FANNETT-METAL SCHOOL DISTRICT

2026-2027

PARENT AND STUDENT HANDBOOK

Home of the Tigers

TABLE OF CONTENTS

I. Overview — **Page Number**

Administrative Welcome	5
Anti-Discrimination Policy	5
Bell Schedules	6
Cafeteria Services	6-7
Fire and Security Drills	7
Lost and Found	7
School Board Policy	7
School District Social Media	7
School District Website	7
Student Forms	7

II. Attendance

Attendance Policy	8
After School Events/Athletic and Extracurricular Participation	8-9
Educational Trips	9
Medical/Dental Appointments	9
Notification Letters (3 and 10 Day)	10
Partial Day Absences	10
Physical Education Excuses	10
Return to School after Absence	10-11
Tardiness to School	11
Truancy Guidelines – Youth under 16	11-12
Truancy Guidelines – Youth over 16	12-13
Unexcused Absences	13
Withdrawal from School	13

III. Discipline and Student Conduct

Administrative Philosophy on Discipline	14
Bus Conduct	14
Cafeteria Regulations	14-15
Classroom Rules (Elementary)	15
Conduct at Assemblies, Athletic & After School Events	15
Consequences for Student Misconduct–Elementary	16-17
Consequences for Student Misconduct–High/Middles School	17-18
Discipline Code	18
Disciplinary Placements	18
Dress Code	19
Electronic Devices	19-20
Extracurricular Participation	20
Internet Access/Email Policy	20
Outdoor Activities/Playground Guidelines	20
Respect for Property	20
School Sponsored Dances	21
School-Wide Effective Behavior System	21-22
Search of Property	22
Student Assistance Program (SAP)	23
Student Responsibilities	23
Student Rights	23
Terms (Definitions of Student Misconduct)	24-25

IV. Grading

Academic Dishonesty/Cheating	26
Adding and Dropping Courses	26
Assessments	26
Athletic and Extracurricular Eligibility	27
Citizenship Grading	27
Credit Recovery/Summer School	27
Grading Scale	27
Graduation Requirements	28
High School Program of Study	29
Homework	29
Honor Roll Requirements	29
Independent Study Course	30
Instruction Support Team (IST)	30
Make-up Work	30
National Honor Society	30
Online Grade Access	30
Parent/Teacher Conferences	30
Promotion and Retention	31
Year-End Grading Procedures	31

V. Medical Information

Administration of Nursing Services	32
Annual Exams	32
Assistive Technology for Hearing	32
Athletic Drug Testing	33
Diabetes	33-34
Head Lice	35
Immunizations	35
Inhalers/Epi Pens	35-36
Opioid Antagonists (ie. naloxone)	36
Prescribed Medications	36
Student Medical Information	36

VI. Parent and Community Information

Community-Based Partners	37
Career-Based Experiences	37-38
FERPA (Family Educational Rights and Privacy Act)	38
Homelessness	39
Line of Communications	40
PPRA (Protection of Pupil Rights Amendment)	41
Preferred Teacher Requests	42
Responsibilities of Parent or Guardian	42
Special Education Programs	42-43
Student Activity Fees	43
Student Intake (New Student Enrollment)	43-44
Surrogate Parents	44
Title I Parent Right to Know	44-45
Visitor Policy	45
Volunteers	45

VII. Transportation

Bus Conduct	46
Bus Procedures	46-47
Field Trip Procedures	47
Personal Transportation	47
Student Drivers	48
Educational Field Trip Approval Form	49
Photo/Image Agreement	50
Online Privacy Protection Act (COPPA) Compliance	51-52
Home/School Involvement Compact	53
Network, Internet, and E-mail Agreement	54
Parent and Student Handbook Review Contract	54

OVERVIEW

Administrative Welcome

Welcome, Fannett-Metal students, to the new school year. We are excited to have you join us on this journey of learning, growth, and discovery. This handbook has been designed to help you navigate school life, understand our expectations, and make the most of the opportunities available to you. Here, we value respect, responsibility, and a commitment to excellence. Our mission is to provide a safe and supportive environment, to educate and empower all students to reach their personal and professional goals. Whether you're exploring new ideas, developing your talents, or building friendships, we're here to support you every step of the way. Let's make this a successful and memorable year together!

This information will be published in student agendas and on our website. A printed copy will be available in each classroom. Please share with your parents and review together the important information that is contained within. You will be expected to know the rules and regulations of the school, particularly regarding discipline, grading, and attendance. A thorough understanding of this handbook will help us to avoid misunderstanding during the school year. Please also note, where applicable, school policy numbers are listed beside relevant items in the handbook.

We look forward to another exciting year together at Fannett-Metal. If you have any questions regarding anything in the student handbook, please talk to your teachers, guidance counselors, or building administrator. We need to all work together to create a great school year!

Sincerely,
Fannett-Metal Administration Team

Anti-Discrimination Policy

Policy 103

It is the policy of the Fannett-Metal School District not to discriminate on the basis of race, age, color, religion, sex, handicap, or national origin in its admission, educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with the Titles VI and IX and Section 504 may be directed to the:

Superintendent
Fannett-Metal School District
14823 Path Valley Rd, PO Box 91
Willow Hill, PA 17271
Telephone: 717-379-7172

Bell Schedules

Policy 804

6-12 HIGH SCHOOL PERIODS	
HOMEROOM	**7:53-8:03**
PERIOD 1	**8:05-8:50**
PERIOD 2	**8:52-9:37**
PERIOD 3	**9:39-10:24**
PERIOD 4	**10:26-11:11**
PERIOD 5/LUNCH (12-12:30)	**11:13-11:58**
LUNCH (11:13-11:43)/PERIOD 5	**11:45-12:30**
PERIOD 6	**12:32-1:17**
PERIOD 7	**1:19-2:04**
PERIOD 8	**2:06-2:51**
PLC (Prof. Learning Community)	**2:52-3:15**

Elementary School – No student is permitted in the building prior to 7:35 AM.

7:40 Breakfast Students Only - Cafeteria
7:45-8:00 All Other Students to Homeroom (Attendance and Lunch Count)
8:00 Morning Announcements, National Anthem, Pledge of Allegiance
8:05 Classes Begin
3:00 Intermediate Dismissal followed by Primary
On days with two-hour delays, all students will arrive at school at 9:45 a.m. and will be dismissed at 3:00 p.m. No breakfast will be served.

Cafeteria Services

Policy 808

Fannett-Metal School District Cafeteria operates with a computerized Point of Sale System to record ALL meals and snacks sold. All students have an account set up to purchase breakfast, lunch, and snacks in the school cafeteria. We encourage all students to put money into their accounts instead of paying with cash. The FSS® POSitiveID System eliminates the identification of students who are eligible for free or reduced meal benefits and charges from students forgetting their lunch money. Parents may apply for free and reduced meals by filling out an application from the school or by going online at www.compass.com. A new application must be completed each year.

The FSS® POSitiveID System allows you to pay in advance for meals and/or snack items. Log onto **www.myschoolaccount.com** to create an account. The directions are available for you to follow. You will need your child's Student ID#. This system gives you the ability to see the balance of your child's account and to view what your child has eaten over the last 30 days. You can set it up so that, when your child's account reaches a certain amount, you will be notified by email that it is time to put more money into the account. The above services are free. Each child's account statement is updated nightly so that the information is current the following day. If you do not have internet, you may call the school at 349-3018 to check your balance. Students may also ask what their balance is when they go through the lunch line. Any money not spent by the end of school will be available for your child's use the following school year.

To place money in accounts, you will need to send only one check for your family. Just write on the envelope each child's name and the amount that goes into each child's account. Please put Cafeteria Manager and "lunch money" on the envelope. Elementary students will give that to their homeroom teacher in the morning. MS/HS students will hand their envelopes in at the office window in the morning.

You can also make payments into their account with your checking account (electronic checks). For the electronic checks, you will need to provide routing and bank account information when you set up your account. Food Service Solutions, Inc. charges $1.95 per electronic check transaction for this service. All checks returned for Non-Sufficient Funds are subject to a $20.00 service fee. The parent/guardian is notified by email when this occurs. You need only one electronic check per family per transaction.

Breakfast:	Free CEP
Adult Breakfast:	$2.85
Elem Lunch:	Free CEP
MS/HS Lunch:	Free CEP
Adult Lunch:	$4.75
Milk:	$.50

We are proud of the quality Food Service Program we offer at Fannett-Metal School District, and we do our best to keep our customers, the students, happy while being served a nutritious breakfast and lunch. If you have any questions about the Food Service Program, you can reach the Food Service Office at (717) 349-3018. Lunch forms and more information will be available on our district web site.

Fire and Security Drills

Policy 805

Fire and security drills will be held periodically throughout the school year. Students must follow all direction(s) issued by their assigned teacher. Teachers will account for and supervise their students in a designated safe area.

Lost and Found

If books or other items of property are lost, report the loss to the classroom teacher. In addition, students should check the office for their lost items. Teachers may provide an additional textbook; however, students are responsible for both the original and the replacement textbook/library book. The student will be charged the actual replacement cost of the textbook(s) if the item is not recovered.

School Board Policy

School policy has recently been revised with the assistance of the Pennsylvania School Board Association (PSBA). Board Policy can be found on the district website (www.fmtigers.org) on the District tab under School Board. All policy citations made within this handbook can be referenced there.

School District Social Media

School activities, athletic events, and school happenings can be found on the school district's Facebook page.

School District Website

Policy 815.1

All information related to school activities can be found on our website at www.fmtigers.org. Relevant materials include classroom instructional resources through the student portal, delays and cancellations, school calendar, and headlines related to the school and upcoming events.

Student Forms

Policy 146

All student forms are conveniently located on our website at www.fmtigers.org under Resources. Also, forms can be obtained in the elementary, secondary, and district offices.

ATTENDANCE

Attendance Policy

Policy 204

Pennsylvania School Code states that students in public school must attend school regularly because being present is a requirement of a good education. Healthy students should not miss more than three (3) or four (4) days of school each year. Examples of excused absences include:

- personal Illness
- medical, dental, clinic or hospital appointment,
- death in immediate family,
- educational field trips *(must have pre-approval by principal),*
- situations deemed as emergencies according to the principal's discretion.

All other absences are unexcused. When a student misses more than ten (10) days for the school year, a doctor's excuse must be submitted for each absence. If the doctor's note is not turned in for the absence, that absence will be marked "unexcused". After each unexcused absence (up to and including three (3) unexcused), the parent/guardian will receive written notification that an offense has occurred. After the third unexcused absence, a 3-day letter will be issued notifying the family that the child has been truant. Under the laws of Pennsylvania, on the sixth (6th) unlawful absence (considered habitually truant), parents will be charged with a summary offense and incur liabilities for fines if convicted. If convicted of truancy, any or all of the following actions may be taken:

- payment of a fine not exceeding $300, plus costs,
- required community service for a period of up to six months,
- completion of a mandatory parenting education program.

Failure to pay truancy fines or complete assigned community service or parenting education can result in a jail sentence of up to 5 days. If parents of students over 16 can show they took every reasonable step to ensure their child's attendance at school, the student can be sentenced to pay a fine of up to $300 for each offense or to attend an alternate program.

A student may be retained for excessive absenteeism if the student misses more than 25 days at the elementary level or 20 days at the secondary level. Secondary students beyond the age of compulsory attendance will be dropped from the roll. Students missing fewer than twenty-five days of school, but who miss twenty-five classes of a particular course will not receive academic credit for the course. Parents will be informed of attendance status by first class mail following the fifteenth day of absence and by registered letter following the twentieth and twenty-fifth days of absence. A parent conference will be offered following the twentieth day. In the case of persistent tardiness to class, actual minutes of tardiness may be accumulated and equated into class periods according to the prevailing length of the class period.

After School Events/ Athletic and Extracurricular Participation

Policy 231

Students must bring a note from their parents or guardian to stay for after school events other than regularly scheduled games or practices in which they will be participating or attending. It is the responsibility of the parent/guardian to arrange for student supervision after school. The school is not responsible for your son or

daughter during after school hours. Students must be in attendance **by 11:30 AM** with an approved excuse to be permitted to participate in or to attend after-school or evening activities. Students may participate in after school events if they are absent all day for a funeral, doctor's appointment, or testing.

Secondary students who have received 10 demerits per semester or 20 for the entire year will be unable to attend any after school events or extracurricular activities (refer to the demerit system under the Discipline Section).

Policy 122

Educational Trips

Policy 204.1

The Board recognizes that circumstances may arise for students to participate in an educational experience outside of the regular school day. Students shall be permitted to take an educational field trip if it is in accordance with the district's guidelines. A trip may be considered educational if it broadens the student's understanding of social, cultural, or geographic values and concepts. The trip should provide enrichment opportunities or acceleration in areas identified within the school curriculum and/or reward individual achievement or special skills. The student must be an active participant in the event.

Parents/guardians who are planning to take their child on an educational field trip during the same time that school is in session may request an excused absence for the student by completing a Student Request for Approval of an Educational Field Trip form. Consideration of such a request is dependent on the following guidelines:

- The total educational field trip days in one school year will be limited to 5 days.
- The request must have prior approval.
- The request for the educational field trip must be completed and submitted to the building principal PRIOR to the trip.
- The student is required to make up all missed assignments.
- Approval of such a request will be based on academic performance, attendance records, number of educational trips requested and the nature of the trip.
- There is no limit to approved post-secondary institution visits.

The approval or disapproval of any educational field trip solely rests with the building principal. Extenuating circumstances will be handled on a case-by-case basis and will require the approval of the Superintendent. Should parents/legal guardians elect to take their children on trips not approved in advance by the administration, all the days missed shall be marked as illegal days. Certain specific categories of trips will typically not receive approval, and the principal will have authority to approve the trip if it is determined there are both unique and substantial extenuating circumstances. An example would be attendance at a wedding that requires substantial travel and will include points of educational interest. The types of situations not considered educational trips are shopping, hunting, fishing, visiting family/friends, working at home, weddings, trips not approved in advance, and matters of personal natures that have little or no educational value. **Educational trips will NOT be approved during state testing weeks.**

Medical/Dental Appointments

When students leave school early for a doctor's, dentist, orthodontist, etc. appointment they must bring a written note from their parent/legal guardian requesting an early dismissal. When the student returns to school, he/she should have a doctor's excuse that shows the time of the appointment. This is especially important if the student's appointment is early in the morning, and he/she does not report to school before going to the doctor. If the student fails to return a note within 3 days from the date of appointment, the absence will be considered unexcused. Only a half day absence will be granted for appointments. (Exceptions may be made at the discretion of the building principal.

Notification Letters (3 and 10 Day)

Policy 204

According to Section 1333 of the Pennsylvania School Code, a child of compulsory school age may remain out of school only for physical, mental, or other urgent reasons, in which "urgent reasons" are strictly interpreted and not all reasons provided will be considered "urgent" under this definition.

The 3-day letter is to serve as the required warning regarding further illegal/unlawful absences of the student. It provides that further intervention of illegal absence could include notification to the Magisterial District Judge, referral to a School-based Truancy program, the imposition of fines and penalties, or referral to the Franklin County Children and Youth Services.

The 10-day letter requires that the parent contact the child's primary physician for a full medical evaluation within 30 days. Upon completion of the medical evaluation, the physician will supply the school with a notification that the child is unable to attend school regularly. If no medical reason is found to be causing the absences, then it will be expected that the child will not miss any further school without a documented doctor's excuse explaining the reasons for the absence.

Partial Day Absences

<u>One Half Day Absence</u>

One half day absence will be counted for students who arrive or leave school between the hours **9:30 AM** and **1:30 PM** will be charged one half day of absence.

<u>Tardy/Early Dismissal</u>

Students who arrive after the start of school (**8:00 AM in the Elem and 7:50 AM in Secondary) but before 9:30 AM** will be counted as tardy. Students who leave early from school from **1:30 PM to the end of school** will be counted as dismissing early. An exception to this would be students dismissed from school early by a nurse's order.

FMSD will follow an aggregated detention procedure for unexcused tardies and/or early dismissals to/from school:

a. 1-3 tardies/early dismissals = warning
b. 4-6 tardies/early dismissals = 1 detention
c. 7-9 tardies/early dismissals = 2 detentions
d. every 3rd tardy after becomes a ½ day unexcused absence.

Physical Education Excuses

Policy 246

Students will be excused from physical education only with an excuse submitted by the parent/legal guardian or doctor.

Return to School After Absence

When a student comes back to school after being absent, he/she must bring a note signed by his/her parents or legal guardian to give to the attendance secretary. This note should contain the student's name, date of absence, specific reason for absence, signature of the parent or guardian, and the date the note was signed. The following is an example of such a note:

September 9, 2026

Dear Principal,

Please excuse Mary B. Good for absences on September 7th and 8th due to illness.

Thank You,

Grace E. Good

The secretary will give the student a class admission slip. This is the official notice from the office to the teacher to show that the student's absence was excused. Students who forget their excuses will have the class admission slip marked "unexcused". To have the absence changed, the student must bring an excuse within three (3) days of his/her return, or the absence will be permanently marked "unexcused". Students absent unlawfully or unexcused do not have the privilege of making up missed schoolwork.

Tardiness to School

Policy 204

Tardy is when a student arrives at school after the start of school (8:00 AM in the Elem and 7:50 AM in Secondary) but before 9:30 AM it will be counted as tardy. If a student arrives at school late, he/she must bring an excuse signed by the parent or legal guardian that states the student's name, grade, date, and the reason for being tardy. This excuse must be taken to the attendance secretary who will give the student a tardy slip. This must be kept by the student and shown to the teacher/teachers of any class missed while tardy. The accumulation of tardy excuses or early dismissals will count toward the total accumulation of absences as follows:

<u>Tardiness Due to Illness (Excused)</u> – Examples: tardiness due to doctor or dentist appointment(s)

<u>Tardiness for Other Reasons (Unexcused)</u> – Examples: tardiness due to missing the bus, oversleeping.

Truancy Guidelines – Youth under 16

Policy 204

Pursuant to P.S. 13-1333, Act 138 of 2016: Any child who has not attained the age of fifteen (15) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant shall be referred by the school district for services or possible disposition as a dependent child as defined under 42 PA. C. S. § 6302 (relating to definitions). Any child who has attained the age of fifteen (15) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant, may, in lieu of prosecution under clause 1, be referred by the school district as defined under 423 Pa. C.S. § 6302.

First Level Intervention (School Level)

- Letter notification
    - First offense Letter – three or more illegal absences
    - 10-Day letter

Second Level Intervention (School Level)

- School Attendance Improvement Plan (SAIP) meeting with parent/guardian.
- Letter of Notification
    - Notifying of fourth and/or fifth illegal absences
- Referral to Franklin County Children& Youth Services for potential C & Y services.

Third Level Intervention (Magisterial District Court Intervention)

- Citation for illegal absences issued by the respective school.
    - After six or more illegal absences
- Parent/guardian responsible for fines

Fourth Level Intervention (Children and Youth Service Intervention)

- C&Y will open a General Protective Services case with a Children and Youth case worker who will:
    - Monitor school attendance.
    - Work as a liaison to link parent/guardian and child to needed resources.
    - Offer Truancy Workgroup Classes (if age is appropriate for the child)
    - Schedule School Attendance meetings with child, parent/guardian, and Children and Youth Assistant administrator and Solicitor
- Juvenile Court intervention may occur if the child continues to accrue additional illegal absence despite previous interventions.

Truancy Guidelines – Youth 16 or older

Policy 204

Pursuant to P.S. 13-1333, Act 138 of 2016: Any child who has attained the age of fifteen (15) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant shall be referred by the school district for services or possible disposition as a dependent child as defined under 42 PA. C. S. § 6302 (relating to definitions). Any child who has attained the age of sixteen (16) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant may, in lieu of prosecution under clause 1, be referred by the school district as defined under 423 Pa. C.S. § 6302.

First Level (School Level)

- Appropriate school personnel will schedule a Truancy Elimination Plan Meeting with Parent Involvement
- Appropriate personnel will make a referral to the Student Assistance Program (SAP) if determined necessary.
- The school will contact the child's parent/guardian by email or phone to notify them of their child's absence from school.
- Letter notification
    - Appropriate school personnel will send a letter to the parent after three or more illegal absences of their child.
    - Appropriate school personnel will send a 10-Day letter to the parent/guardian requiring a doctor's note for further absences.

Second Level Intervention (School and District Court Level)

- Appropriate school personnel /district Magistrate will issue a citation for illegal absences.
- Parent/guardian and child will be required to attend a court hearing addressing the truancy.
- The District Magistrate will order the child to participate in a School Based Truancy Intervention Program
- If a child successfully completes the School Based Truancy Intervention Program, the sentence may be suspended.

Third Level of Intervention (District Court Intervention)

- If a child does not successfully complete the School Based Truancy Intervention Program, a referral and a Court Order to Children and Youth Truancy Prevention Program will be issued.
- Community service hours may be assigned as part of the order.

Fourth Level Intervention (Children and Youth Intervention)

- General Protective Services and Children and Youth Caseworker
    - Children and Youth Truancy Prevention Program will monitor school attendance on a daily basis
        - Children and Youth Caseworker will work as a Liaison to link parent/guardian and child to needed resources.
        - Children and Youth Prevention Program will provide the child with community service opportunities.
    - Children and Youth Truancy Prevention Program will offer a series of Truancy Workgroup Classes, which will be taught by a private provider.
    - Children and Youth Truancy Prevention Program will schedule attendance meetings with the child and parent/guardian, and Children and Youth Supervisor, School Administrator.
        - Children and Youth Truancy Prevention Program will facilitate school meetings between child, parent/guardian, Children and Youth Caseworker, and School Officials.
    - Children and Youth Prevention Program will consider short term out-of-home placement as a prevention intervention.
- Juvenile Court Intervention
    - Franklin County Children and Youth Service will consider making a recommendation for an out-of-home placement if a child continues to accrue additional illegal absences despite previous interventions.

Unexcused Absences

The Pennsylvania School Code explains how unexcused absences will be handled. The Fannett-Metal School District, in cooperation with proper legal authorities, will handle all unexcused absences as outlined in that code:

- Individuals are required by law to attend school until they are 18 years of age.
- Any pupil under 18 years of age who accumulates three (3) days of unlawful absence (absence that is not excused) will be provided with a written notification that a first offense under school attendance has been committed. Under the laws of Pennsylvania, on the sixth (6th) unlawful absence (considered habitually truant), parents will be charged with a summary offense and incur liabilities for fines if convicted.
- The school reserves the right to require a specific doctor's note for each day of absence where there is an unusual pattern of absenteeism.

Withdrawal from School

Policy 208

No student of compulsory age (between the ages of 6 and 18) will be permitted to withdraw from school without the written consent of a parent or guardian and supporting justification. Every effort to provide support services will be provided by the school district before the withdrawal of a student is considered.

DISCIPLINE AND STUDENT CONDUCT

Administrative Philosophy on Discipline

Policy 218

Parents and students are reminded that the disciplinary policies and guidelines expressed in this handbook represent a shared philosophy of the administration that is reviewed and approved by the school board each year. The Superintendent supports the disciplinary decisions made by the Principal and the School Board stands behind the disciplinary procedures and guidelines that they, in fact, approved. If a parent disagrees with a decision that is made by a teacher or administrator regarding discipline, he/she has a right to request a meeting with that teacher or administrator to discuss the discipline assigned. Decisions made that have a firm basis in school policy will not be overturned. Assignment of discipline that is inconsistent with the procedures and guidelines set forth by the student handbook and/or school policy may be overturned depending on the circumstances. Otherwise, disciplinary measures assigned will be supported by the administrative hierarchy of the school and parents and students will be expected to abide by what is assigned.

Bus Conduct

See Transportation Section – page 41

Cafeteria Regulations

Policy 218

Cafeteria supervisors are in direct charge of all students during their lunch period. Those supervisors have the authority to take whatever disciplinary action is necessary to maintain an atmosphere for eating as well as for the safety of all present.

- Students will walk quietly to and from the cafeteria.
- All students, including those who carry their lunches, are required to eat lunch in the cafeteria at their scheduled time.
- While waiting in line, students will be orderly.
- Good manners are expected in the cafeteria. Respect is to be shown to employees of the cafeteria, custodians, staff, and other students.
- Students are responsible for the area where they eat. They should make sure the table and the area around the table is clear of trash before they leave.
- Students must return all trays and utensils to the dishwashing room after they have finished eating. Make sure all trash is placed in the trash cans.
- All **open** food and drinks must be eaten within the cafeteria unless given permission by the nurse or principal to carry items out of the cafeteria.

Cafeteria Consequences: A verbal warning will be given for minor behavior concerns such as loud talking or shouting, talking during quiet time, out of seat without permission, etc. If any of these behaviors is repeated within a lunch period, a yellow slip will be given resulting in one day of lunch isolation and the loss of citizenship

point(s). The yellow slip requires that the student moves to the next step on the classroom behavior system, however no consequence will be given in the classroom as one was already given in the cafeteria.

All level I, II, and III behaviors follow the consequences listed under Consequences for Student Misconduct (Elementary).

Classroom Rules (Elementary)

The general guidelines for proper classroom behavior in elementary school are as follows. All students begin at the same level at the beginning of each day (Example: Green light or card). There will be an additional loss of 5 citizenship points for every Pink Slip given on the same day after Step #3.

	Primary Grades (K-2)	**Intermediate Grades (3-5)**
Step #1	-Loss of 5 minutes recess (Ex.: Yellow light) -Loss of 1 Citizenship Point -Paw print not earned	-Loss of 1 recess (Ex: Yellow card) -Loss of 1 Citizenship Point -Paw print not earned
Step #2	-Loss of 10 minutes recess -Loss of 2 additional Citizenship points for total of 3. (Ex.: Orange light)	Loss of 2 recesses. Loss of 2 additional citizenship points for a total of 3. (Ex.: Orange card)
Step #3	-Pink Slip (See Consequences for Misconduct below.) -Loss of 2 additional citizenship points for a total of 5. (Ex.: Red light)	-Pink Slip (See Consequences for Misconduct below.) -Loss of 2 additional citizenship points for a total of 5. (Ex.: Red card)

****Specialists** will provide one verbal warning. Any further misconduct will result in a yellow discipline slip which requires the movement of one step on the consequence chart above. The consequences will be given in the classroom.

Conduct at Assemblies, Athletic or After School Events

Policy 231

At all assemblies, athletic contests, or other after school events, students must display desirable attitudes and behaviors. Respectful and courteous attention to the speakers and performers will be required. Students should enter the gym in an orderly manner and wait quietly for the program to begin. Any student who demonstrates improper behavior during assemblies or enrichment programs may be placed on assembly restriction. This means the student will not be allowed to attend assemblies for a period to be determined by the administration. An assembly offense will be addressed as a disciplinary procedure.

Consequences for Student Misconduct (Elementary)

Policy 218

The discipline system for the elementary school will be different than that found in the secondary school. The major differences include the use of a Pink Slip system and citizenship grading with specific emphasis on the following:

- Every student will receive a Citizenship grade on his/her Report Card.
- Pink Slips will be completed for every Level I offense.
- Pink Slips and Disciplinary Referral Forms will be completed for every Level II and III offense.
- Pink Slips will be sent home to be signed by a parent and returned to the teacher.
- There will be a loss of 5 citizenship points for every Pink Slip.
- Pink Slips/Referrals will be kept on file for the duration of the student's elementary school years.

Level of Infraction	**Type of Infraction**	**Consequence(s)**	**Assigner**
I	1. Physical Aggression 2. Inappropriate Gesture/Language 3. Defiant Behavior 4. Academic Dishonesty 5. Disruption of Learning 6. Electronic Device/Cell Phone Violation 7. Threat with no intent to harm 8. Destroying school property 9. Using school supplies inappropriately	Parent Contact Pink Slip Progression (See Below) Loss of 5 Citizenship Points	Teacher Principal on assigned detention
II	1. Repeated Harassment (Bullying) 2. Minor Fighting 3. Stealing 4. Threat to Harm (Repeated)	Parent Contact In-School/Out-School Suspension (1-3 days) Loss of 5 Citizenship Points	Principal
III	1. Physical Acts towards School Personnel 2. Fighting (Harming Others) * 3. Tobacco Use/Possession* 4. Leaving School w/o Authorization	Parent Contact OSS or Expulsion Loss of 10 Citizenship Points May Report to PA State Police	Principal & Superintendent
IV	1. Weapons Violation* 2. Vandalism* 3. Drug Use/Possession* 4. Alcohol Use/Possession* 5. Terroristic Threats*	Parent Contact OSS or Expulsion Loss of 10 Citizenship Points *May Report to PA State Police	Principal & Superintendent

The **Pink Slip System** is a progressive discipline system which provides for increasingly involved disciplinary assignments for younger students supported by parental involvement.

Pink Slip #1 Teacher and/or student phones home.
(This step matches Step #3 of the Classroom Behavior System.)

Pink Slip #2	Teacher makes parental contact by phone, email, note, or in person.
Pink Slip #3	Student visits the Principal's Office; disciplinary Referral Form is sent to family; Teacher makes parental contact by phone, email, note, or in person.
Pink Slip #4	Student visits the Principal's Office; disciplinary Referral Form is sent to family; recess is lost for 3 days; Principal and/or student calls home.
Pink Slip #5	Student visits the Principal's Office; disciplinary Referral Form is sent to family; loss of recess for 5 days; Principal and/or student calls home; Teacher will make an IST referral
Pink Slip #6	Student visits the Principal's Office; disciplinary Referral Form is sent to family; one day of After School Detention; Principal and/or student calls home
Pink Slip #7	Student visits the Principal's Office; disciplinary Referral Form is sent to family; one day of In-school Suspension (ISS); Principal and/or student calls home
Pink Slip #8	Student visits the Principal's Office; disciplinary Referral Form is sent to family; loss of Field Day or Field Trip or another privilege (Principal's discretion); Principal/student calls home
Pink Slip #9	Student visits the Principal's Office; disciplinary Referral Form is sent to family; loss of Field Day or Field Trip or another privilege (Principal's discretion); Principal/student calls home
Pink Slip #10	Student visits the Principal's Office; disciplinary Referral Form is sent to family; loss of Field Day or Field Trip or another privilege (Principal's discretion); three days of Out-of-School Suspension (OSS); Principal and/or student calls home
Pink Slip #11+	Student visits the Principal's Office; disciplinary Referral Form sent to family; loss of Field Day or Field Trip or another privilege (Principal's discretion); loss of more days of OSS; Principal/student calls home; School will set up a conference with the family.

Consequences for Student Misconduct (Secondary School)

Policy 218

All students and parents should understand what the consequences are for the various behavioral infractions that could occur at the school. The following table is to be used as a guideline for assignment of consequences for undesirable behavior.

Level of Infraction	Type of Infraction	Consequence(s)	Assigner
I	1. Late to Class or Skipping Class 2. Classroom/Cafeteria Disruption 3. No Hall Pass during Instruction 4. Running in the Hallways 5. Missing Homework (3/week) 6. Cell Phone/Ear Buds/Electronics Abuse 7. Public Display of Affection 8. Inappropriate Language/Gestures 9. Cheating/Academic Dishonesty	Parent Contact Verbal Warning or After School Detention (ASD) or Lunch Detention	Teacher/ Principal
II	1. Repeated Level I 2. Harassment 3. Minor Disrespect/Insubordination 4. Minor Fighting 5. Cell phone use with malicious intent	Parent Contact In-School/Out-School Suspension (1-3 days)	Principal

III	1. Repeated Level II 2. Minor Theft 3. Institutional Vandalism 4. Repeated Harassment (Bullying) 5. Internet Agreement Violation 6. Fighting* 7. Tobacco Violation* 8. Leaving School w/o Authorization	Parent Contact In-School/Out-School Suspension or Expulsion *May report to PA State Police	Principal
IV	1. Repeated Level III 2. Weapons Violation* 3. Major Theft or Vandalism* 4. Alcohol Use/ Possession* 5. Drug Use or Drug/Drug Paraphernalia Possession* 6. Terroristic Threats*	Parent Contact OSS or Expulsion *May report to PA State Police	Principal, Superintendent, & School Board

Discipline Code

Policy 218

Our code is to use disciplinary action as an instrument to alter or change a student's behavior. Methods used to change behavior will be loss of recess, detention, in-school suspension, out-of-school suspension, community service, expulsion, loss of privileges, teacher/students/parent consultations, and/or loss of other educational activities.

Disciplinary Placements

The district will utilize a number of different disciplinary placements as consequences for various infractions. The severity of the infraction will determine which placement is used. Much flexibility is used in disciplinary placement based on whether the student is a repeat offender and the degree of seriousness of the offense. For example, fighting that resulted in bodily harm to another may be handled differently than a fight in which no one was physically hurt. What follows are disciplinary placements that will be used from most minor to most serious:

- Loss of Recess(es) – K-5 Minor Infractions.
- Loss of Privileges – Removal from special activities such as field trips, field day or other privileges at the principal's discretion.
- After School Detention – Minor infractions occurring at level I. Assignments are made for 1 – 3 days.
- In School Suspension – For level II infractions that are of a more severe type. Assignments are made for 1-5 days.
- Disciplinary Placement (Service) – Service to the School or Community may be assigned as an alternative to or in addition to other disciplinary actions.
- Out of School Suspension – Level III or IV infractions; used as a short-term removal from school. Assignments are made for 1-5 days.
- Administrative Placement– Level IV infractions where a longer-term change of placement is necessary (45-90 days). Placement would be made to an alternative education program.
- Board Expulsion – Level IV infraction where a long-term change of placement is necessary (90 days or more). Placement would be made to an alternative education program.

Dress Code

Policy 221

The personal appearance of the student is primarily an individual family decision, and the school respects the rights of parents to regulate matters related to the personal appearance of students. However, when the mode of dress, appearance, or hygiene disrupts the educational program or constitutes a threat to safety or health, appropriate action shall be taken by the administration. Students who come to school inappropriately dressed may be temporarily excluded from regularly assigned activities or programs. Parent/guardian may be called to bring proper attire to school for the student. Students are expected to wear proper clothing in order to create a positive school atmosphere. Anything worn by a student, including make-up that serves no useful purpose, will not be permitted. Examples of inappropriate clothing include but are not limited to:

- Students are not to wear halter tops, spaghetti straps, laced shirts, muscle shirts, tank tops, or clothing that reveals undergarments.
- Clothing must not reveal the midriff, back, bottom, cleavage, or the chest/torso area.
- Skirts, dresses, and/or shorts must be finger-tip length. A good measurement of this can be done by placing arms down to side and the garments are long enough to exceed the middle-finger of your hand.
- No pants that are torn/ragged above the extended fingertip exposing bare skin. Students will be asked to change into other clothes.
- Garments that do not fit properly such as short shorts and wearing spandex or slider shorts underneath are not allowed.
- No clothing/tattoo with vulgar, profane, indecent, or inappropriate expressions or implications is allowed.
- No clothing/tattoo referencing direct violence, tobacco, alcohol, or other drugs is allowed.
- Only earrings or stud/small loop nose piercings are permissible.
- Caps/hats/head coverings should not be worn in the building.
- No clothing that intimidates or harasses individuals or groups may be worn.
- Students may be asked not to participate in an activity, recess, or gym if unsafe footwear is worn (i.e., boots, high heels, flip-flops).
- No potentially harmful clothing accessories (chains, collars, studded items) are allowed.
- No coats shall be worn during the school day.
- Blankets may not be worn or used in place of coats or jackets.

Electronic Devices

Policy 237

Any laser electronic device that provides wireless connection to the internet is prohibited and will be confiscated. Students are not to use audio listening devices (ear buds, headphones), handheld electronic games, digital cameras (including cameras contained in cell phones), or other such devices during the school day unless they have permission from a staff member/bus driver to do so as part of a classroom activity, recess, or bus ride.
Cell phones in elementary and middle school must be turned off by the homeroom bell and not turned on again until the end of the day. Smart watches are to be used for telling time only. During the school day, cell phones must be placed in lockers or book bags.

Cell phone pouches may be provided in every high school classroom. Students may be required to place phones in an appropriate, pre-assigned pouch when they enter each classroom. Cell phones must be turned off. Smart watches are to be used for telling time only. Students can transport cell phones between classrooms and continue to place them in pouches throughout the day. Students may be permitted to use cell phones/smart watches during their 30-minute lunch period. Students are not permitted to audio/video during the day
Students are not permitted to audio/video tape during lunches. If students do not follow cell phone rules, they must turn them into the office and follow progressive discipline.

- First Offense: Verbal Warning
- Second Offense: Pink Slip (ES); the item(s) will be confiscated and held in the main office until dismissal. The student or parent/guardian will be responsible for retrieving the item(s) from the main office.
- Third Offense: Pink Slip (ES); the item(s) will be confiscated and held in the main office for five school days. The parent/guardian will be responsible for retrieving the item(s) from the main office.
- Fourth Offense: Pink Slip (ES); the item(s) will be confiscated and held in the main office for ten school days. The parent or student will be responsible for retrieving the item(s) from the main office.

Extracurricular Participation

Policy 122

Student participation in extracurricular activities is contingent upon behavior that presents a positive image of the school and the student body. Participation in extracurricular activities is a privilege, not a right.

Internet Access/Email Policy

Policy 815

Internet access, electronic mail ("email") and network resources are available to teachers, administrators, and students in the School District for educational and instructional purposes that are consistent with the educational mission of the Fannett-Metal School District. Use of the Internet and email networks is a privilege. With internet and email comes the availability of material that may not be considered appropriate in a school setting. The School District cannot regulate and monitor all the information received or sent by people who use the internet or email, and the School District cannot ensure that students who use the internet or email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The School District believes, however, that the availability and value of the internet and email far outweigh the possibility that users may procure inappropriate or offensive material. All students will be provided with and will sign a copy of the Acceptable Use Policy.

Outdoor Activities/Playground Guidelines

Students are permitted to be outdoors if the temperature and the wind chill factor are favorable. The temperature must be above 25 degrees with the wind chill factored in during the winter and below 95 degrees during the fall or spring. In elementary school, all students go outside for recess unless they have a note from a doctor requesting permission to remain indoors due to an ongoing medical condition or recent illness. Those students will be supervised by their classroom teacher or aide on duty. On inclement days, all children remain in their classrooms supervised by the classroom teacher. At the discretion of the teacher, students are dismissed for use of the restrooms and to get drinks. Children may bring reasonable types of equipment from home to be used outside except for softballs, baseballs, baseball bats, golf balls, guns and firecrackers. Students are required to wear appropriate clothing and footwear on the playground and in gym class. Refer to SWEBS curriculum Matrix for elementary playground rules.

Respect for Property

Policy 224

All students have the responsibility to care for and maintain school loaned property including books, lockers, electronic devices, and other school resources. Students/Parents are financially responsible for replacing any lost or damaged materials furnished to them by the school. No illegal, indecent, or dangerous items or weapons are permitted to be stored in the School District's property. School authorities may search a student's locker, desk, or book bag at any time, without warning, and seize any illegal, indecent or dangerous items. These items may be used as evidence against the student in legal proceedings as the situation dictates. All students should take pride in the building and grounds and take care to keep the campus neat and clean. Protect the health and safety of others as well as yourself.

School Sponsored Dances

Policy 231

General rules will apply for school-sponsored dances. Prom, for example, is a dance designated for sophomores, juniors and seniors. Middle school students will not be permitted to attend the prom. Freshmen will be permitted to attend only as an invited date of a sophomore, junior or senior. This will also apply to guests from other schools as well. The following guidelines will be adhered to:

- Any class, club, or team that sponsors a dance will be held responsible for that dance.
- All dance attendees must be present within the first hour of the dance.
- All dance attendees must stay within the event area unless supervised by a chaperone.
- No one is permitted to reenter or assist another individual to reenter the dance venue.
- Only students in grades 9-12 and their dates will be permitted to attend high school dances. Grades 6-8 school dances are designated for FMSD students **only.**
- No one will be permitted to loiter outside the venue or in the parking lot.
- Only the front main doors are to be used for entrance/exit to the dance.
- Use/possession of alcohol beverages and/or drugs is strictly prohibited.
- Use/possession of tobacco/vape pens/e-cigarettes is strictly prohibited.
- Regarding any of the above disciplinary offenses, anyone who withholds information, in the determination of the adult chaperones, will likewise face disciplinary action.
- The dance sponsor will be responsible for submitting the name of anyone committing any of the above offenses to the principal immediately upon returning to school.
- The principal will maintain a list of individuals banned from dances for any reason and will submit this list to the dance sponsor prior to each dance.
- Any class, club or team that does not fulfill the articles of this resolution will forfeit the privilege of sponsoring dances for one full year beginning with the date of violation.

School-Wide Effective Behavior System (SWEBS)

Policy 240

Fannett-Metal will be implementing our positive behavior program called SWEBS (School-Wide Effective Behavior System) on the first day of school. Students will attend a kick-off assembly to explain how the program will work. This will help you to understand our program as well.

The theme for our program is GRRREAT based on our school mascot, the tiger. GRRREAT forms an acronym for our school-wide goals:

Give 100%
Responsible
Respectful
Right Choices
Encourage Others
Accept Differences
Teamwork

Since this is a positive behavior program, students will be rewarded for their good behavior! Students can earn a tiger paw print at the end of each day for following the school-wide goals listed above. When your child earns ten paw prints, he/she will receive a larger paw print to post in the hallway. Classes will also have the opportunity to earn even larger paw prints for the hallway as well. We hope to have a tiger paw print trail around the school hallway by the end of the year! In addition, there will be drawings at the end of each marking period for individual and group incentives. Of course, we will still follow the consequences listed in the handbook for those

who consistently break the rules, but our goal is to help students learn appropriate behavior during their elementary years. Having good role models (teachers, staff, administration, friends, and families) certainly will help!

Fannett-Metal staff will be reviewing the school-wide rules with your child all year. Students will be given individual handouts listing the bus, classroom, and cafeteria rules during the first few days of school. We hope that taking these proactive and preventative measures will make our school a safer, bully-free learning environment for your child. Together, we can make a positive difference in the climate of our school. Thank you for your cooperation! We look forward to a wonderful and safe learning year together!

	Classroom	Bus	Cafeteria	Hallway	Restroom	Playground	Emergencies
GIVE 100% *Try your hardest every day to…	Be the best student you can be	Have a safe trip on the bus	Enjoy your lunch and social time with friends	Move from room to room without disruption	Be quick, timely and neat when using the restroom	Be a good sport, have fun, and be safe	Remain calm and follow directions if there is an emergency
Responsibility *Take ownership of yourself and your actions	* Have materials required for class * Follow directions first time *Keep hands/feet and belongings to self *Ask teacher for assignments when you miss class *Use active listening	*Remain seated & facing forward *Keep hands/feet & belongings to self *Report incidences to driver *Walk to/from bus	*Keep your area clean *Return tray/trash to appropriate area *Inform lunch monitor of spills or problems	*Walk on the right side	*Wash hands when finished *Remember to flush *Keep floors, toileting areas, and sinks clean	*Remain in designated play area *Line up carefully when signaled *Keep track of equipment	*Report anything you suspect as dangerous to an adult
Respect *Respect others' space, property, values, ideas	*Use inside/quiet voice *Use school appropriate language *Wait to be dismissed by teacher	*Respect other's personal space *Use school appropriate language	*Use quiet voices *Keep hands/feet & belongings to self *Touch/eat your own food	*Move quietly *Respect others' personal space	*Give and expect privacy *Respect property	*Play fair *Use school appropriate language	*Respect other's feelings and reactions to stressful situations
Right choices *Know the rules and do what is right	*Complete all assignments accurately and on time *Raise hand & wait to be called on *Be safe, walk, use materials appropriately, keep chair legs on floor, push chairs in *Keep hands/feet & belongings to self	*No eating or drinking on the bus *Use quiet voices *Seek assistance from driver for any safety issues	*Walk *Use good table manners –chew with mouth closed, wipe face with napkin *Face forward in line *Be timely *Keep feet on floor	*Walk *Keep your belongings to yourself	*Be timely *Keep floors, toileting areas, and sinks clean	*Use equipment appropriately *Whistle blown means freeze *Throw trash in trashcan *Follow adult directions	*Be quiet *Follow directions from adults *Stay in designated area
Encourage others *Show support for others, their ideas, and their actions	*Remind others to follow the rules *Help those absent to get what was missed	*Remind others to follow the rules	*Remind others to follow the rules *Remind others to make healthy choices	*Remind others to follow the rules	*Remind others to follow the rules	*Include others *Remind others to follow the rules	
Accept Differences *Accept people for who they are, what they do and what they think	*Share classroom materials *Be open to other's opinions/ideas *Support the different abilities of everyone	*Help others	*Try a variety of healthy foods *Accept other's food choices	*Be courteous *Be kind	N/A	*Support skill differences	
Teamwork *Work together to make Fannett-Metal a GRRREAT school							

Search of Property

Policy 226

School officials have the lawful authority to search students belongings in areas to include: lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, without warrant when in school on school property, or when otherwise under school supervision if there is reasonable suspicion that the place or thing being searched contains prohibited contraband or material that would pose a threat to the health, safety, and welfare of the school population or if evidence exists that a violation of the law is evident.

All school searches, including those done with a metal detecting device, will be conducted by an administrator accompanied by another adult school employee. The search will be recorded. If a student refuses to comply with the search, they will receive the same disciplinary consequences as a student found committing the infraction.

Student Assistance Program (SAP)

Policy 236

SAP or ESAP (Elementary Student Assistance Program) is a systematic process used by school officials to mobilize school resources in order to remove barriers to learning for students in need. Students can be referred to a SAP or ESAP team to determine methods for students to overcome issues that provide challenges to their academic achievement.

Student Responsibilities

Policy 220

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformity to school rules and regulations. Most importantly, students share the responsibility with the faculty and administration to assure that a climate exists within the school that promotes wholesome learning and living. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. The students' responsibilities are to:

- Be personally aware of all rules for student behavior and conduct.
- Be willing to volunteer information in disciplinary cases and cooperate with school officials should they have any knowledge of importance in relation to such cases.
- Dress and groom themself to meet fair standards of safety and health and common standards of decency.
- Assume that until a rule is waived or repealed it is in full effect.
- Assist the school staff in managing a safe school for all students enrolled therein.
- Be aware of and comply with state and local law.
- Protect and care for school property.
- Attend school daily except when excused; be on time for classes and school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete the course of study prescribed by the state and school.
- Avoid inaccuracies in student publications and indecent or obscene language.
- Refrain from using disrespectful or obscene gestures or language in school.
- Accept responsibility for personal actions.
- Accept that during all school activities, the teacher assumes the role of the parent.
- Respect the rights of others acting within the law.
- Care for and maintain school owned and loaned property.
- Assume financial responsibility for school property in possession of the student.
- Assume responsibility for personal items brought to school including electronic devices.
- Remove head coverings upon entering the school building. They are not to be worn in school.
- Abide by the rules associated with electronic devices in the school.

Student Rights

Policy 219, 235

All students have the right to a quality education, the right to express their opinions, and the right to be free from discrimination. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process. However, with these rights comes the responsibility to act, dress, study, and express oneself in an appropriate manner suitable for maintaining an environment conducive to learning. A

student's rights extend only within oneself, and no student has the right to infringe upon the rights classmates have to a quality education. It is the intent of the Fannett-Metal School District to protect and preserve the rights of all our students in an effort to provide the best education possible.

Terms (Definitions for Student Misconduct)

The following represents a quick reference to the types of student behaviors that lead to discipline:

1. **Alcohol/Drug Usage/Abuse/Possession** – Violations are defined as students using, selling, possessing and/or being under the influence of illegal substances, drugs, alcohol, tobacco, inhalants, look-alike substances at school or at any school-related function. Prescribed/OTC medications are to be registered with the nurse and are to be used by the prescription designee only. *Policy 227*

2. **Bullying** - the use of aggression with the intention of hurting another person that continues over a long period of time. Bullying results in pain and distress to the victim. To be considered bullying, circumstances must be continual, repetitive, documented, and **reported to an adult school employee**. Bullying can be, but is not limited to, the following: *Policy 249*
   - Emotional: unfriendliness, excluding, tormenting (ex. hiding book, threatening gestures)
   - Physical: pushing, kicking, hitting, punching, or any use of violence
   - Racial taunts, graffiti, gestures
   - Sexual unwanted physical contact or sexually abusive comments
   - Verbal name calling, sarcasm, spreading rumors, teasing.
   - Cyber: all areas of internet, such as email and chat room misuse, mobile threats by text messaging and calls, misuse of associated technology (cameras, video, etc.)

3. **Cell Phone/Smart Watch Usage**- Students may use cell phones/smart watches before/after the school day and during high school lunch, but their use is strictly prohibited during the instructional day. Smart watches are to be used for telling time only. Elementary and middle school students must place their cell phones in lockers or book bags. High school students may be required to place their phones in the cell phone pouches that are provided in every room in the high school before class and may retrieve them promptly at the end of the class. They will follow this process for all instructional periods. Use is interpreted as using any cell phone function or feature, not just sending, or receiving telephone calls. Phone calls will be permitted on an emergency basis only at the discretion of the Principal's Office. *Policy 218*

4. **Concealment of Personal Belongings** - All students using book bags/gym bags to carry books and supplies will be expected to place such bags in lockers where they will remain until dismissal. Students will not be permitted to carry book bags between classrooms. Gym bags may only be carried to/from gym class if the student is not making regular use of an assigned gym locker. All student items are to be stored in their lockers. Open food and drink containers are not permitted.

   ** Note ** With administrative approval, open containers and computer sleeves used for carrying school issued laptops are permitted.

5. **Criminal Mischief** - Damaging tangible property of another person intentionally, recklessly, or by negligence by fire, explosives, or other means. *Policy 218*

6. **Disorderly Conduct** - Conduct with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk. *Policy 218*
   - Engaging in fighting (striking, shoving, kicking, or otherwise subjecting one to physical contact to do harm) or threatening or violent or tumultuous behavior.
   - Making unreasonable noise.
   - Using obscene language or making an obscene gesture.
   - Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

7. **Electronic Devices** (Examples: audio devices, digital cameras, electronic games, lasers, or other hand-held electronic devices) - Any device that provides for a wireless, unfiltered connection to the Internet is prohibited from being in a student's possession in school buildings/on school property unless approved by a teacher and/or an administrator.

8. **Hall Pass (Lack of)** - Students should not be in the hall at any time without permission. Additionally, students are to register on the sign out page sheets located in each classroom.

9. **Harassment** - A person commits harassment when acting with intent to harass, annoy or alarm, another person: *Policy 218*
   - A person follows another person to attempt or to threaten to do physical harm.
   - A person engages in a course of conduct or repeatedly commits an act which alarms or seriously annoys another person, and which serves no legitimate purpose.
   - Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal or physical conduct of a sexual nature.

10. **Headwear** – Hats, hoodies, and other head coverings will be removed upon entering the school building and are not permitted to be worn in the school.

11. **Institutional Vandalism** - When a person knowingly desecrates, vandalizes, defaces, or otherwise damages any school, educational facility and/or grounds adjacent to and owned or occupied by the school system. Includes vandalism of any personal property located in school facilities. *Policy 224*

12. **Insubordination** - An act of disrespect to or disobedience of authority. Lines of authority are necessary for the successful operation of the school. The administration, teachers, and staff are authorities to whom the students are responsible. Students have a right to appeal a decision concerning authority but are not to disobey until such an appeal is made and a decision is rendered. Insubordination will result in severe disciplinary action as well as removal from the situation in which it occurred. Continual acts of insubordination could result in administrative recommendation for expulsion.

13. **Misbehavior During Passing Between Classes** - Students should keep to the right half of the halls as they move between classes. Any running, loud talking, yelling, or inappropriate contact with other students in the halls will be addressed as a disciplinary reason for inappropriate school behavior.

14. **Public Displays of Affection (PDA)** - Relationships shall in all cases follow acceptable moral and social customs. Public display of affection is unacceptable behavior in our school. There will be **NO** physical contact of any kind.

15. **Terroristic Threats** – A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience. *Policy 218.2*

16. **Theft** - Taking without permission the personal property of another individual. Theft or stealing can also be considered to have occurred if one takes school property without permission.

17. **Tobacco Violation** – An offense where a student is caught smoking, chewing, vaping, or possessing tobacco on school property or during any school activity (including away activities). Air sensing devices are utilized on campus. Violators will be reported to the Magisterial District Judge. *Policy 222*

18. **Weapons Violation –** Occurrences of weapon possession on school property either on the student or in a vehicle will be a reportable offense to law enforcement. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, box cutters, straight razors, explosives, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. Any student charged with violating the weapons policy will face a long-term suspension and/or possible expulsion. Non-students will be prosecuted. *Policy 218.1*

GRADING

Academic Dishonesty/Cheating

Policy 243

The administration and faculty of the Fannett-Metal School District regard academic dishonesty as a serious offense. Academic dishonesty is a form of dishonesty that is morally damaging to the character of the individual and the good name of our school. Academic dishonesty will not be condoned under any circumstance. Academic dishonesty is defined as using some clandestine method, rather than using one's own knowledge to answer questions on a graded assignment. The definition of academic dishonesty applies to in class essays, quizzes, tests, homework assignments, projects, or any other form of dishonesty used to gain credit or reward through deception or trickery. "Plagiarism", the use of others' written work or ideas that are handed in as one's own, is a form of academic dishonesty that includes, but is not limited to, homework and assigned writings. We at Fannett-Metal value good character and desire that our students make good decisions concerning "right and wrong" behaviors. It is our hope that if a student who makes a poor choice or character judgment can learn from errors and use this experience to improve future decision-making choices. Academic dishonesty is considered a Level I offense. If academic dishonesty occurs, the student will be given a "0" or "F" grade for the item in which the academic dishonesty occurred.

Adding and Dropping Courses

Policy 208

Students may not drop or add academic courses after the first week of the school year. Changes to student schedules will be communicated to the students prior to the start of the school year.

The **PSSA and KEYSTONE** assessment schedules are as follows:

Assessments

Assessment	**Dates**	**Grades/Subject**
Keystone Exams	December 7-17, 2026 (Wave 1) January 4-14, 2026 (Wave 2)	Algebra 1 Biology Literature
PSSA Exams	April 26-30, 2027 May 3-7, 2027	English Language Arts- Grades 3-8 Mathematics- Grades 3-8 Science- Grades 4 and 8
Keystone Exams	Spring Administration May 17-26, 2027	Algebra 1 Biology Literature

Athletic and Extracurricular Eligibility

Policy 123

The office will check eligibility every Monday at 8:00 a.m. for all subjects. If a student is failing two subjects in any given week, he or she is ineligible for the week. In addition, a student who is failing one subject for two consecutive weeks will also be ineligible the following week. The following week's grade sheets will determine that student's eligibility after that week. The student must bring the grade for the course to passing in order to be deemed eligible after the initial week of ineligibility. Thus, the minimum time a student can be suspended is for 1 week.

Citizenship Grading

Policy 240

Each elementary student will receive a citizenship grade at the end of every marking period. Students will begin with a 100% at the beginning of every marking period. Students can lose points if exhibiting poor conduct. Students can lose 2 points for ongoing behavior after they have been given verbal warnings. If the behavior continues and results in a Pink Slip, the student will lose 5 citizenship points. Each additional Pink Slip results in a loss of 5 points as well. After the fifth late assignment for the school year, a maximum of one citizenship point per day will be lost for additional late assignments. Students can NOT earn back points for the marking period but will receive a new 100 points at the start of each marking period.

Credit Recovery/Summer School

Students who fail courses may attempt to make up the failed subject by repeating courses with a private tutor. A PA certified teacher of the subject must do the tutoring. Time logged with the tutor must equal at least 50% of regular class time. The principal may require the student to take a comprehensive final covering of the material. The parents will be responsible for any costs for the tutoring. Verification of tutoring must be received in the office by August 1. Students may choose to enroll in district sponsored summer school programs for credit recovery and credit advancement. Transportation and any other costs of summer school programs are the responsibility of the students and parents.

Grading Scale

Policy 127, 213

The grading scale used at Fannett-Metal School District is as follows:

A=90-100%	**B=80-89%**	**C=70-79%**	**D=65-69%**	**F=64 and below**
	H=Honors	**S=Satisfactory**	**U=Unsatisfactory**	

Reports to the parents will be made each quarter (every nine weeks). The grading system and reporting to parents are intended to help students and parents know more about what and how the students are doing in all areas of school life. Parents also may access their individual student's grades by completing the form to allow them access to the school's electronic grading system. This system is available and accessed through the district website.

In the middle of each marking period all students will be given mid-term progress reports to be carried home. These mid-term reports are designed to keep parents informed about the students' progress in all classes. Sometimes a student may be passing a class at mid-term and still fails the class for that marking period. Parents are urged to contact the school when they have any questions about how their child is doing in school.

Graduation Requirements

Policy 217

The current graduation requirement is 27 credits. Curricular graduation requirements are:

Minimum required credits a student needs to graduate are as follow:			
English	4 Credits		
Math	4 Credits	CTC completion 3 credits	
Science	3 Credits	One Credit	7 Total
Social Studies	3 Credits	between the two	Credits
Arts and Humanities	2 Credits		
Physical Education	1-2 Credits		
Health	.5 Credit		
Graduation Project	.5 Credit		
Electives	7 Credits		

Additional graduation requirements:

1. State Assessments
    a. All students must participate in all available state assessments for graduation.
2. Graduation Project
    a. In order to help students be prepared for their next steps in life, all students graduating from the Fannett-Metal School District must complete a culminating project. This project will encompass many diverse options and will conclude with an exit interview. The foundation of this project is embedded in career exploration, which will prepare the student to pursue future endeavors. Many of the required items will be present naturally within the curriculum of classes.
3. Career Portfolio
    a. Students must complete a Career Portfolio as outlined in the graduation project.

Students are advised to monitor their academic progress continually to be sure that graduation requirements are met. By the conclusion of the senior year, students must complete community service hours totaling twenty (20) hours for post-secondary. Students must show that they have done something for our community. Completing all the hours at once may not be considered as adequate.

Class rank will be reported only during the senior year for transcript purposes. It will not be included prior to the senior year. Rank will be determined via the student information management system. The system takes into account the 4.0/5.0 grading scales. 5.0 classes include any early-to-college or advanced placement courses.

GRADE	PERCENTAGE	4.0 SCALE	5.0 SCALE
A+	98-100	4.00	5.00
A	94-97	3.75	4.50
A-	90-93	3.50	4.00
B+	87-89	3.25	3.50
B	84-86	3.00	3.00
B-	80-83	2.75	2.75
C+	77-79	2.50	2.50
C	74-76	2.00	2.00
C-	70-73	1.75	1.75
D	65-69	1.00	1.00
F	00-64	0.00	0.00

High School Program of Study

Policy 107

The Program of Studies is designed to assist students and their parents in making informed decisions related to academic planning and general career decisions. Course selection and scheduling decisions should be made after careful consideration of and consultation with the student's family, teachers, and school counselor. Strong consideration should be given to the student's future career plans when choosing each year's program of study. Revised Program of Studies are published and distributed annually and can be found on the district website. Students should consult with their School Counselor for more information.

Homework

Policy 130

Homework is an important aspect of your child's education. Parents are expected to encourage their students to complete homework assignments and to provide a time and suitable environment to do their work. Homework has these important objectives:

- To reinforce concepts and skills taught in the classroom.
- To develop thinking skills taught in the classroom.
- To promote student responsibility, initiative, and self-direction.
- To enlighten parents as to course content and teacher expectations.

The amount and frequency of homework shall be determined at the discretion of the teacher, who will take into consideration the ability and level of the student, the materials presented in class, and the overall workload of the student. You are encouraged to contact your child's teacher with any concerns you may have. After the fifth late assignment for the school year, a maximum of one citizenship point per day will be lost. Elementary students will not be required to take a light or flip a card. Students will complete late assignments during recess.

Honor Roll Requirements

Elementary - Only students in grades 3 -5 are eligible to make the honor roll each marking period.

Distinguished	**All A's** in all subjects, including citizenship, with no U's
Regular	**All A's and B's** in all subjects with no U's

At the end of the school year, first graders with an A average for the year including citizenship without any U's will be recognized. Second graders with an A average or A-B average for the year including citizenship without any U's will also be recognized.

Secondary School – Students who maintain high academic performance are named to the honor roll. Students who are named to the Honor Roll receive an invitation to join the National Honor Society in Senior High School.

Distinguished	**All A's** (90% or higher in all classes)
Regular	**All A's and B's** (80% or higher average in all classes) *Students taking college courses and having a weighted GPA of 3.5 or higher. All other grades must be an "S" or "P". No failing grades are allowed in **ANY** subject.*
Honor Graduate	Seniors must have a 90% or higher in all classes grades 9-12 or at least a weighted GPA of 3.5 in order to graduate with academic honors.

Independent Study Course

Any requests for independent study courses from parents/students must go through the Administration and not directly to the teacher. Administration will then discuss parent/student request with the content specific certified employee. Should the most senior employee not want/be able to handle the request, the Administration will then inquire of other certified employees who may be interested in supervising the course. If a viable staff instructor for the independent study course is not procured, the Administration will notify the parent/student of the option to utilize an online (EdOptions) course at no cost to the district.

Instructional Support Team (IST)

The Instructional Support Team (IST) is composed of the students' parents, teachers, principal, school counselor, and the school psychologist. Through data analysis and review of academic and behavior information, a plan of regular education interventions is developed to improve student success. Close home and school collaboration is a key component to the success of this process.

Additionally, the IST is appropriate for students who require additional challenges within the curriculum. This process can be used to assist with the identification of students believed to have gifted intellectual abilities.

For more information on the IST or to refer your child, please contact your child's building principal.

Make-Up Work

Students who are excused for any absence from school will be allowed to make up all the work missed. Students will have the same number of days to make up the work as the number of days absent. For example: 1 day absent = 1 day to make up missed assignments, 2 days absent = 2 days to make up work, etc. During any extended absence from school (3 or more days), arrangements for homework assignments should be made through the classroom teacher. A one-day notice should be given so the teacher has time to customize a homework assignment for a student who has not been in his/her class. Suspended students (In or Out of School) are expected to complete all the class work missed.

National Honor Society

Chapter by-laws and application can be located on the district website under resources.

Online Grade Access

Policy 212

New students in Grades K-12 needing access to grades online through our website or Schoology should contact our Technology Coordinator, at (717) 349-3014 or fmsdtech@fmtigers.org.

Parent/Teacher Conferences

Policy 908

Parent conferences are welcomed and encouraged throughout the school year at Fannett-Metal. If you wish to have a conference with your child's teacher, please call the school to make arrangements to meet at an agreeable time. School-wide conferences are held during the school year. Written invitations will be sent home to arrange the conferences.

Promotion and Retention

Policy 215

Students should move forward in a continuous pattern of achievement and development corresponding with a system of grade levels and the attainment of the academic standards established for that grade. Promotion and/or retention will occur upon the recommendation of the classroom teacher with final approval of the principal. Parents/Guardians will be fully involved and informed throughout the process.

Retention decisions occurring in the Primary grades (K-2) will be made through a team approach with parent involvement.

All intermediate school students will be promoted to the next grade unless they fail two (2) core subjects for the year.

All students in grades 6-8 will be promoted to the next grade unless they fail 1 full credit for the year. Students are required to make up failed courses through summer school. A student making up a failed subject by attending summer school may be promoted to the next grade.

All high school students will be promoted to the next class based on the following:

- To be a Sophomore - students must have a minimum of 6.5 credits.
- To be a Junior - students must have a minimum of 13 credits.
- To be a Senior, students must have a minimum of 19.5 credits.
- To be a Graduate, students must have at least 27 credits.

Year-End Grading Procedure

Policy 213

Each nine-week grade is given a percentage value. The grades are averaged to determine the final grade. If mid-term and/or final exams are given, these grades will be included to determine the final average. To receive credit for the class, the student must have a final average of at least a D and complete all major course requirements (research papers, projects, etc.) at the times they are assigned. If major requirements of a course are not completed, the student may receive an "Incomplete" (shown as an "I") for the course. No credit will be given for a course in which a student receives an Incomplete. A list of students with their incomplete work will be sent to the office at the end of each marking period. Student report cards will be held for any outstanding debts.

MEDICAL INFORMATION

Administration of Nursing Services

Policy 209

The Fannett-Metal School District employs one school nurse and a nurse's assistant. Students who become ill in school should get permission from a teacher to see the nurse. Students must not leave the building because of illness without authorization. The nurse will give the student an early dismissal form. If the nurse is not in the building, the students should report to the office.

Annual Exams

Policy 209

Medical Exams are at original entry to school (Kindergarten or 1st grade), 6th grade, and 11th grade. Dental Exams are required at original entry to school (Kindergarten or 1st grade), 3rd grade, and 7th grade. Forms for private dental and medical exams and for athletic physicals are available on the district website or in the nurse's office.

Assistive Technology for Hearing

The School District realizes that hearing is an integral component of learning and shall follow established procedures to ensure that assistive technology devices used to support hearing are working properly and in good repair.

Hearing Aids:

Frequency

-Monthly teacher questionnaire as a screening tool for signs of impaired hearing.
-Monthly hearing aid check (inspection/cleaning if needed, sounds check, and review of hearing aid care).
-Annual hearing screen by the school nurse.
-Annual audiologist screen by school through the LIU

Hearing Aid Care

-Clean your hearing aid daily with tools provided by your audiologist.
-Continue to see your audiologist for routine hearing aid checks about every 6 mos.
-Keep the hearing aid away from moisture.
-Open the battery door at night to help dry out any moisture that may be in the hearing aids.

Cochlear Implants:

Frequency

-Monthly teacher questionnaire as a screening tool for signs of impaired hearing
-Monthly equipment check of external components (inspection of external microphone/processor, sounds check, and review of care of external components)
-Annual hearing screen by school with audiometer
-Annual audiologist screen by the school through the LIU

Athletic Drug Testing

Policy 227.1

Fannett-Metal School District considers participation in athletic competitions to be a privilege and not a right. Students who wish to participate in athletics must accept many responsibilities which include the obligation to remain drug, alcohol, and nicotine free on a year-round basis. The district recognizes that athletes are role models for younger students who frequently model their own conduct and lifestyle on that of the student athlete. Drugs, alcohol, and tobacco have a serious effect on performance. Students Athletes will be expected to participate in random drug testing in accordance with Policy 227.1 of the School Board Policy Manual. Consequences for failure of drug testing are found in this policy; Student Athlete Random Drug Test Consent form must be completed prior to starting athletic practice each school year. The form is available on the website.

Diabetes

Type 1 Diabetes Information

This type 1 diabetes information was developed pursuant to the Pennsylvania School Code (24 P.S.

§ 1414.12) and is for school entities and nonpublic schools to provide to parents and guardians of incoming elementary school students and students entering grade six, beginning with the 2025- 2026 School Year.

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about this disease.

Type 1 diabetes usually develops in children and young adults but can occur at any age

- Type 1 diabetes can appear at any age, but it generally appears at two noticeable peaks. The first peak occurs in children between 4 and 7 years old. The second is in children between 10 and 14 years old (Mayo Clinic).

Type 1 diabetes affects insulin production

- Normally the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
- In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

Risk Factors Associated with Type 1 Diabetes

It is recommended that children displaying warning signs and symptoms associated with type 1 diabetes described below, should be screened (tested) for the disease by their health care provider.

Researchers do not completely understand why some people develop type 1 diabetes and others do not. However, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes. Other factors might play a role in developing type 1 diabetes, including environmental triggers such as viruses. Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes and Diabetic Ketoacidosis Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst
- Increased urination, including bed-wetting after toilet training
- Increased hunger, even after eating
- Unexplained weight loss
- Feeling very tired
- Blurred vision
- Very dry skin
- Slow healing of sores or cuts
- Moodiness, restlessness, irritability, or behavior changes

DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include:

- Fruity breath
- Dry/flushed skin
- Nausea
- Vomiting
- Stomach pains
- Trouble breathing
- Confusion

Type 1 Diabetes Treatments

There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment. If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan. Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Contact your child's school nurse, school administrator, or health care provider if you have questions.

Head Lice

Policy 209.1

The School District's policy on headlice is a nit-free policy. If a student is sent home for lice, the parent is expected to seek medical advice and treatment immediately. Before returning to class, the student must be examined by the school nurse to assure the presence of nits or lice cannot be found. The School District allows two full days of excused absence for lice treatment. Any further days will not be excused absences unless accompanied by a doctor's excuse.

Immunizations

Policy 203

All students must be immunized against specific diseases in accordance with state law and regulation unless specifically exempt for religious or medical reasons. Exemptions must occur in writing by the parent if based on religious grounds or by a physician certifying that the student's physical condition restricts immunization. A certificate of immunization shall be maintained as part of the health record for each student as required by the Pennsylvania Department of Health. A student who has not been immunized in accordance with state regulations shall not be admitted to school unless exempted for religious or medical reasons.

For attendance in all grades, children need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after the previous dose given) **
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable DT or Td*
***A fourth dose is not necessary if the third dose was administered at age 4 years or older and at at least six months after the pervious dose.*
****Usually given as MMR*

For children attending 7th grade, the following is needed:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap).
- 1 dose of meningococcal conjugate vaccine MCV4.

For attendance in 12th grade, the following is needed:

- 1 dose of meningococcal conjugate vaccine MCV4.

*****If one dose was given at age 16 years or older, that shall count as the twelfth-grade dose.*

If the child is exempt from immunization for religious or medical reasons, he or she may be removed from school during an outbreak. Pennsylvania's school immunization requirements can be found in **28 PA CODE CH. 23** (School Immunization).

Inhalers/Epi-Pens

Policy 210.1

Inhalers and/or Epi-Pens may be carried by the student upon written permission from both parent and physician. Permissions must be presented to the school nurse, and the student must demonstrate competency in self-

administration prior to final approval. The student must also notify the school nurse when medications are used. Any misuse of student medication may result in the loss of the privilege.

Opioid Antagonists (ie. naloxone)

Policy 823

The Fannett-Metal School District maintains a stock supply of the opioid antagonist, naloxone, to address the risk of opioid drug overdose within the school population. The opioid antagonist, naloxone, or Narcan by brand name, is a medication that can reverse an overdose caused by an opioid such as prescription painkillers, heroin, etc..

The symptoms of an opioid drug overdose include:

- The person does not wake or respond to touch or voice.
- Breathing is not normal, very slow, or has stopped.
- The pupils of the eyes (black center) are very small, "pinpoint" pupils.
- Bluish lips and/or nose, and fingertips may also be bluish.

IMPORTANT INFORMATION:

If you believe that someone is overdosing, call 911 immediately, and stay with that person until the first responders arrive.

Act 139 provides protection from criminal prosecution for persons who report a suspected overdose using their real name and who remain with the overdosing person until emergency medical services or law enforcement arrive, as well as, for the person whose overdose they report. The law also provides protection from civil liability for those people who report overdoses or administer Naloxone in overdose emergencies.

Prescribed and/or Over the Counter (OTC) Medications

Policy 210.2

Medications should be given at home before and/or after school. When this is not possible and students require medication during the school day, the medication must be brought to the nurse at the beginning of the school day. Additionally, written consent from the parents and written orders from the physician must be provided for both prescription and non-prescription medications. Orders from a physician will be accepted on his/her letterhead, prescription pad, or on the district's form which is available on the district website, or by request from the nurse. The medication order from a licensed prescriber should contain the following: student name, name of medication, dosage of medication, frequency and time of dosing, date of order and discontinue date, specific instructions, and if necessary, name and signature of the licensed prescriber and phone number. **The only medications that will be administered at school are those for which written permission has been obtained from both parent and physician or those listed and initialed by parents on the Annual Student Information Update form.** Students who are caught giving any medicines to other students will be dealt with as if they were distributing illegal drugs.

Student Medical Information

During the first week of the school year each child will receive an emergency contact information/student health information form to be updated. This form needs to be completed annually and to be kept up to date throughout the year. Please make certain that **all** portions of the form are completed. Contact the school as soon as possible when there is a change in medical or contact information.

PARENT AND COMMUNITY INFORMATION

Community-Based Partners

Policy 910

The Fannett-Metal School District is very fortunate to have a number of community-based partners who support the school in various ways. What follows is a list of the most prominent community partners that exist in the area:

- **Fannett-Metal Education Foundation** - The Fannett-Metal Education Foundation is a non-profit, tax exempt, public charity established in 2003 organized exclusively for charitable and educational purposes. More specifically the Foundation exists to enhance the quality of education, increase community involvement, and support the Fannett-Metal public schools. The Fannett-Metal Foundation operates independently of all Fannett-Metal tax revenue.
- **Friends of Fannett-Metal Athletics** – Led by a group of athletic alumni of the school, The Friends of Fannett-Metal Athletics was formed in 2011 to support Fannett-Metal athletics and support the middle school sports program. The group established a Wall of Fame in the high school.
- **Parent Teacher Organizations** - Organizations consisting of volunteers work together to organize and contribute to numerous activities throughout the year. Profit from fundraising activities provides support for students. Parents and teachers are encouraged to attend meetings. Organizations exist in the elementary (PTO-FM Parent Teacher Organization) and grades 6-8 (PTCT-Parent Teacher Communications Team).

Career-Based Experiences

Policy 115

Students will have an opportunity to complete elective course credit requirements during the senior year through career-based experiences. These experiences are designed to prepare students for real-life experiences upon graduation. Four different career-based experiences are available for students:

- **Cooperative Education (Co-Op)** – Students may earn credit for working in a career field in their areas of instructional experience at the Franklin County Career and Technology Center (FCCTC). The job must be related to a career area that the student plans to pursue after graduation.

- **Franklin County Career and Technology Center** – Students may choose a program from several different career and technical offerings providing the opportunity for hands-on, applied education in a technical career field at this school in Chambersburg, PA.

- **Service Learning** – Students may participate in a paid or unpaid internship with the intent of helping the community. Service-learning activities generally occur at school.

- **Work Force Study –** Available for students who require wage–earning experience to stay in school. Work Force Study will be based on the student's home situation, individualized educational plan and/or financial need but will not be scheduled to replace required graduation credits.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 (eligible students) certain rights with respect to student education records. These rights are as follows:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.

- The right to request the amendment of a student educational record that the parents or eligible students feel are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parents or eligible students, the school will notify the parents or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Fannett-Metal School 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 20202-4605

Homelessness

The Basic Education Circular: Education for Homeless Youth 42 U.S.C. 11431 dated 2016 along with Fannett-Metal School District's Homeless Policy and the McKinney-Vento Assistance Act explains the categories of children who are "homeless" and entitled to protections by the federal law. Homeless children and youth mean individuals who lack a fixed, regular, and adequate night-time residence and include:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to having no alternative adequate accommodations
- Living in emergency or transitional shelters are abandoned in hospitals.
- Individuals and/or families living with relatives or friends due to loss of housing.
- Primary nighttime residence that is a public or private place not designed for or ordinarily used for regular sleeping accommodations for human beings such as living in a vehicle, park, public space, or an abandoned building.
- Living in substandard housing
- Migratory children who qualify as homeless
- "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian" (42 U.S.C. 1143a (6)). This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any reason.

Fannett-Metal is committed to facilitating immediate enrollment; eliminating barriers to attendance, education, and graduation; and providing additional support in compliance with federal and state laws.

Protections afforded to students experiencing homelessness include, but are not limited to, timely and accurate identification, waiver of registration requirements for immediate enrollment, a right to attend school of origin, transportation arrangements, active engagement in the school placement process, access to expedited physical and mental health referrals, access to free meals and other comparable services, waiver of school-related fees, and assistance in meeting graduation requirements.

Student-centered factors related to the impact of achievement, health and safety, school of origin attendance, and proximity, as well as other factors listed in the Best Interest Determination (BID) form, will be considered in school placement decisions. If dispute arises over eligibility, enrollment, or school selection, persons of parental consent or unaccompanied youth have the right to appeal through our dispute resolution policy and/or by filing a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

For more information and resources, please look on the district website (fmtigers.org) at the homeless section found under student services or contact Michelle Moore, District Homeless Liaison, by calling: 717-349-3015 or email: moorem@fmtigers.org

Communication Hierarchy

Academics 1. Teacher 2. Principal 3. Superintendent	**School Safety** 1. Teacher 2. Principal 3. Superintendent
Athletics 1. Coach 2. Athletic Director 3. High School Principal 4. Superintendent	**Special Education, 504/IEP** 1. Teacher 2. Director of Special Education & Student Services 3. Principal 4. Superintendent
Attendance 1. School Office 2. Principal 3. Superintendent	**Student Discipline** 1. Teacher/Staff 2. Principal 3. Superintendent
Bullying & Harassment 1. Safe2Say Something (https://www.safe2saypa.org) 2. Teacher 3. School Counselor 4. Principal 5. Superintendent	**Technology** 1. GDC Technology Support 2. Principal 3. Superintendent 4. GDC Administrator
Cafeteria 1. Food Services Director 2. Principal 3. Superintendent 4.	**Transportation (routes, personnel)** 1. Transportation Coordinator 2. Principal 3. Superintendent
Facilities/School Grounds 1. Director of Maintenance 2. Principal 3. Superintendent	**Transportation (student)** 1. Bus Driver 2. Principal 3. Superintendent
General District Information 1. District Website 2. Official District Facebook Page	**Extra-Curricular Activities** 1. Advisor 2. Principal 3. Superintendent

PPRA (Protection of Pupil Rights Amendment)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDE).
    - Political affiliations or beliefs of the student or student's parent.
    - Mental or psychological problems of the student or student's family.
    - Sex behavior or attitudes.
    - Illegal, anti-social, self-incriminating, or demeaning behavior.
    - Critical appraisals of others with whom respondents have close family relationships.
    - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
    - Religious practices, affiliations, or beliefs of the student or parents; or
    - Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    - Any other protected information survey regardless of funding.
    - Any non-emergency, invasive physical exam or screening required as a condition of attendance, and administered by the school or its agent, that is not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    - Activities involving the collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect,* upon request and before administration or use-
    - Protected information surveys of students.
    - Instruments used to collect personal information from students for any of the above sales/marketing or other distribution purposes and
    - Instructional material used as part of the educational curriculum.

Fannett-Metal School District has developed and adopted policies in consultation with parents regarding these rights as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Fannett-Metal School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Fannett-Metal School District will also directly notify parents and eligible students such as through U.S. Mail or email at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Preferred Teacher Request

Parents or guardians wishing to request a specific teacher for their elementary child's grade for the upcoming year should do so in writing by the end of the school year. The letter must include a written explanation for the request. Requests should address concerns such as academics, student needs, or student personalities. Because it is not always possible to honor such requests, those that do not provide specific justification may not be honored. No requests will be honored after the end of the school year.

Responsibilities of Parent or Guardian

Policy 908

Parenting plays a crucial role in child development and educational effectiveness. The following are good characteristics of responsible parenting:

- Instill an enthusiastic attitude in your child from his/her first day at school.
- Build a good working relationship between yourself and your child, the teacher, and the school.
- Parents are financially responsible for the child's misdeeds. Children must be taught to respect themselves so that they understand respect for the law, for others and for public property.
- Insist upon prompt and regular attendance.
- Keep in mind that parental attitudes and opinions often become those of our children. **The use of social media to express opinion regarding school activities is discouraged.**
- Recognize that teachers deserve the same level of respect that we insist upon as parents.
- Encourage your child to show pride in his/her appearance.
- Insist that your child promptly brings home all communications from school. Be certain to read them and, if necessary, discuss them with your child.
- Help your child to understand that rules are a necessary part of our society. Should your child commit an infraction, cooperate with the school in resolving the problem.
- Be firm with the standards you set for your child. Be careful not to expect more than his/her capabilities will allow.
- Stimulate the individual thinking of your child.
- The home as well as the school is a place of learning. Provide a place for him/her to do homework assignments. Be available to give assistance if necessary.
- Parents should guide or assist their children so that they may reach their potential.
- Parents should remind children that they are responsible for their own personal property or belongings.

Special Education Programs Provided to Students

A wide range of special education programs and services are provided by the Fannett-Metal School District. Programs provided directly by the district include learning support and gifted support. Occupational therapy, physical therapy, and other related services are provided to students requiring these services in order to access their educational programs. Additionally, the district contracts with the Lincoln Intermediate Unit # 12 and other providers to offer programs and services for exceptional students needing autistic support, emotional support, hearing impaired support, life skills support, multiple disabilities support, speech/language support, and visually impaired support. The Lincoln Intermediate Unit also provides early intervention services for eligible preschool children.

A variety of screening activities take place in an effort to identify students who may be at-risk. All students who register for kindergarten undergo screening to determine each child's developmental level in language, visual, and motor areas. Vision screening is conducted on a yearly basis for all students. Hearing screenings are

conducted yearly from kindergarten through third grade, then in seventh and eleventh grade. Additionally, programs are provided by the Lincoln Intermediate Unit to identify preschool children who may need early intervention services.

If a student is experiencing difficulties in the learning environment, an instructional support team is convened to address the problem. This building level team reviews records and diagnostic data and collects additional information to assist in the identification of the problem. Adaptations may be made in the student's educational program and monitored over a period. If the student's problem cannot be resolved through interventions in the regular program, a referral for a multidisciplinary evaluation may be made.

Parents may request a multidisciplinary evaluation. Such requests should be in writing, stating the reason(s) an evaluation is being requested, and submitted to the principal.

In accordance with the School Records Policy of the Fannett-Metal School District, information obtained regarding a specific child is maintained in a confidential manner. The Student Records Policy incorporates provisions from state, as well as federal regulations relating to the confidentiality of students' records.

For additional information regarding special education and services in the Fannett-Metal District, contact the Superintendent at 717-349-7172 or the Director of Special Education and Student Support Services at 717-349-3087.

Student Activity Fee Schedule *

Policy 123.3

The school district has implemented a pay to participate program for athletic participation. The fee schedule is as follows and includes all sports (including cheerleading):

Single Activity $25 **2 Activities $40** **3 Activities $50**

* Note: Students who would qualify for free or reduced lunches under the guidelines established for the federally funded lunch programs shall not be required to pay the student activity fee (or pay a reduced fee).

Student Intake (New Student Enrollment)

The School District staff will follow a step-by-step procedure for the enrollment of new students. The district finds it imperative that the parent/guardian understand their responsibilities associated with student intake. The student file must be complete with all relevant information concerning the child in order for proper educational support to be provided.

1. **Initial Parent Contact** – Upon being contacted, the enrollment officer will schedule a meeting and inform the parents of the documents needed for enrollment. The enrollment officer will use the New Student Intake Checklist to record information provided from that meeting.
2. **Student Information** – Parent will need to provide student name, address, phone number, email address and projected start date**.** Students will be informed to meet with a building counselor upon arrival on the first day of school. The enrollment officer will determine family status.

3. **Required Documentation**
    -Academic Records (Transcripts)
    -Birth Certificate
    -Health Records Form – completed at intake by parent
    -IEP or 504 Plan (if applicable)
    -Immunization Records
    -Proof of Residency
    -Custody Records (if applicable)
    -Parent photo identification (i.e., Driver License) to be scanned
    -Discipline Record

Upon the receipt of all necessary information and records, the enrollment officer will determine the first day of school for students (usually 3 days after the parent meeting).

Surrogate Parents

Federal law establishes the right to free and appropriate public education for all children with disabilities. The Fannett-Metal School District realizes that there may be occasions when a student may not have legal parental representation due to being a ward of the state, if parents are unknown, or if parental rights have been terminated and therefore may require the assignment of a surrogate parent. This person will have all educational rights consistently recognized and expected of a traditional parent or legal guardian. To ensure timely recognition and assignment of a surrogate parent, the following procedures are to be followed:

1. Every effort should be made during the registration process to identify a student's need for surrogate parent representation.

2. If during registration there is concern that the registrant may not have appropriate educational representation, the Enrollment Officer is charged with informing the Superintendent, Director of Special Education, the student's Principal, and the student's Counselor.

3. Within 5 calendar days of new student registration or when an existing student is identified as potentially needing a surrogate parent, the Director of Special Education will confirm that the child is a ward of the state or if the child's parent(s) or guardian(s) are unknown or unavailable.

4. If the suspected student is determined to need a surrogate, the Director of Special Education within 5 additional days informs the Surrogate Parent Coordinator at Lincoln Intermediate Unit No. 12 and begins the process to identify and assign a surrogate.

5. Within 10 additional calendar days, the Director of Special Education will schedule an IEP meeting to develop, review, or revise, special education paperwork.

6. The entire process from initial identification of student need for surrogate representation to assignment of an approved and qualified volunteer to act in this capacity shall not exceed 30 calendar days.

Title I Parent Right to Know

Policy 918

ESSA (Every Student Succeeds Act) "parent-right-to-know" requirements. It requires that school districts receiving Title I, Part A funds notify parents at the beginning of each school year of their right to request

information regarding the professional qualifications of their child's teacher and/or paraprofessional. Parents are entitled to have access, upon request, to the following information:

- Whether the teacher has met State qualifications for licensure in the grade levels and subject areas in which they teach.
- The level of State teacher certification – Emergency, Instructional I, Instructional II, etc. held be the teacher.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Qualifications of the paraprofessional working with their child.

Parent-right-to-know requirements also state that a school district must provide timely notification to parents when their child has been instructed for more than four consecutive weeks by a teacher who is not highly qualified. Additionally, parents must be given information regarding the level of achievement their child has attained on the PSSA.

Visitor Policy

Policy 907

All visitors must report directly to the office for processing through the visitor management system. First-time visitors will be required to have a driver's license or other form of identification scanned through the system for identification and background check.

When picking up your child during the school day for professional appointments, illnesses, etc., parents should report to the office. To ensure your child's safety, children will not be released to other adults without written permission from the parents or legal guardians. Any unknown or unexpected person in the building will be directed to the office. We appreciate your cooperation in helping make our schools the safest environment possible for our children.

Parents are encouraged to attend after-school events such as kindergarten celebrations, Parent Bingo Night, Science Fair, Concerts, Specialty Banquets etc. Due to safety concerns, visitation will be restricted during school hours.

Volunteers

As always, the Fannett-Metal School District needs the support of all parents. If you would like to help, please call your child's building principal or your child's teacher to make arrangements to volunteer in the school. All volunteers must have current clearances to include Child Abuse Clearance (Act 151), Pennsylvania State Police Criminal Background Check (Act 34), and the Federal Criminal History Background Check (Act 114/FBI Fingerprint). The Federal Check could be waived if the volunteer completes the required form verifying that the volunteer has continuously resided in PA for 10 years and swears in writing that he/she has never been convicted of a disqualifying crime in PA. Please be certain to check in at the office and sign the Volunteer Log when you come to join us for an activity.

TRANSPORTATION

Bus Conduct

Policy 810

Students are expected to be courteous and respectful on the bus. Misbehavior of any kind on the bus will not be tolerated. Some examples of student misbehavior are throwing objects out windows, tampering with or using the emergency exit, putting arms out windows, eating, drinking, smoking, chewing tobacco or snuff, spitting, littering the bus, damaging or defacing property, roughhousing, using improper language or gestures, throwing objects, fighting, and being out of the assigned seat. In addition, any behavior not mentioned in this handbook that places the safety of others in danger or is deemed inappropriate by the administration is not permitted and will be cause for disciplinary action. In addition, these rules apply to all students while on any school-sponsored trips or in any school owned and operated vehicle or any contracted transportation. Below are the levels of punishment for bus related offenses:

Elementary Consequences:

Step 1: Verbal warning from the Principal
Step 2: Loss of Recess
Step 3: Bus Academy; Principal and/or student calls home; loss of 2 citizenship points (this step may be repeated throughout the school year at the discretion of the Principal).
Step 4: Detention – Lunch/Afterschool
Step 5: Loss of bus riding privileges for 1 day; Principal and/or student calls home; loss of 5 citizenship points.
Step 6: Loss of bus riding privileges for 3 days; Principal and/or student calls home; loss of 5 citizenship points.
Step 7: Loss of bus riding privileges for 5 days; Principal and/or student calls home; loss of 5 citizenship points.
Step 8: Loss of bus riding privileges for 10 days; Principal and/or student calls home; loss of 5 citizenship points.
Step 9: Loss of bus riding privileges for the remainder of the school year.

A student could be removed from the bus on the first referral depending on the severity of the offense or at the discretion of the Principal. ***Citizenship points refer to elementary school only.***

Secondary Consequences:

Step 1: Verbal warning from the Principal
Step 2: 1 Day loss of riding privileges
Step 3: 3 Days loss of riding privileges
Step 4: 5 Days loss of riding privileges
Step 5: 10 Days loss of riding privileges
Step 6: Loss of riding privileges remainder of school year

Bus Procedures

Policy 810

The school laws of Pennsylvania state that local school boards *"may"* provide free transportation for any pupil who lives within the School District. Transportation for students on a school bus is a privilege which may be revoked. The privilege of riding a bus may be removed by the school principal for improper behavior. When the bus privilege is removed, parents are responsible for transporting their child to and from school.

All riders will be assigned only one pickup location and only one drop off location which may or may not be different. The only exception to this policy will be for emergency situations, residency changes, and/or custody provisions provided to the district in writing. No changes will otherwise be accepted to student bus assignments.

Kindergarten students will not be dropped off without an adult present at the bus stop. If no adult is present, the child will be returned to the school, and the parent will be called to pick up the child at the school. After three incidents, bus privileges will be revoked.

The bus driver oversees students between pickup points at school and home. The major responsibility of the bus driver is to complete his or her round between home and school safely and on time. To ensure students' safety, proper behavior of students is always required. Student misbehavior will be reported to the building principal.

Field Trip Procedures

Policy 231

School-sponsored field trips are designed to enrich student learning by connecting classroom instruction to real-world experiences. When appropriate, students may have opportunities to participate in field trips that align with curriculum and district goals.

All field trips operate under a structured supervision plan aligned with district safety guidelines and Board of Education policy. Students are required to always remain with school staff and their assigned group

While families may choose to visit a field trip venue independently, they may not join, follow, or interact with the class during the trip. These expectations are in place to ensure student safety, appropriate supervision, and organized experience for all participants.

Any student who intends to participate in a trip must have a signed parental permission form in the office by the departure time. Students are expected to behave as if they were in school. If any student violates school policy, he/she is subject to disciplinary action just as if he/she was in school. Additional rules/guidelines may be set by chaperones or the facility they are visiting.

Personal Transportation

Students may be brought to school by personal vehicle. Students arriving by personal vehicle should be aware of proper drop-off and pick-up points around the school.

Elementary - Parents who drive children to school or pick them up at dismissal time are asked to refrain from parking on the playground or in front of the administrative entrance. This causes confusion and may create a traffic jam when buses arrive and depart. Rather, parents should remain in their vehicle parking in a line adjacent to the soccer field. After all buses have departed the playground area, you may pull your vehicle to the front entrance to drop off/pick up your child. School personnel will assist your child in your vehicle. No elementary child is to walk to the elementary or high school without supervision; they must be escorted by a parent or guardian. Finally, to ensure your child's safety, children will not be released to others without written permission from parent/guardians.

Secondary School – All pick-ups and drop offs should be at the front of the building. Parents who drive children to school or pick them up at dismissal time are asked to refrain from parking in bus areas in the front of the building. This causes confusion and may create a traffic jam when buses arrive and depart. If a high school student is transporting an elementary student, the driver is to pick the elementary child up in front of the elementary school after the buses have departed. To ensure your child's safety, children will not be released to others without written permission from parent/guardians.

Students who are habitually late and who arrive at school via parent or other personal transport will be subject to discipline. Student/parent loitering in the hall/office is forbidden.

Student Drivers

Policy 223

All students driving to school must apply for an FM driving permit at the high school office and purchase a parking sticker for $5.00. If a student accepts the responsibility of driving to school, he/she should be aware that any student-driven vehicle can be searched at any time by school authorities if there is reasonable suspicion. Upon entering the school property, the vehicle must be parked immediately in the student parking lot. All occupants of the vehicle must go directly into the school building. No vehicle will be permitted to leave the school parking lot without the permission of the principal or until school has been dismissed. Parking stickers must be always displayed. Operating the vehicle in a reckless manner while traveling to and from school will not be tolerated. Infraction of these regulations will result in the suspension or loss of student driving privileges and possible police referral or legal action. Cooperative Education students are required to drive to school and work. Permission to drive to school is a privilege. Habitually late student drivers may have their driving privileges revoked for a period of time to be determined by the Principal.

FANNETT-METAL SCHOOL DISTRICT
STUDENT REQUEST FOR APPROVAL OF AN EDUCATIONAL FIELD TRIP

The Pennsylvania Department of Education permits local school districts to approve legal absences for the purpose of pupil/family educational field trips. In order for the administration to evaluate fairly the request for approval, the following requirements must be met and this form must be fully completed and signed by the parent/guardian and all pertinent teachers and returned to the building principal PRIOR to any educational field trips.

- Total days of attendance for current year
- Other educational field trip requests during current school year (limited to 5 days per school year)
- Current academic performance.
- Anticipated educational value of the trip. (Must submit a report upon returning outlining the educational value of the trip.)

A TRIP MAY BE CONSIDERED AN EDUCATIONAL FIELD TRIP IF IT BROADENS THE STUDENT'S UNDERSTANDING OF SOCIAL, CULTURAL, OR GEOGRAPHIC VALUES AND CONCEPTS.

Student Name: _____ Parent/Guardian Name: _____

Phone Number: _____ Address: _____

Destination: _____

Please include major points of interest of the trip as well as the educational value:

_____

_____

_____

Date/Dates of the Educational Field Trip: From _____ To _____

Parent/Guardian Signature: _____Grade: _____ Homeroom Teacher: _____

Teachers' Comments and Grades: Please circle Pass or Fail, initial it, and add comments as applicable.

Pass Fail Grade_____ Initials_____ Comments_____
Pass Fail Grade_____ Initials_____ Comments_____
Pass Fail Grade_____ Initials_____ Comments_____
Pass Fail Grade_____ Initials_____ Comments_____
Pass Fail Grade_____ Initials_____ Comments_____
Pass Fail Grade_____ Initials_____ Comments_____
Pass Fail Grade_____ Initials_____ Comments_____
Pass Fail Grade_____ Initials_____ Comments_____

Number of days absent thus far _____ Date Submitted: _____

Administrator's Signature: _____

Approved: _____ Not Approved: _____

*After administrative review, a copy will be given to the parents, attendance secretary, and the homeroom teacher.

PHOTO/IMAGE AGREEMENT

In an effort to keep the District community up to date on school events, the District will, on occasion, invite local media representatives into our schools to photograph special programs and events. Media representatives must register at the main office of each building upon their arrival and are always escorted to a designated area from which they can take photos or video films for publication. We do not allow media representatives to interview students on school property unless accompanied by District personnel.

District personnel will also take photos or videos of classroom instruction, activities, and/or individual students from time to time for release either to the local media or use in District publications such as:

- School and District newsletters
- memory books and yearbooks
- articles for local newspapers
- school related videos
- District webpage

Identification of students is always limited to name, school, and grade.

Permission to photograph a student either individually or as part of a group is assumed unless you return this form indicating that you do not want your child's picture to be taken for any form of media.

Completed forms should be returned to your student's teacher or send it to the Fannett-Metal School District, 14823 Path Valley Road, Willow Hill, PA 17271.

PHOTO DENIAL FORM

_____ Please **DO NOT** include pictures of my student in any district/school media noted above.

STUDENT'S NAME (please print):_____GRADE:_____

CHILD'S TEACHER: _____

BUILDING: _____

Parent/Guardian Signature: _____

Date: _____

This form should be completed <u>only</u> if you <u>do not</u> want your child's picture to be taken for any form of media.

Student Signature: _____ Date: _____

Online Privacy Protection Act (COPPA) Compliance

In compliance with the **Children's Online Privacy Protection Act (COPPA)**, our school is committed to protecting the privacy of students under the age of 13 when using online educational tools and digital platforms.

1. Privacy Policy

- **Website Link to Privacy Policy:**
  A detailed privacy policy is available on the school's website. This policy outlines how student data is collected, used, and protected. Parents are encouraged to review the School Privacy Policy on the district website.

- **Data Collection Practices:**
  The school may collect limited personal information from students for educational purposes. This may include:

  - Student name
  - School-issued email address
  - Usage data from school-approved educational tools

- **Purpose of Data Collection:**
  Collected information is used to:

  - Support instructional needs and learning outcomes
  - Conduct internal educational research
  - Provide personalized learning experiences through digital platforms

- **Third-Party Sharing:**
  Student data may be shared only with vetted, COPPA-compliant third-party educational services. All third-party vendors must agree to protect student data and use it solely for educational purposes.

2. Parental Consent

- **Obtaining Consent:**
  Prior to collecting personal information from students under 13, the school will obtain **verifiable parental consent**. Consent may be gathered via signed forms, electronic acknowledgment, or school enrollment documentation.

- **Withdrawing Consent:**
  Parents or legal guardians may review, correct, or request deletion of their child's personal information and withdraw consent at any time by contacting the school's administration office.

3. Data Security Measures

- **Protection of Student Data:**
  The school takes reasonable measures to protect student information against unauthorized access, disclosure, or misuse. This includes:

  - Secure data storage
  - Access controls and password protections

- Regular review of third-party vendor compliance

- **Staff Training:**
  School staff are trained on data privacy policies and are required to follow best practices to ensure student information is handled responsibly

Fannett-Metal Elementary School
Home/School Involvement Compact

The Fannett-Metal School District is committed to providing a quality educational experience for every student and invites students and parents to join with the Fannett-Metal staff in pledging to accept responsibilities that will enable students to become productive and responsible citizens.

Student



I know that my schoolwork is important. I know that my parent(s) and teachers want to help, but I am the one responsible for my own success. Therefore, I agree to work hard and do my best to:

1. Listen to my teacher and do my work to the best of my ability.
2. Do my homework and bring it to school every day.
3. Be respectful to my parents, teachers, and friends and obey school rules.
4. Have a positive attitude about school and take care of school property.
5. Share important papers and information with parents.

Student Signature: _____ Date: _____



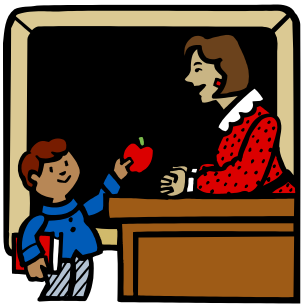
Parent/Guardian

I realize that my child's education is very important and that working as a partner with the school will help my child's achievement and attitude. I agree to join with the school by carrying out the following responsibilities to the best of my ability:

1. Send my child to school each day, on time, well fed, and rested.
2. Create an atmosphere that supports learning by reading to my child often, reviewing daily assignments completed at school, and encouraging the completion of homework.
3. Encourage my child to respect school personnel, his/her classmates, and school property.
4. Participate in decisions relating to the education of my child by attending parent conferences and school functions.
5. Make every effort to attend at least one parent information session about how to help my child at home.

Parent Signature: _____ Date: _____

Teacher



I understand the importance of the school experience to every student and my role as a teacher and role model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Treat each child with dignity while addressing his/her individual needs.
2. Provide a safe and healthy learning environment.
3. Assure every child access to quality learning experiences appropriate to his/her developmental level.
4. Communicate with parents concerning student progress and decisions relating to the education of their child(ren).
5. Provide opportunities for parents to attend informative sessions concerning specific ways to help their child(ren) at home.

Teacher Signature: _____ Date: _____

FANNETT-METAL SCHOOL DISTRICT
NETWORK, INTERNET, AND E-MAIL AGREEMENT

Use Name (Please Print) _____
School: _____
Home Address: _____ Phone number: _____
I agree to abide by the Fannett-Metal School District's Network, Internet, and E-mail Acceptable Use Policy. I understand that using the network, Internet, and E-mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the School District's computers. I acknowledge that all aspects of my use of the School District's computers is subject to monitoring and review without cause and without notice. I consent to the monitoring and review of all aspects of my use of the School District's computers. I further acknowledge that I understand that any conduct that conflicts with these responsibilities is inappropriate and may result in termination of my access to the network, Internet, and E-mail, disciplinary action and/or legal action, and possible financial restitution.
I understand that the School District makes no assurances of any kind, whether expressed or implied, regarding any network services. I further understand that the use of any information obtained via the Internet and/or E-mail is at my own risk. The District specifically disclaims responsibility for the accuracy or quality of such information. The School District is not and will not be held responsible for any damage or loss which I suffer.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____

Fannett-Metal School District
Parent and Student Handbook Review Contract

The Fannett-Metal School District Parent and Student Handbook has been created in order to provide our students, parents, teachers, and community members with current information about the district's policies and procedures including discipline, homework, and attendance. We expect students to put forth their best effort and conduct themselves at all times in a manner that will promote a safe and orderly learning environment.
I am a student at Fannett-Metal School District. I have read the rules, policies, and regulations of the school or have had them explained to me. I agree to abide by them.

Student Signature: _____ Date: _____

My child, _____ and I have read and discussed the rules, regulations, educational policy, student conduct and dress codes, discipline policy, attendance policy and homework policy at Fannett-Metal School District. I agree to encourage my child to follow these rules and policies and agree to become personally involved in my child's education.

Parent/Guardian Signature: _____ Date: _____

****

The Fannett-Metal School District is an equal opportunity employer. It is the policy of the Fannett-Metal School District not to discriminate on the basis of race, age, color, religion, sex, handicap, or national origin in its admission, educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.
Inquiries regarding compliance with the Titles VI and IX and Section 504, may be directed to the: Superintendent, 14823 Path Valley Road, Willow Hill, PA 17271, Telephone: 717-349-7172