATOR CONFERENCE

At the discretion of an administrator, a student- administrator conference can take place after initial discussions and/or conferences and warnings regarding misbehavior have taken place.

BEHAVIOR IMPROVEMENT PLAN/SAFETY PLAN

Contract between student and administrator or teacher that outlines expected behaviors based on a student's behavior. Safety plans may be developed between students in order to protect and limit interactions with one another.

CHECK AND CONNECT

is an intervention strategy used with students who show warning signs of disengagement with school and who are at risk. At the core of Check & Connect is a trusting relationship between the student and a caring, trained mentor who both advocates for and challenges the student to keep education salient. Students are referred to Check & Connect when they show warning signs of disengaging from school, such as poor attendance, behavioral issues, and/or low grades.

LUNCH DETENTION

This form of detention is assigned during a student's lunch period and is typically used for lower level behavior infractions. Students are to get their lunch and report directly to Room 117 for the duration of their lunch period.

AFTER SCHOOL DETENTION

This form of detention is used for lower to mid level infractions and occurs on Tuesdays and Thursdays from 3:00 PM-4:30 PM. Students are to report to their assigned after school detention room.

SATURDAY DETENTION

This form of detention is used for repeated lower to mid level infractions and occurs from 8AM to 12PM on Saturdays. Students are to report to the main office and then to their assigned room.

RESTITUTION

In the event restitution is a consequence, monetary or school-based community service will be assigned.

SUSPENSION OF PRIVILEGES

These are assigned and carried out by the administration. A student may lose any or all privileges, as assigned by the administrator including but not limited to cell phone usage, extracurricular activities or events, classroom passes, driving privileges, bus transportation, Chromebook usage, etc.

IN-SCHOOL SUSPENSION

This is assigned and carried out by the administration. ISS results in higher level discipline infractions and/or repeated abuses of policies and procedures. Students are to report to Room 117 with their chromebook by 7:35 a.m. rather than the first period. Work will be ordered from the classroom teachers to be completed in ISS. Non-completion of work or not following the rules of ISS could result in further disciplinary action or an additional day of ISS. Students in ISS may not participate in any after- school events during the day(s) that they serve ISS.

OUT-OF-SCHOOL SUSPENSION

This is assigned and carried out by the administration. OSS results from higher level discipline infractions and/or repeated abuses of policies and procedures. A student may be suspended out of school from 1 to 10 days. Students in OSS may not participate in any after-school events or be on school property during that day/s that they serve OSS. A suspended student is responsible for obtaining and completing all work assigned during the period of the suspension. All completed work must be submitted to the teacher on the day the student returns from suspension to receive credit for the assigned work.

KNIGHTS PROGRAM

This program is an intervention developed to better assist students in coping with a variety of behavior and/or social issues that prevent them from succeeding in a typical school setting. The program intends to reduce the use of suspension and placement in alternative education settings for Franklin Area Jr. Sr. High School students and provide an opportunity for support to students with repeated code of conduct violations. The program is a high intensity, tier 3 intervention within the school's wide range of supports to promote positive behavior, help students develop self-discipline and social and emotional efficacy, and allow students to improve and correct inappropriate behaviors

ALTERNATIVE EDUCATION

This can be recommended by the principal according to established policy after persistent abuse of school policy. Pennsylvania's Alternative Education for Disruptive Youth (AEDY) refers to a separate educational program where students are placed for disciplinary reasons. Under Pennsylvania law, students can only be placed in state-approved AEDY programs for a short period of time for the purpose of achieving identified behavior goals. Once these goals are met, presumably within 45 days or less, a child must transition back into the traditional school setting.

IN LIEU OF EXPULSION AGREEMENT

In lieu of expulsion agreements, also known as expulsion hearing waivers, are contracts where a student and parent agree to an alternative to expulsion, often involving a different disciplinary action, terms and conditions, and a period of probation, in exchange for avoiding formal expulsion proceedings.

EXPULSION

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls.

STUDENT DUE PROCESS RIGHTS and EXPULSION POLICY

A. DETENTION

Detention does not exclude a student from school. Detention is when a student is required to report to a certain location, as a disciplinary consequence, at a designated time (ex., during lunch, after school, etc.). Prior to a detention, a student shall be informed of the reason for the detention and given an opportunity to respond.

B. SUSPENSION

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

1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

2. The student's parents/guardians shall be notified immediately, or as soon as is reasonably practicable, in writing when the student is suspended.

3. When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student and/or parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. (NOTE: When a student is referred for expulsion, the informal hearing is used to make the determination of whether the student's presence in his/her normal class during the period of time after the 10 day suspension has run but prior to the Board of Directors making its final determination on expulsion would constitute a threat to the health, safety or welfare of others.)

The student has the following due process rights in regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his/her own behalf.
- e. The District shall offer to hold the informal hearing within the first five (5) days of the suspension.

C. EXPULSION

- a. Students referred to the Board of Directors for expulsion are entitled to a formal hearing.
- b. Formal hearings may be held before the entire Board of Directors, or before a committee of the Board.
- c. Formal hearings shall be scheduled during the ten day suspension period whenever possible. A student will not be excluded from school for longer than fifteen school days without a formal hearing unless mutually agreed upon by the District and the student, although the formal hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - 1. Laboratory reports are needed from law enforcement agencies.
 - 2. Evaluations or other court or administrative proceedings are pending due to a student invoking his/her rights under the Individuals with Disabilities Education Act (20 U.S.C.A. §1400-1482).
 - 3. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- d. When a student is referred for expulsion and after the ten day suspension has run, but before the formal expulsion hearing has been held and/or a final decision has been rendered by the Board of Directors, the student shall be placed in his/her normal class except when it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Such determination shall be made at the informal hearing. When it is determined that the student may not be returned to his/her normal class during this interim time period, the student shall be provided with alternative education, which may include home tutoring.
- e. The following due process requirements shall be observed with regard to formal hearings:

1. Notification of the charges shall be sent to the student's parents/guardians by certified mail.
2. Sufficient notice, given at least three days prior to the hearing, setting forth the time and place of the hearing must be given. A copy of this expulsion policy and hearing procedures shall be included with the hearing notice, as well as notice that legal counsel may represent the student. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
4. The student has the right to be represented by counsel.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses to the extent permitted by federal law.
6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his/her own behalf.
8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy of the transcript, although a copy shall be provided at no cost to a student who is indigent.
9. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

D. FORMAL HEARING PROCEDURE

At the formal expulsion hearing, the committee of the Board of Directors sits as judge and jury and the Administration presents evidence of the Student Code of Conduct violation to the Board of Directors. The Board of Directors and the Administration are represented by separate counsel OR the Administration acts as prosecutor and the Solicitor will provide counsel to the Board. The formal hearings are bifurcated proceedings. The Administration presents evidence of due process and of the alleged Student Code of Conduct behavior violations in the first stage of the hearing. If the Board of Directors feels the Administration has shown substantial evidence exists to support the student's alleged behavior violations, then the second stage of the hearing will commence, at which the Administration recommends a disciplinary consequence. The Administration may present evidence pertaining to the student's prior academic achievement, attendance, discipline history and any other extenuating circumstances it feels relevant to support its recommendation. The student will have an opportunity to cross examine District witnesses in both stages of the hearing, and will be given the opportunity to present his/her own evidence at both stages of the hearing. The committee of the Board of Directors shall make a recommendation to the Board of Directors regarding the outcome of the hearing, which recommendation must be approved by a vote of the Board of Directors at a public meeting.

E. WAIVER OF EXPULSION HEARING

Sometimes, the student, the student's parents/legal guardians and the Administration are all in agreement that a specified disciplinary consequence is appropriate, agreeable and may be put into effect without a formal expulsion hearing. In such situations, the student and parent/legal guardian may voluntarily consent to expulsion, without going through an expulsion hearing before the Board of Directors, when the Administration is confident that such consent is being made voluntarily, knowingly and intelligently by the student and parent/legal guardian. The Board

delegates to the Superintendent the authority to enter into a written agreement with the student and parents/legal guardians, in which the student and parents/legal guardians waive their rights to the expulsion hearing and stipulate to the material facts on which the expulsion is based. Such expulsion agreement shall not become final and binding until three (3) business days after execution of the parent/legal guardian. If the parents/legal guardians determine they would prefer to exercise their child's right to have an expulsion hearing during that interim period of time, they shall notify the District in writing and the Administration shall schedule said expulsion hearing within ten (10) school days from receipt of that notice. Such expulsion agreements are subject to the approval of the Board of Directors, which fact shall be explained to the student and parent/guardian. In the event the Board refuses to approve an expulsion agreement, the Board shall schedule a formal expulsion hearing in an expedited manner but in no event more than ten (10) school days from the date the Board refuses to approve an expulsion agreement. The student will be provided a form of alternative education throughout this period of time.

Concerns and Issues Procedures

When a parent has a problem or concern about the operation of the school in relation to his/her son or daughter, the concern can best be resolved at the lowest possible level. Outlined below is the recommended procedure to have concerns addressed in the most effective and timely fashion.

1. If there is an academic concern at the classroom level, talk to the teacher first. If the concern is not resolved at the teacher level, then contact the building principal. If the concern is not resolved at the principal level, then contact the Office of the Superintendent.
2. If the concern involves student behavior or discipline at the classroom level, contact the teacher first. If the concern is not resolved at the teacher level, then contact the building principal. If the concern is not resolved at the principal level, then contact the Office of the Superintendent.
3. If there is a bus concern, contact the Director of Transportation, Mrs. Romanowski 814-346-7528. If the concern is not resolved then contact the building principal.

Notable Policies

Weapons Policy (Policy 218-1)

Students are prohibited from bringing, using or possessing a weapon, or any replica or look-alike thereof, on school property, at any school sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity.

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

The term weapon shall include but not be limited to any of the following or any replica or look-alike of the following any loaded or unloaded firearm (including, but not limited to rifles, shotguns, pistols, zip guns, pellet guns, B.B. guns, and look-alike firearms); any explosive, pyrotechnics or incendiary device of any kind, such as smoke bombs, firecrackers, etc., any bowie knife, hunting knife, dirk knife, lock-blade knife, or any other similar knife, razors or cutting instruments; any implement for the infliction of serious body injury which serves no common lawful purpose; pipes, clubs, brass knuckles, razors, nunchaku sticks, and chemical agents such as mace, pepper gas, etc.

Procedures Any professional staff member or school employee shall immediately inform the principal who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon:

1. Superintendent
2. Local/State Police
3. Parents/guardians of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the principal will immediately summon the police and request assistance in this matter. Parents should be notified as soon as possible. A student shall be referred to the Board for expulsion for a period of not less than one (1) year if found to be in violation of the weapon policy provided, however, the Superintendent may recommend a lesser penalty on a case by case basis.

Tobacco Policy (Policy 222)

SMOKING/TOBACCO

The use or possession of tobacco products is prohibited in a school building, a school bus or on school property owned by, leased by or under the control of the school district. Pursuant to 18 Pa. C.S.A. §6306.1 of the Pennsylvania Crimes Code, a pupil conviction of the summary offense of using or possessing tobacco in a school building, a school bus or on school property owned by, leased by or under the control of the school district, shall be sentenced to pay a fine up to \$50.00, plus court costs. See Student Code of Conduct for disciplinary consequences for smoking.

E-CIGARETTES and VAPES

Students are also not permitted to use or possess any e-cigarettes or look-alike tobacco products, including use of vape pens, vaping devices or accessories, mods, pods, Gutka, Hookah pipes, and smoking paraphernalia. Any student possessing or using e-cigarettes, etc., or look-alike tobacco products are subject to the same discipline authorized by the smoking policy. If the substance found in an e-cigarette, vape device, etc., or look-alike product is deemed to be a controlled substance or any other substance prohibited by Board Policy #227 ("Controlled Substances/Paraphernalia"), the student will be subject to discipline under Policy #227.

Drugs, Alcohol, and Substance Abuse (Policy 227)

The Board recognizes that the misuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district, the schools should strive to prevent abuse of controlled substances. Students are subject to the provisions set forth in Board Policy #227, "Controlled Substances/Paraphernalia."

The Board prohibits the use, possession and distribution of any "unauthorized substances" as defined in Policy #227 and below during school hours, on school property, at any school-sponsored event and during the time spent traveling to and from school and school sponsored activities.

Definitions

Controlled Substance- means a drug, substance, or immediate precursor as set forth in Schedules I through V of Section 4 of the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Sec.780-104.

Distribution - the giving, selling, or passing of unauthorized substances to other person(s) on school property, on school buses, at school sponsored activities, or within the bounds of a designated drug free school zone, or on the way to or from school.

Drug/Alcohol - shall include any alcohol or malt beverage, any controlled substance as set forth in the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Sec. 780-102780-104, any substance or medicine for which a prescription is required under the law and/or any substance which is intended to alter mood. The term drug also means:

1. Substances recognized in the official United States Pharmacopeia or official National Formulary, or any supplement to either of them.
2. Substances intended for use in the diagnosis, cure, and mitigation, treatment, or prevention of disease in humans or animals.
3. Substances (other than food) intended to affect the structure or any function of the human body or other animal body.
4. Substances intended for use as a component of any article specified in clauses 1, 2, or 3 but not including devices or their components, parts or accessories.

Drug Free School Zone – is that geographical area which is within 1,000 feet in any direction from school property.

Illegal drugs – shall include but are not limited to:

1. Prescription drugs which were intended for or prescribed for another by a practitioner.
2. Prescription drugs not administered pursuant to the physician's or practitioner's recommendation.
3. Any controlled substance as defined by the statutes of the Commonwealth of Pennsylvania, unless that controlled substance has been lawfully prescribed for use by a licensed practitioner.

"Look-alike" drugs/substances - any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substances.

Misrepresentation - any attempt to distribute a substance, which has been inaccurately described or implied to the receiver as an unauthorized substance.

Non-Prescription Drugs - substances commercially packaged and sold over-the-counter, in retail stores or distributed by mail, which either contains drugs of any type or is purported to produce drug-like effects.

Paraphernalia - tools or equipment whose function is to aid a user in consuming, or selling any type of drug, controlled substance or alcohol.

Possession - unauthorized substances found on the person of the student; in the student's locker; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or within the bounds of a designated drug free school zone.

Prescription Drugs - drugs and/or controlled substances lawfully prescribed to the user by a practitioner, such as a physician, osteopath, dentist, etc., who is licensed or registered in the Commonwealth of Pennsylvania to distribute or dispense or administer a controlled substance or other drug.

Use - (of an unauthorized substance) either the actual use during school or being under the influence during school hours or at school sponsored activities after school hours or use prior to arrival at school which evidences itself by strong odor or any unusual behavior.

Unauthorized Substances - shall include but are not limited to alcohol, illegal drugs, controlled substances, non prescription and prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, anabolic steroids, look-alike drugs/substances, and any substance which is intended to alter mood.

Violation of Franklin Area School District Drug and Alcohol Policy (227) shall be addressed by the consequences set forth by the School Board and described by the following:

Attempted Possession, Possession, Misrepresentation and/or Use of an Unauthorized Substance

- a. First Offense requires notification of parent/guardian and an informal hearing held. The police shall be notified immediately, and in no event, later than forty-eight (48) hours. Suspension for ten (10) school days. Required drug and alcohol assessment and referral to the Student Assistance Program will be done.
- b. Second and Subsequent Offenses require notification of parent/guardian. The police shall be notified immediately, and in no event, later than forty-eight (48) hours. A minimum ten (10) day out-of-school suspension pending a formal hearing with the School Board. The Superintendent shall recommend expulsion for a period of time up to and including one (1) calendar year. Required drug and alcohol assessment and referral to the Student Assistance Program will be done.

Intent to Deliver an Unauthorized Substance- The student is found furnishing, delivering, selling, or initiating the exchange of any unauthorized substances.

- a. Any Offense requires notification of parents/guardians. The police shall be notified immediately, and in no event, later than forty-eight (48) hours. A minimum ten (10) day out of school suspension pending a formal hearing with the School Board. The Superintendent shall recommend expulsion for a period of time up to and including one (1) calendar year. Required drug and alcohol assessment and referral to the Student Assistance Program will be done.

Purchasing a Controlled Substance

- a. Any Offense requires notification of parents/guardians. The police shall be notified immediately, and in no event, later than forty-eight (48) hours. A minimum ten (10) day out of school suspension pending a formal hearing with the School Board. The Superintendent shall recommend expulsion for a period of time up to and including one (1) calendar year. Required drug and alcohol assessment and referral to the Student Assistance Program will be done.

Possession of Paraphernalia

- a. First Offense requires notification of parent/guardian and an informal hearing. The police shall be notified immediately and in no event later than forty-eight (48) hours. Suspension for ten (10) school days. Required drug and alcohol assessment and referral to the Student Assistance Program will be done.
- b. Second and Subsequent Offenses require notification of parent/guardian. The police shall be notified immediately and in no event later than forty-eight (48) hours. A minimum ten (10) day out of school suspension pending a formal hearing with the School Board. The Superintendent shall recommend expulsion for a period of time up to and including one (1) calendar year. Required drug and alcohol assessment and referral to the Student Assistance Program will be done.

Possession of Nonprescription Drugs

- a. Warning and review of Policy 227 with student and parent/guardian.
- b. Second and Subsequent Offenses disciplinary consequences will be determined on a case-by-case basis.

In situations where controlled, illegal, or unauthorized substances, or look-alikes thereof, have been obtained or confiscated, the building administration shall secure the substance, document what has been obtained or confiscated, and then turn the substance over to the police.

In cases where suggested drug and alcohol abuse may exist, the Student Assistance Team has the responsibility to monitor student behavior.

WAIVER CLAUSE

The Board of School Directors and/or Superintendent retain the discretion to waive or amend the penalties associated with this policy on a case by case basis.

Dress Code Regulations

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, **except when their choices affect the overall educational program, board policies of the school, or the health and safety of others.** The primary responsibility for a student's attire resides with the student and the student's parent(s) or guardians(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that the student attire does not contribute to a hostile or intimidating atmosphere for any students, and that the dress code enforcement does not reinforce any stereotypes or group marginalization.

Franklin Area Junior Senior High School sets a high standard of dress. Appropriate student dress is encouraged and enforced by all staff members for many reasons, including, but not limited to:

- A dress code promotes a more serious school atmosphere, which emphasizes academics.
- Dress codes have proven to increase student achievement.
- Dress codes in school settings reduce social conflict and peer pressure that may be associated with appearance.
- School dress code can reduce the prevalence of certain behaviors which are often expressed through wardrobe such as violence or promiscuity.
- As opposed to uniforms, dress codes allow students with a sense of choice and expression.

The Superintendent shall develop procedures to implement this policy which designate the building Principal to monitor student dress and grooming in his/her building. Please refer to school board Policy 221.

DRESS CODE REQUIREMENTS

1. Clothing must completely cover the chest, the torso, and back. areas from one armpit across to the other armpit. Tops must have shoulder straps that are at least 2 fingers in width.
2. Bottoms, including pants, shorts, skirts, dresses, leggings, and similar garments, must be worn in a manner that completely covers the buttocks at all times, while standing, sitting, or participating in normal school activities.
3. Shoes with a hard rubber sole must be worn at all times.
4. Immodest clothing that is excessively tight or revealing, including garments that expose undergarments or see-through/mesh clothing without appropriate coverage underneath shall not be worn.
5. Face paint, head, or face coverings such as hats, hoods, caps, bandanas, and sunglasses are not permitted unless approved by administration for religious, medical, or other reasons.
6. Hats and winter coats shall not be worn throughout the school day unless explicitly permitted by administration. Trench coats are not permitted to be worn to, from or during school.
7. Blankets are not permitted in the school and will be confiscated.
8. Students are not permitted to wear or carry chains, dog chains, pointed jewelry or ornamentation. Any piercing or jewelry that presents a safety hazard is prohibited.
9. No clothing displaying or making reference to alcohol, drugs, tobacco, vulgarities, sex, sexual connotations (double meanings), offensive symbols or nudity is permitted.
10. Specialized courses may require specialized attire for safe participation (e.g., physical education classes, labs, VTC).

DRESS CODE ENFORCEMENT

Students who are determined to be in violation of the dress code will be provided with the following options:

1. Students will be asked to put on their own alternative clothing.
2. If necessary, the student's parents may be contacted to bring alternative clothing for the student.
3. If dress code violation is not resolved by one of the above measures, the student will be assigned to ISS for the remainder of the school day.

In view of the fact that fashions are continually changing, the building principals or their designee have the discretion to be the final authority in all issues regarding the dress code.

ELECTRONIC DEVICES (POLICY 237)

It is the objective of the Board to maintain an educational environment that is safe and secure for district students and employees. Students are required to comply with the District's Board Policy #237 "Electronic Devices."

Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district property; on district buses and vehicles; and during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The district shall not be liable for the loss, damage, or misuse of any electronic device.

ELECTRONIC IMAGES AND PHOTOGRAPHS

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Students should not take photographs or disseminate information of other students or staff for any reason via an electronic device.

Violations of this policy by a student shall result in disciplinary action, up to and including suspension and/or expulsion, and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.

MOBILE DEVICES/CELL PHONES

Beginning in the 2026-2027 school year, Franklin Area Junior/Senior High School has implemented regulations for the use of mobile devices, in accordance with School Board Policy No. 237 and Pennsylvania House Bill 1814, which requires all public school entities to implement a "Bell-to-Bell Mobile Device Policy" by the start of the 2027-2028 school year. Consistent with state law, the use of personal mobile devices by students in grades 6-12 is prohibited during the entire school day while on school property. The policy and regulations establish expectations for the

possession, use, exceptions, and enforcement of personal mobile devices to ensure compliance with state requirements while supporting a safe, orderly, and productive learning environment.

Purpose of the Policy

Research and experience demonstrate that limiting personal mobile device use during the school day:

- Increases student engagement and academic achievement.
- Reduces classroom distractions.
- Encourages positive peer interaction.
- Supports student mental health and well-being.
- Promotes a safer and more focused learning environment.

Definition of a Mobile Device

Beginning in the 2026-2027 school year, Franklin Area Elementary Schools are implementing the following regulations for the use of mobile devices, in accordance with School Board Policy No. 237 and Pennsylvania House Bill 1814, which requires all public school entities to implement a "Bell-to-Bell Mobile Device Policy" by the start of the 2027–2028 school year, will be followed. Consistent with state law, the use of personal mobile devices by students in grades Pre K-5 is prohibited during the entire school day while on school property. The policy and regulations establish expectations for the possession, use, exceptions, and enforcement of personal mobile devices to ensure compliance with state requirements while supporting a safe, orderly, and productive learning environment.

Student Expectations

During the school day, students shall:

- Keep all personal mobile devices powered off or placed in silent mode.
- Store devices in their locker or another location designated by the school. Devices may not be carried on the student's person during the school day unless an approved exception applies.
- Refrain from using personal mobile devices from the first bell until dismissal, including:
 - All instructional periods
 - Hallway transitions
 - Study halls
 - Lunch
 - Assemblies
 - Any other school-sponsored instructional activity occurring during the school day

Students may access their mobile devices only after the official dismissal bell or during school-sponsored activities outside the regular instructional day, unless otherwise directed by school administration.

Communication with Parents and Guardians

Parents and guardians needing to contact their child during the school day should contact the Franklin Area Junior High Office for students in grades 6-8 (814-432-2121 ext. 2104) and Senior High Office for students in grades 9-12 (814-432-2121 ext. 2100). Office staff will promptly relay important messages to students.

Students who need to contact a parent or guardian during the school day must obtain permission from a teacher or administrator and use a school telephone when appropriate.

Approved Exceptions

Consistent with Pennsylvania law, limited use of a personal mobile device may be permitted when:

- The student has a documented medical need or an immediate family medical circumstance requiring access to a mobile device.
- The student's Individualized Education Program (IEP) or Section 504 Plan identifies a mobile device as an approved accommodation.
- The student is an English Learner using the device for approved translation or language support.
- A teacher has received administrative approval for limited educational use because a school-issued device is unavailable or insufficient for a specific instructional activity.
- The building principal grants a temporary exception for a unique circumstance consistent with district procedures.

Consequences for Violations

Failure to comply with the Mobile Device Policy may result in progressive disciplinary action, including:

First Offense

- Reminder of the policy.
- Device secured by school staff until the end of the period.

Second Offense

- Reminder of the policy.
- Device secured by school staff until the end of the school day.
- Parent/guardian notified.

Third Offense

- Parent/guardian conference.
- Device released only to a parent or guardian.

Repeated or Chronic Violations

Students who repeatedly violate this policy (after 3rd offense) may be subject to additional disciplinary measures consistent with the Franklin Area Junior/Senior High School Student Code of Conduct.

Emergency Situations

During emergencies, parents and guardians should rely on official district communication systems, including phone calls, text alerts, email, and district messaging platforms. Students should not use personal mobile devices during emergency situations unless specifically directed by school personnel. This helps ensure accurate communication and allows emergency responders and school officials to manage the situation effectively.

Franklin Area Junior/Senior High School appreciates the partnership of students, parents, and staff in creating a school environment where learning remains the primary focus.

EXTRACURRICULAR ACTIVITIES/ATHLETICS

ATTENDANCE

Extra-curricular activities will follow the guidelines of the Franklin Area School District policies and handbooks. Students participating in an extracurricular activity must be present at school for a full day on the day of the activity to be eligible. A student signing in late or leaving early must be present at school for a minimum of 4 ½ hours to be credited with a full day's attendance. Students must have a full day's attendance on Friday of the week to participate in events that are scheduled on Saturday. For absence or leave, exceptions are limited to a doctor appointment, court appearance, college visit, funeral, and approved religious activity with necessary documentation provided. Students who have missed more than 25 days of school without an official doctor's excuse may be denied participation in activities and/or trips through the activity.

After School Activities: Students are expected to leave the school property within thirty (30) minutes after school is dismissed unless they have an after school activity. **Unsupervised groups are not allowed to use the building.**

DANCES AND PROM

Students in grades 9, 10, 11, and 12 may attend dances at the High School, with the exception of the prom. The prom may only be attended by students in grades 11 and 12. Any student who wishes to bring a guest to a dance or the prom must obtain a guest pass from the main office and have it approved by an administrator. PLEASE NOTE: If the administrator refuses to sign for their student, that student **will not** be permitted to attend the dance. All guests must be of school age (under 21).

Students attending prom must be present at school for a full day on the day before prom. Any student signing in late or leaving early must be present at school for a minimum of 4 ½ hours to be credited with a full day's attendance. For absence or leave, exceptions are limited to a doctor appointment, court appearance, college visit, funeral, athletic contest, and/or approved religious activity with necessary documentation provided.

Please Note: Senior high school students are not permitted to attend junior high activities.

SOCIAL FUNCTIONS

Any approved organization (e.g. athletics, clubs, extracurricular) of our high school may sponsor a social function. This must be approved by the advisor and the principal before any definite plans or obligations are finalized. Guidelines are provided to aid the organization in completing certain necessary responsibilities.

ATHLETICS

Franklin Junior Senior High School offers many interscholastic competitive sports in grades 6-12. All sports are under the direction of the Athletic Director and Assistant Athletic Directors. Guidelines for participation in athletic activities can be found in the Athletics/Extra-Curricular Activity Student Rules and Regulations manual.

Eligibility to participate requires a physical examination, good academic standing as stated by the P.I.A.A. and school policy, and a full day's attendance in school on the date of a sporting event. In addition, students competing in athletics or extracurricular activities such as band or band front are

required to pay a \$40 activity fee. **Note:** If you participate in multiple activities throughout the year, you only need to pay one activity fee. More information on eligibility requirements can be found at: <https://www.piaa.org/schools/eligibility/>.

Athletics and extra-curricular activities will follow the guidelines of the Franklin Area School District policies and handbooks. Students participating in an extracurricular activity must be present at school for a full day on the day of the activity to be eligible. A student signing in late or leaving early must be present at school for a minimum of 4 ½ hours to be credited with a full day's attendance. Students must have a full day's attendance on Friday of the week to participate in events that are scheduled on Saturday. For absence or leave, exceptions are limited to a doctor appointment, court appearance, college visit, funeral, and approved religious activity with necessary documentation provided. Students who have missed more than 25 days of school without an official doctor's excuse may be denied participation in activities and/or trips through the activity.

All students participating on the varsity and junior varsity levels are urged to purchase school insurance unless their parents have a policy covering them with equal or better benefits. The only exception is football. The student accident policy does not provide coverage for football on the varsity or junior varsity levels.

Sports Offered at Franklin Jr./Sr. High School

Men's Fall Sports	Men's Winter Sports	Men's Spring Sports
Football	Swimming	Baseball
Soccer	Basketball	Track and Field
Cross Country	Wrestling	Tennis
Golf	Unified Bocce	Volleyball (w/Rocky Grove)
Women's Fall Sports	Women's Winter Sports	Women's Spring Sports
Soccer	Basketball	Softball
Tennis	Swimming	Track and Field
Volleyball	Cheerleading	
Cross Country	Unified Bocce	
Cheerleading	Wrestling	
Golf		
Junior High Fall Sports	Junior High Winter Sports	Junior High Spring Sports
Golf, Football, Cross Country (Co-Ed) Soccer (Co-Ed), Girl's Basketball	Boy's Basketball, Wrestling, Cheerleading	Softball, Boy's Volleyball (w/ RG), Baseball (Club), Track & Field (Co-Ed), Girl's Volleyball
6th Grade Fall Sports	6th Grade Winter Sports	6th Grade Spring Sports
Girl's Basketball	Elementary Wrestling Boy's Basketball	

	Cheerleading	
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SPECIAL EDUCATION SERVICES

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

NOTICE TO PARENTS

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact their district of residence. Contact information is listed at the end of this public notice.

Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child’s score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child’s chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the Riverview Intermediate Unit Early Intervention Department at (814)297-5128.

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

In compliance with Pennsylvania (22 Pa.Code 14.121) and federal (34 C.F.R. 300.111) law, notice is hereby given by the Franklin Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students) under the Individuals with Disabilities Education Act (“IDEA”). If your child is identified by the District as possibly being in need of such services, you will be notified of applicable procedures. Special Education services are available, at no cost to parents, for children with disabilities, ages 3-21 years.

SERVICES AND PROGRAMS

Individualized services and programs are available for children ages 3 through 21 years who are determined to need specially designed instruction due to one or a combination of the following conditions:

- Development delay (Early Intervention)
- Autism
- Orthopedic impairment
- Multiple disabilities
- Deafness
- Specific learning disability
- Other health impairment
- Mentally gifted
- Intellectual disability
- Emotional disturbance
- Traumatic brain injury
- Speech or language impairment
- Deaf-blindness
- Hearing impairment
- Visual impairment, including blindness

Potential Signs of Developmental Delays and Other Risk Factors that Could Influence a Need for Special Education Services

Some indications that your child may be a child with a disability who is in need of special education are:

- Exhibition of an emotional disturbance over a long period of time which affects your child's ability to learn;
- Consistent problems in getting along with others;
- Lack of interest or ability in age-appropriate activities;
- Resistance to change;
- Difficulty seeing or hearing which interferes with the ability to communicate;
- Health problems that affect educational performance including attention problems;
- Difficulty performing tasks that require reading, writing or mathematics;
- When a child who is at least three years of age - but before he/she has started school as a beginner - scores on a developmental assessment device, an instrument that yields a score in months, a score indicating that the child is delayed by 25% of the child's chronological age in one or more developmental areas and/or if the child is delayed in one or more of the developmental areas as documented by test performance of 1.5 standard deviations below the mean on standardized test(s).

GIFTED EDUCATION

In compliance with state law, the Franklin Area School District provides services designed to meet the unique needs of gifted students. The District identified “gifted” students on a case-by-case basis in accordance with state law and District policy. Such students may possess a superior IQ (130 or higher) and Achievement scores on standardized

tests, a rate of acquisition/retention well above that of same-aged peers, and early skill development indicating gifted ability. If your child is believed to be in need of such services, you will be notified of the evaluation procedures. If you believe your school-age child may qualify for gifted services, you may contact the District at any time to request a determination of eligibility. Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

SCREENING AND EVALUATION

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school age) may be in need of early intervention programs and services, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost upon your request. You may request a screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening should be made to: Mrs. Emily Reiser or Nicole Bell, Co-Directors of Student Support Services.

Parents of children ages 3 to school-age who request early intervention programs/services may request screening and evaluation by sending a letter to the Early Intervention Program Director, Riverview Intermediate Unit #6, 270 Mayfield Road, Clarion, PA 16214.

CONSENT

School entities cannot proceed with an evaluation or the initial provision of special education and related services without the parents' written consent. For additional information regarding consent, please refer to the Procedural Safeguards Notice, available on the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

PROGRAM DEVELOPMENT

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, and 22 Pa. Code Chapter 15, the Franklin 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. To qualify as a protected handicapped student, the child must be of school age and have a physical or mental impairment that substantially limits a major life activity. These services and protections for students with disabilities are distinct from those applicable to students eligible to receive special education and related services under Chapter

14/IDEA. For additional information regarding Section 504/Chapter 15 services, please contact the Student Support Services office at 40 Knights Way, Franklin, PA 16323. Telephone: (814) 346-7528, Option 1.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The Franklin Area School District complies with the Individuals with Disabilities Education Act. Procedural safeguards for students ages 3 through 21 years are available at all School District buildings or through the Student Support Services office, 40 Knights Way, Franklin PA 16323. Telephone (814) 346-7528, Option 1.

PRIVACY RIGHTS OF PARENTS AND STUDENTS – ANNUAL FERPA NOTICE

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:

- I. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.
 - a. 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 arrange access and notify the parent or eligible student of the time and place where the records may be inspected.
- II. 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.
 - a. Parents or eligible students who wish to ask the District to amend their child's or their education record should write to 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.
- III. 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. While you may request a listing of all of the FERPA exceptions, the three most common of these exceptions to the prior consent rule are as follows:
 - a. The District may disclose education records to "school officials" with "legitimate educational interests" without obtaining the prior consent of parents/eligible students. A "school official" is 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. A school official has a

“legitimate educational interest” if the official needs to review an education record to fulfill his or her professional responsibilities.

b. Upon request, the District will disclose 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.

c. Unless directed otherwise in writing by eligible students or parents, the District may disclose without consent “directory information,” which is defined in the District’s directory information notice, below.

NOTE: Except for disclosure to school officials, disclosure related to some judicial orders or lawfully issued subpoenas, disclosure of directory information, and disclosures to the parents or eligible student, FERPA requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside

organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Franklin Area School District to disclose information from your child’s education records without your prior written consent, you must notify the District in writing. Franklin Area School District has designated the following information as directory information:

- | | |
|---|--|
| *Student’s name | *Grade level |
| *Address | *Date & place of birth |
| *Telephone listings | *Electronic mail address |
| *Weight & height of members | *Major field of study (unless unlisted) |
| *Dates of attendance | *Degrees, honors, and photograph awards received |
| *Participation in officially recognized activities & Sports | |

Directory information does not include a student’s (1) Social Security number, or (2) student identification (ID) number, user IE or other unique personal identifiers used by the student for purposes of accessing or communicating in electronic systems, except those identifiers may be included in “directory information” 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 personal identification (PIN) , password or other factor known or possessed only by the authorized user.

In addition, section 8528 of the Every Student Succeeds Act requires that the District shall provide access to secondary school students’ names, addresses and telephone listings upon requests made by military recruiters or institutions of higher education unless parents/eligible students have advised the District that they do not want their student’s information disclosed without prior written consent.

If you do not want the Franklin Area School District to disclose directory information from your child’s/your education records or disclose the above-listed information to recruiters from the military or institutions of higher education without your prior written consent, you must so notify the District in writing by September 15, 2025.

ENGLISH AS A SECOND LANGUAGE (ESL):

ESL services are offered to students whose dominant language is not English. The purpose of these services is to increase the English language proficiency of eligible students so they can attain the academic standards and achieve academic success. Students who have limited English proficiency will be identified through the Home Language Survey completed during registration. If necessary, an evaluation will take place, needs will be determined, and appropriate services will be provided.

For information regarding the services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact Student Support Services at (814) 346-7528 Option 2.

HOMELESS ASSISTANCE (MCKINNEY-VENTO ACT)

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The Act requires that students who qualify as homeless be able to remain at their current school or be enabled to immediately register to attend school.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason.
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to a lack of alternative accommodations.
- Children and youth living in emergency or transitional shelters.
- Children and youth abandoned in hospitals.
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, buses, or train stations.
- Migratory children and youth living in any of the above situations.

If you or someone you know is in a situation meeting these definitions, please contact the Franklin Area School District Homeless Liaison (Mrs. Emily Reiser, Co-Director of Student Support Services) so that the District can assist and provide resources to assist the situation, such as immediate enrollment, academic support, and additional resources. More information regarding homelessness and student support services can be found on our website or by following this link:

<https://sites.google.com/students.fasd.k12.pa.us/franklin-area-school-district/parent-resources/homeless>

OTHER IMPORTANT INFORMATION

FIRE DRILLS

Monthly fire drills are required by school code and are an important safety precaution. Drill procedures are as follows:

1. When the fire alarm is heard, students are to proceed quickly, without running or pushing, to the proper exit. The teacher will head the group, and it is mandatory that students from each area stay as a group.
2. Windows and doors should be closed by the last person leaving the room. The lights should be left on and the blinds opened.
3. During a drill, a stairway may be closed to simulate a condition that could happen during an actual fire. If a teacher finds a regular exit blocked, students will be directed to the nearest available exit.

4. Students are to vacate the building as quickly as possible and move a minimum of 100 feet from the building. An announcement will be made with the all clear to indicate it is safe to enter the building.

SEVERE WEATHER/SAFETY DRILLS

In addition to the required fire drills, students will participate in a severe weather drill and two lockdown drills throughout the school year.

VISITORS ENTERING BUILDING

No one other than students, teachers, and employees of the Franklin Area School District is permitted in the school building without entering the main office.

1. Visitors must enter through the main entrance and sign in at the kiosk in the vestibule. Visitors must have their driver's license or identification card to receive an ID badge which indicates their name, time, and location to where they will be going in the building.
2. Visitors of students during lunch periods must have prior approval, please contact the main office.
3. Parents, guardians, or other individuals entering the Junior/Senior High regarding special education services, IEP meetings, or other student support service needs should enter through Door 8. The same procedures regarding the visitor sign in process will occur at Door 8 as well.

LOCKER REGULATIONS

All students will be assigned a locker and a lock at the beginning of the year. Lockers are the property of the Franklin Area School District. As such, students have no expectation of privacy in their lockers. Only assigned lockers are to be used by students. Students are prohibited from using a friend's locker in order to have a more convenient location. Students are responsible for the cleanliness of their locker. It should be clean, orderly and kept closed. Students are to refrain from posting or taping pictures, writing, etc., on doors or walls of lockers. At any time, at the discretion of the school officials, dogs and metal detectors could be utilized by law enforcement agencies.

It is the students' responsibility to leave a clean locker at the end of the term, when withdrawing, or moving to another district. All books and materials must be returned to the teacher and waste is to be disposed of in a proper container. Underclassmen are responsible for leaving a lock on their locker at the end of the year. Seniors will turn their lock into the guidance office before their last day of school. Any student who does not return their lock will be required to pay a \$10.00 replacement fee.

An administrator may search a locker if it is believed to contain something that violates either law or school board policy. Unless there is an emergency, the student should be present. Administration typically will ask another member of the school staff to be present during a locker search. Only school locks may be kept on the locker and must be locked at all times.

BOOK BAGS

Students are permitted to use book bags to transport their books and belongings to and from school; however, students are not permitted to carry a book bag during the school day. Students will be permitted to use a single pocket drawstring bag or their chromebook case to carry throughout the school day.

PERSONAL PROPERTY

We suggest students not bring large sums of money or valuable personal property to school. However, if it is necessary, he/she should leave it in the main office. **The school district is not responsible for any lost, damaged, or stolen personal property.**

DRINK CONTAINERS

Students are permitted to carry drink containers during the school day with the following stipulation: drink containers must be non-breakable and have a lid. No other outside beverage is permissible.

LOST AND FOUND

All lost articles of clothing are to be taken to the cafeteria. Lost electronic devices, accessories, or technology items will be taken and held in the main office until claimed. Clothing articles collected August through December will be held either until claimed or until Christmas break. Clothing articles collected January through June will be held either until claimed or June 1st.

HALL PASSES

Students must have an approved electronic pass via the Securely Pass system to travel throughout the building to any area that is not reflected on their schedule at any given time throughout the day. Students are only permitted to visit their lockers in between classes and should plan accordingly. Teachers will only allow students to visit their locker during class if extenuating circumstances make it necessary.

JUNIOR HIGH SCHOOL AREAS

Senior high students are **NOT** permitted to be in any part of the Junior High School unless they have received permission from an administrator or have a scheduled class.

DIGITAL CAMERAS / RECORDING DEVICES

The board prohibits the use of digital cameras, any recording device, or audio/video recording applications to take photographs or record audio or video in district buildings, on district property, and while students are engaged in school-sponsored activities during the school day unless prior approval has been granted by administration.

BUILDING VIDEO MONITORING AND RECORDING

The Franklin Area Jr./Sr. High School is equipped with internal and external video cameras to monitor the buildings and grounds for student and staff safety.

DELAYED OPENINGS/CLOSING OF SCHOOL

In the event of delayed opening or emergency closing of schools, administration will call local television stations, post to the district's Facebook page and website, and make a SchoolMessenger call to the phone numbers listed on each student's record. Parents are responsible for keeping emergency cards accurate and up to date with two emergency

contacts. In order to receive messages through SchoolMessenger, updated contact information must be complete and on file with the school.

In addition, the following media will be notified in the event of closings or delays...

RADIO STATIONS

Franklin: WFRA-1450AM and KISS-99.3FM

Oil City: WKQW-96.3FM, Wildcatter Country 1120AM and OYL-1340AM

Meadville: WMGW-1490AM, WGYW-100.3FM, WOXX-104.5FM, WUWZ-94.3FM and 107.7FM

Titusville: WTIV-1230AM

Butler/Grove City: WLER-97.7FM

Butler: WISR 680AM and WBUT-1050AM

TELEVISION

Franklin: Coaxial Cable – Channel 24

Pittsburgh: KDKA / UPN- Channel 2, WPXI / PCNC– Channel 11 and WTAE—Channel 4

Erie: WICU-Channel 12, WJET-Channel 24 and WSEE-Channel 35

APPENDIX A — SAFE SCHOOLS ACT PARENT NOTIFICATIONS

The Pennsylvania Department of Education regulations, at 22 Pa. Code §10.25 requires school districts to immediately notify, as soon as practicable, the parent or guardian of a victim or suspect directly involved in an incident listed in section 1303-A(b)(4.1) or (4.2) of the Safe Schools Act. Those sections are set forth below:

(4.1) A list of criminal offenses which shall, at a minimum, include:

(i) The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

Section 908 (relating to prohibited offensive weapons).
Section 912 (relating to possession of weapon on school property).
Chapter 25 (relating to criminal homicide).
Section 2702 (relating to aggravated assault).
Section 2709.1 (relating to stalking).
Section 2901 (relating to kidnapping).
Section 2902 (relating to unlawful restraint).
Section 3121 (relating to rape).
Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3124.2 (relating to institutional sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3301 (relating to arson and related offenses). Section 3307 (relating to institutional vandalism) when the penalty is a felony of the third degree.
Section 3502 (relating to burglary).
Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
Section 5501 (relating to riot).
Section 6110.1 (relating to possession of firearm by minor).

(ii) The possession, use or sale of a controlled substance or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act."

(iii) Attempts, solicitation or conspiracy to commit any of the offenses listed in subclauses (i) and (ii).

(iv) An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

(4.2) The following offenses under 18 Pa.C.S., and any attempt, solicitation or conspiracy to commit any of these offenses:

Section 2701 (relating to simple assault).
Section 2705 (relating to recklessly endangering another person).
Section 2706 (relating to terroristic threats).
Section 2709 (relating to harassment).
Section 3127 (relating to indecent exposure).
Section 3307 (relating to institutional vandalism)
when the penalty is a misdemeanor of the second
degree. Section 3503(b)(1)(i), (ii), (iii) and (iv),
(b.1) and (b.2) (relating to criminal trespass).
Chapter 39 (relating to theft and related offenses).
Section 5502 (relating to failure of disorderly persons to disperse upon official order).
Section 5503 (relating to disorderly conduct).
Section 6305 (relating to sale of tobacco).
Section 6306.1 (relating to
use of tobacco in schools prohibited).

Section 6308 (relating to purchase, consumption, possession or transportation of liquor or malt or brewed beverages).